



November 2021,

Dear Valued Supplier,

On December 1st, 2020, we successfully completed the transaction of our agreement with KKR for Coty's Professional and Retail Hair businesses, which resulted in the creation of our new Wella group.

As a follow-up of this separation project, Wella group is now running an IT transformation project in order to go live with its own ERP system and Ariba Network platform, which is expected to be fully operative by February 7th, 2022.

Thank you for your help thus far as we prepare to establish the Wella group under a new corporate structure. To that end, we would like to share with you the following information and provide you with the right level of knowledge about how your business will continue to operate with Wella group of companies.

**\*Please note the following exceptional situations before proceeding:**

- If you are also a **Wella customer**, you will receive a separate letter from our Wella Commercial colleagues that gives more specific guidance on trade spend, the issuing of invoices, debit notes and making claims. Rest assured, there is no contradictory guidance in those communications, **what is included below is also true for you in your capacity as a Wella customer.**
- If you are sending today your invoices to a third-party invoice management provider (**Control Pay, BBA**), **please ignore the Wella email addresses below.** We will be communicating shortly about the potential new details.

## WHY ARE WE REACHING YOU?

We are contacting you as you have been identified as one of Wella suppliers **under a Coty owned Legal Entity located in EMEA.**

As of February 1st, all Wella operations will be managed through Legal entities owned by Wella group under its own system. As a result, the activity related to Wella currently performed via Coty owned legal entities will be managed as stated below starting from February 1<sup>st</sup>.

This letter contains detailed legal changes and information that will apply to future transactions of Wella Company Brands. The main brands impacted by the transition are:



Note: You can check the complete list of the impacted Wella company brands at the end of the communication.

The main topics we would like to inform you about in this communication are as listed below:

1. **New Legal entity structure for Wella Business currently under Coty owned Legal Entities**
2. Impact on the **Invoicing process** during and after system transition
3. **Support contact** addresses for each Country
4. Future **communications**

## 1. New Legal Entity structure for Wella Business currently under Coty owned Legal Entities

Due to this separation process, the next step on our journey is to restructure the business under the new legal entity structure that will take place from February 1st, 2022 onwards.

As February 1st, we will be transferring operations to the **new Legal Entity structure**, detailed below. As a result of this transfer, the Purchase orders and blanket orders related to your business with Wella will be issued by the new Wella owned Legal Entity shown on the table below.

Until that transfer date, please continue operating As-Is under the current Coty owned Legal Entity.

**Note: deliveries and systems will be frozen from 1st to 6th of February 2022, both included, which is a Blackout period dedicated to an internal system change.**

To proceed, the following table shows the Legal Entity changes that will apply to allow Wella to act and trade as an independent company, fully separated from Coty.

All of **these changes will not be effective until February 1st, 2022 onwards**. So please do not make any use of the emails, as they would only be working from February 1st, 2022. Until then, please keep reaching your usual Wella Business contact for enquiries.

**PLEASE NOTE THAT THIS IS VALID FOR YOUR BUSINESS ASSOCIATED WITH THE WELLA BRANDS ONLY. BUSINESS NOT RELATED TO THESE BRANDS WILL CONTINUE WITH COTY.**

**\*ATTENTION: All email address has been changed to the @wella.com domain \***

Country of the Legal Entity	If your business for the Wella brands is with this legal entity	Use this legal entity AFTER Separation date	Invoicemailing Address – Feb 22' onwards	Office Address	VATID
AUSTRIA	<u>3100</u> Coty Beauty Austria GmbH	<u>3100</u> Wella Austria GmbH	PDF.AT.3100@wella.com	EUROPLAZA 2E, Technologiestraße10,4. Obergeschoss(4th floor) 1120 Vienna, Austria	ATU75991205
BELGIUM	<u>3470</u> Coty Belgium B.V.	<u>3470</u> Wella Belgium B.V.	PDF.BE.3470@wella.com	Chaussée de La Hulpe, 181. Box 112 Watermaal- Bosvoorde. P.C.1170	BE0754488170
FRANCE	<u>3130</u> Coty France SAS	<u>3130</u> Wella France SAS	PDF.FR.3130@wella.com	13 ter Boulevard Berthier 75017 Paris	FR4488807814

GERMANY	<u>3170</u> Sebastian Europe GmbH	<u>3170</u> Sebastian Europe GmbH	PDF.DE.3170@wella.com	Berliner Allee65, 64295 Darmstadt, Germany	N/A
GERMANY	<u>3220</u> Coty Beauty Germany GmbH	<u>3220</u> Wella Germany GmbH	PDF.DE.3220@wella.com	Berliner Allee 65, 64295 Darmstadt, Germany	DE304310603
IRELAND	<u>3240</u> Wella Ireland	<u>3240</u> Wella UK Ltd. Irish Branch	PDF.IE.3240@wella.com	Wella Professional Studios,Ground Floor and Part 1st Floor, The Chancery,3 –10Chancery Lane	3714223GH
ITALY	<u>3260</u> Coty Italia S.r.L.	<u>3260</u> Wella Italia S.r.L.	PDF.IT.3260@wella.com	Via Mauro Macchi 40, cap 20124 Milano	11396630961
NETHERLANDS	<u>3290</u> Coty Netherlands B.V.	<u>3290</u> Wella Netherlands B.V.	PDF.NL.3290@wella.com	Weena 505 Tower A – floor 37 (37A) 3013 AL Rotterdam Netherlands	NL861565952B01
PORTUGAL	<u>3480</u> Coty Beauty Portugal,SA	<u>3480</u> Wella PTL Unipessoal Lda.	PDF.PT.3480@wella.com	RuaArtilharia 1, n.º51 PortaU, S/Loja E,Páteo Bagatela 1250-038 Lisboa Portugal	PT516123947

RUSSIA	<u>3340</u> OOO «Руссвелл»	<u>3340</u> Wella RUSLtd	PDF.RU.3340@wella.com	Leningradskoye Highway, 16A Bld.1floor 3 office 3 Moscow 125171 Russia	ИHH7743344565
SPAIN	<u>3350</u> Coty Beauty Spain, SLU	<u>3350</u> Wella Prestige Spain, SLU	PDF.ES.3350@wella.com	Torre Chamartín. Calle de Dulce Chacón,55 Planta 18 28050 Madrid	B01910777
SWITZERLAND	<u>3390</u> Coty Beauty Swiss SARL	<u>3390</u> Wella Switzerla nd S.à r.l.	PDF.CH.3390@wella.com	Chemin Louis-Hubert 1-3, 1213 Petit-Lancy	CHE- 147.416.064
SWITZERLAND	<u>3400</u> HFC Prestige Intl Op SARL	<u>3400</u> Wella Internation al Operations Switzerlan d Sàrl	PDF.CH.3400@wella.com	Chemin Louis- Hubert1-3, 1213 Petit-Lancy	How to choose VAT ID? Please refer to the VAT ID determination rules below  CHE- 144.630.388 (Switzerland)  DE335700288 (Germany)  EL996818290 (Greece)  IT1143587 0966 (Italy)  SE5020846 62101 (Sweden)  GB368711 766 (Great Britain)  ESN002901 9G (Spain)

SWITZERLAND	<u>3420</u> HFC Prestige Intl Op SARL	<u>3420</u> Wella International Operations Switzerland Sàrl	PDF.CH.3420@wella.com	Chemin Louis- Hubert1-3, 1213 Petit-Lancy	How to choose VAT ID? Please refer to the VAT ID determination rules below  CHE- 144.630.388 (Switzerland)  DE335700288 (Germany)  EL996818290 (Greece)  IT1143587 0966 (Italy)  SE5020846 62101 (Sweden)  GB368711 766 (Great Britain)  ESN002901 9G (Spain)
UK	<u>3430</u> COTY UK&I Ltd	<u>3430</u> WELLA UK Ltd	PDF.GB.3430@wella.com	7th Floor, St George's House, 5St George's Road, SW19 4DR Wimbledon. UK	GB370 872187

**VAT ID determination rules if your business is with our future Swiss Legal Entity** (3400 & 3420 Wella International Operations Switzerland Sàrl)

Please consider the following details regarding VAT number determination.

In case of goods delivered to a location included in the VAT ID list for our Swiss Legal Entity (3400 Wella International Operations Switzerland Sàrl) in the table above, please select the VAT ID of the country of destination.

Example: if your business with Wella will fall under the Swiss Legal entity (3400 Wella International Operations Switzerland Sarl) and if you are delivering goods to a Distribution Center in Germany, you should select the VAT ID for Germany, meaning DE335700288.

In case the goods delivery location is not included in the VAT ID list for our Swiss Legal Entity (3400 Wella International Operations Switzerland Sàrl) OR in case you are providing a service under the Swiss Legal Entity (3400 Wella International Operations Switzerland Sàrl), the correct VAT ID to select is CHE-144.630.388.

## 2. IMPACT ON THE INVOICING PROCESS DURING SYSTEM TRANSITION

In a near future, you will receive a specific and communication regarding this topic with detailed information on the different scenarios you could face **as well as the actions to be taken during invoicing process for each of these scenarios.**

From a general perspective, this would be the way to handle your invoices:

- For services and goods provided before February 1<sup>st</sup>,2022 – Send your invoice for processing to current Coty Legal Entity as of today.
- For services and goods provided from February 1<sup>st</sup>,2022 onwards – Submit the invoice to the new billing address mentioned on the table above.

This is a general example. For particular cases, we will come back with more details in the **future communication.**

## 3. SUPPORT CONTACT ADDRESSES FOR EACH COUNTRY

From February 1<sup>st</sup>,2022 onwards, please refer to the following contacts:

**For business related enquiries, please reach to your usual Wella Business contact.**

**For invoicing/financial enquiries, please reach out to the appropriate email address listed below based on the country where Wella company is established.**

When contacting them, please be sure to include the following information in the email:

- A detailed description of the issue or question
- Your contact details, including a phone number

Please be advised, the AP Disbursements team may need to contact you regarding your invoice submission or data. In order to ensure that you receive their communications, please add their email address to your secure email contacts.

Below, you may find the corresponding contact support e-mail address for any further queries you may have.

AP HELPDESK CONTACT INFORMATION		
Country	Co.code	E-mail address
Austria	3100	AP.QUERIES.DACH@wella.com
Belgium	3470	AP.QUERIES.BNL@wella.com
Denmark	3110	AP.QUERIES.NORDICS@wella.com
Finland	3120	AP.QUERIES.NORDICS@wella.com
France	3130	AP.QUERIES.FR.3130@wella.com
Germany	3220 3170	AP.QUERIES.DACH@wella.com
Ireland	3240	AP.QUERIES.UKI@wella.com
Italy	3260	AP.QUERIES.IT.3260@wella.com

Netherlands	3290	AP.QUERIES.BNL@wella.com
Portugal	3480	AP.QUERIES.PT.3480@wella.com
Spain	3350	AP.QUERIES.ES.3350@wella.com
Sweden	3380	AP.QUERIES.NORDICS@wella.com
Switzerland	3390	AP.QUERIES.DACH@wella.com
Switzerland	3400	AP.QUERIES.GENEVA@wella.com
Switzerland	3420	AP.QUERIES.GENEVA@wella.com
UK	3430	AP.QUERIES.UKI@wella.com
RUSSIA	3340	AP.QUERIES.RU.3340@wella.com

Note: Please, for helpdesk contact refer to your corresponding company code number.

In addition to the above, we would like to inform you that further correspondence in relation to your contract might be addressed to your company as part of our global communication streams. Should you require assistance or clarity on the above processes please do not hesitate to reach out your contact person in our procurement organization.

#### 4. FUTURE COMMUNICATION

In line to our communication plan, please find listed below the following letters you will soon receive from our side:

- **Detailed invoices communication.** Providing specific information in terms of invoicing process impacts to avoid billing issues during systems transition
- **Supplier's website communication.** We encourage you to visit our supplier website at: [Supplier's website](#) to discover the latest news and detailed information on maintaining a successful partnership with us.

Once again, thank you for your support of the Wella group transition. We look forward to our continued relationship on this and our other brands or businesses you may serve.

Yours faithfully,



Stephanie Gemmell

Chief Procurement Officer Wella Company



ALL WELLA COMPANY BRANDS



CLAIROL

O·P·I



NIOXIN

weDo/  
PROFESSIONAL

CLAIROL  
PROFESSIONAL

PROFESSIONAL  
SEBASTIAN



SASSOON  
PROFESSIONAL

Londa  
PROFESSIONAL

Kadus  
PROFESSIONAL

