



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 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 will be managed as stated below starting from February 1st.

This letter contains detailed 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. **Changes to apply on current Wella Legal Entity details;** these changes, detailed in the table below, relate to new addresses, emailing address and in some cases new legal entity name
2. Impact on the **Invoicing process** during and after system transition
3. **Support contact** addresses for each Country
4. Future **communications**

1. Changes to apply on current Wella Legal Entity details

Due to this separation process, the next step on our journey is to restructure the business with some changes to apply on current Wella Legal entities from February 1st, 2022 onwards.

These changes, detailed in the table below, relate to new addresses, new emailing address and in some cases new legal entity name.

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.

Until that transfer date, please continue operating As- Is by using the same information as the ones as you have been using so far. **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.**

Note: Please pay careful attention to the cells **highlighted**, as these are the columns where most of the information is updated.

Country of the Legal Entity	Wella Legal Entity name	Invoice Mailing Address – Feb 22' onwards	Registered Office Address	VAT ID
AUSTRIA	From: <u>5100</u> Wella Austria GmbH To: <u>3100</u> Wella Austria GmbH	PDF.AT.3100@wella.com	EUROPLAZA 2E, Technologiestraße 10,4. Obergeschoss (4th floor)1120 Vienna,Austria	ATU75991205
BELGIUM	From: <u>5470</u> Wella Belgium B.V. To: <u>3470</u> Wella Belgium B.V	PDF.BE.3470@wella.com	Chaussée de La Hulpe, 181. Watermaal- Bosvoorde. P.C.1170	BE0754488170
DENMARK	From: <u>3110</u> HFC Prestige International Denmark ApS To: <u>3110</u> Wella Denmark ApS	PDF.DK.3110@wella.com	Kirkebjerg Parkvej 11B 2605Brøndby Denmark	DK37293407
FINLAND	From: <u>3120</u> HFC Prestige Intl Oy To: <u>3120</u> Wella Finland Oy	PDF.FI.3120@wella.com	Bulevardi 21, 00180 HELSINKI FINLAND	FI27358969

FRANCE	<p>From: <u>5130</u> Wella France S.A.S</p> <p>To: <u>3130</u> Wella France S.A.S</p>	PDF.FR.3130@wella.com	13 ter Boulevard Berthier75017 Paris	FR44888407814
GERMANY	<p>From: <u>3210</u> HFC Prestige Manufacturing Germany GmbH</p> <p>To: <u>3210</u> HFC Prestige Manufacturing Germany GmbH</p>	PDF.DE.3210@wella.com	Berliner Allee 65, 64295 Darmstadt, Germany	DE304310599
GERMANY	<p>From: <u>3200</u> HFC Prestige Service Germany GmbH</p> <p>To: <u>3220</u> Wella Germany GmbH</p>	PDF.DE.3220@wella.com	Berliner Allee 65, 64295 Darmstadt, Germany	DE304310603
GERMANY	<p>From: <u>5710</u> Wella Company Holding GmbH</p> <p>To: <u>5710</u> Wella Company Holding GmbH</p>	PDF.DE.5710@wella.com	Invoices are sent by email	N/A
GERMANY	<p>From: <u>5700</u> Wella Germany Holding GmbH</p> <p>To: <u>5700</u> Wella Germany Holding GmbH</p>	PDF.DE.5700@wella.com	Invoices are sent by email	N/A
GERMANY	<p>From: <u>5720</u> Wella Properties GmbH</p> <p>To: <u>5720</u> Wella Properties GmbH</p>	PDF.DE.5720@wella.com	CAPABOX, Berliner Allee 65, 64295 Darmstadt Germany	00724801936

GREECE	<p>From: <u>3230</u> WELLA Hellas EPE</p> <p>To: <u>3230</u> WELLA Hellas EPE</p>	ap_helodesk_greece@wella.com	Αγ. Κωνσταντίνου 59-61, GREEN PLAZA, ΚΤΙΠΙΟ C tr. 59-61, Αγίου Κωνσταντίνου,Maroussi	EL094248994
IRELAND	<p>From: <u>5240</u> Wella UK Ltd. Irish Branch</p> <p>To: <u>3240</u> Wella UK Ltd. Irish Branch</p>	PDF.IE.3240@wella.com	Wella Professional Studios, Ground Floor and Part 1st Floor, The Chancery, 3 – 10 Chancery Lane	3714223GH
ITALY	<p>From: <u>5260</u> Wella Italia S.r.L.</p> <p>To: <u>3260</u> Wella Italia S.r.L.</p>	PDF.IT.3260@wella.com	Via Mauro Macchi 40, Cap 20124 Milano	IT11396630961
NETHERLANDS	<p>From: <u>5290</u> Wella Netherlands B.V</p> <p>To: <u>3290</u> Wella Netherlands B.V</p>	PDF.NL.3290@wella.com	Wella Netherlands Toren Averdiep 37Weena 505 3013 ALRotterdam	NL861565952B01
NORWAY	<p>From: <u>3300</u> HFC Prestige International Norway AS</p> <p>To: <u>3300</u> Wella Norway AS</p>	PDF.NO.3300@wella.com	Nydalsveien 30B.0484.Oslo.Norway	NO916456506
POLAND	<p>From: <u>3310</u> HFC Prestige Service Poland Sp.Z.o.o.</p> <p>To: <u>3310</u> HFC Prestige Service Poland Sp.Z.o.o.</p>	PDF.PL.3310@wella.com	Ul.Sienna 39 00-121Warszawa	PL5242791574

PORTUGAL	<p>From: <u>5480</u> Wella PTL Unipessoal Lda</p> <p>To: <u>3480</u> Wella PTL Unipessoal Lda</p>	PDF.PT.3480@wella.com	Rua Artilharia 1,nº 51 PortaU, S/Loja E, Páteo Bagatela,1250-038 Lisboa	PT516123947
RUSSIA	<p>From: <u>3330</u> ООО «Капелла»</p> <p>To: <u>3330</u> Capella Ltd</p>	PDF.RU.3330@wella.com	1 Shosse 5 km. Avtozavodskogo, territory Vostochny promraion Kaprolaktam, Dzerzhinsk, Nizhegorodskayaoblast. 60600. Дзержинск	5249072235
RUSSIA	<p>From: <u>5340</u> ООО «ВЕЛЛАРУС»</p> <p>To: <u>3340</u> Wella RUSLtd</p>	PDF.RU.3340@wella.com	Metropolis Business Center Leningradskoye Highway, 16ABld.1 floor 3 office 3 Moscow125171 Russia	ИИИ 7743344565
SPAIN	<p>From: <u>5350</u> Wella Prestige Spain S.L.U.</p> <p>To: <u>3350</u> Wella Prestige SpainS.L.U</p>	PDF.ES.3350@wella.com	Torre Chamartín. Calle de Dulce Chacón 55,Planta 18, 28050 Madrid	ESB01910777
SWEDEN	<p>From: <u>3380</u> HFC Prestige IntlAB</p> <p>To: <u>3380</u> Wella SwedenAB</p>	PDF.SE.3380@wella.com	Box 3098, 169 03 Solna Sweden	SE559047406901
SWITZERLAND	<p>From: <u>5390</u> Wella Switzerland S.à r.l.</p> <p>To: <u>3390</u> Wella Switzerland S.à r.l</p>	PDF.CH.3390@wella.com	Chemin Louis-Hubert1-3, 1213 Petit-Lancy *Please check purchase order details for the correct delivery address.	CHE-147.416.064

SWITZERLAND	<p>From: <u>5400</u> Wella International Operations Switzerland Sàrl</p> <p>To: <u>3400</u> Wella International Operations Switzerland Sàrl</p>	PDF.CH.3400@wella.com	Chemin Louis- Hubert 1-3,1213 Petit-Lancy	<p><u>How to choose VAT ID?</u> Please refer to the VATID determination rules below</p> <p>CHE- 144.630.388 (Switzerland)</p> <p>DE335700288 (Germany)</p> <p>EL996818290 (Greece)</p> <p>IT1143587 0966 (Italy)</p> <p>SE5020846 62101 (Sweden)</p> <p>GB368711 766 (Great Britain)</p> <p>ESN002901 9G (Spain)</p>
UK	<p>From: <u>5770</u> Wella TreasuryLtd</p> <p>To: <u>5770</u> Wella TreasuryLtd</p>	PDF.GB.5770@wella.com	7th Floor, St George's House,5 St George's Road, Wimbledon, SW19 4DR	N/A
UK	<p>From: <u>5430</u> WELLAUK Ltd.</p> <p>To: <u>3430</u> WELLAUK Ltd.</p>	PDF.GB.3430@wella.com	7th Floor, St George's House,5 St George's Road, Wimbledon, SW19 4DR	370872187
UK	<p>From: <u>0092</u> Jemella Limited t/a GHD</p> <p>To: <u>0092</u> GHDUK / Jemella Ltd</p>	accountspayable@ghdhair com	Bridgewater Place, Water Lane.LS115BZ. Leeds, UK.	886612339
MEA	<p>From: <u>5730</u> Wella Regional Trading FZE</p> <p>To: <u>5730</u> Wella Regional Trading FZE</p>	PDF.AE.5730@wella.com	11th Floor JAFZA1 Jebel Ali Free Zone, DubaiUnited Arab Emirates	Currently No VAT registered

VAT ID determination rules if your business is with our future Swiss Legal Entity (3400 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 Sàrl) 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 1st,2022 – Send your invoice for processing to current Wella Legal Entity information as of today.
- For services and goods provided from February 1st,2022 onwards – Submit the invoice to the 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 1st,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 the company is established.

- 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	3210 3220 3170 5710 5700 5720	AP.QUERIES.DACH@wella.com
Greece	3230	ap_helpdesk_greece@wella.com
Ireland	3240	AP.QUERIES.UKI@wella.com
Italy	3260	AP.QUERIES.IT.3260@wella.com
Netherlands	3290	AP.QUERIES.BNL@wella.com
Norway	3300	AP.QUERIES.NORDICS@wella.com
Poland	3310	AP.QUERIES.PL.3310@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
UK	0092	accountspayable@ghdhair.com
UK	3430	AP.QUERIES.UKI@wella.com
UK	5770	AP.QUERIES.UK.5770@wella.com
RUSSIA	3330 3340	AP.QUERIES.RU.3330@wella.com AP.QUERIES.RU.3340@wella.com
MEA	5730	HELPDESK.AE.5730@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

