

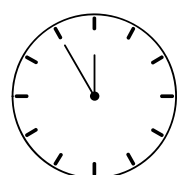
# DIGITAL INVOICING

## BENEFITS



### ECONOMIC SAVINGS

E-invoicing reduces business expenses related to materials, storage and handling costs.



### IMMEDIACY

E-invoicing is almost immediate - can be tracked and monitored. Payments are speeded up and collection times are reduced.



### EFFICIENCY

By using e-invoicing system duplicates are avoided.



### ACCURACY

E-invoicing guarantees an excellent service. This way human errors like wrongly data entering are avoided.

## HOW?

- send invoice only in PDF file in version no higher than 1.4
- do not include any additional attachments different than PDF format
- please remember:  
**1 PDF = 1 document**
- additional documentation to an invoice must be included **in the same PDF file as the invoice**
- check that the invoice information is aligned with **Wella legal and fiscal requirements**

## WHERE?

Send invoice to our mailbox depending of the country and company. **Please note that these mailboxes are non-reply.**

## MAILBOXES

### AUSTRALIA

Wella Australia Pty Ltd  
Level 9, 1 Market Street, Sydney, NSW 2000,  
Australia  
PDFInv.3000@wella.com  
ABN: 62 643 427 669

### SINGAPORE

Wella International Operations Switzerland SARL  
Singapore Branch  
75 High Street, Level 2, Singapore 179435  
PDFInv.3080@wella.com  
GST registration No M90373602G

### NEW ZEALAND

HFC Prestige International New Zealand Ltd  
C/- Buddle Findlay, Level 19, Price Waterhouse Coopers  
Tower 188 Quay Street, Auckland, 1010 New Zealand  
PDFInv.3060@wella.com  
GST No: 119 819 040

### INDIA

Wella India Private Ltd  
Corporate Avenue, 4th floor, D wing, 404  
Chakala Andheri (East), Mumbai, 400093, India  
PDFInv.3500@wella.com  
GST No: 27AABCW7386B1Z6

# MAILBOXES

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## CHINA

HFC Cosmetics (Shanghai) Co. Ltd 上上  
海市静安区南京西路819号5楼159室  
Room 159, 5th Floor, No.819 West Nanjing  
Road, Shanghai, PRC  
PDFinv.3690@wella.com  
Tax Reg. Code 91310115MA1H7CTR08

## THAILAND

HFC Prestige Manufacturing  
(Thailand) Ltd.  
112/1 Moo5, Bangna-Trad Highway  
Km.36, Bangsamak, Bangpakong,  
Chachoengsao 24130, Thailand  
PDFinv.3090@wella.com  
VAT Registration ID 0245558002881

## JAPAN

HFC Prestige Japan Godo Kaisha  
Tokyo Opera City Tower 27F, 3-20-2,  
Nishi Shinjuku, Shinjuku-ku, 163-1427  
Tokyo  
PDFinv.3040@wella.com  
Tax registration: 8010403014051  
VAT ID: T8010403014051

## HONGKONG

GHD Hong Kong Limited  
8th Floor, Goldsland Building, 22-25  
Minden Avenue, Tsim Sha Tsui,  
Hongkong  
infohk@ghdhair.com  
VAT ID: 61970618-000-08-22

WELLA  
COMPANY

# SUPPORT CONTACT ADDRESSES



COUNTRY	COMPANY CODE	E-MAIL ADDRESS
AUSTRALIA	3000	AP.Helpdesk.AU@wella.com
NEW ZEALAND	3060	AP.Helpdesk.NZ@wella.com
SINGAPORE	3080	AP.Helpdesk.SG@wella.com
THAILAND	3090	AP.Helpdesk.TH@wella.com
INDIA	3500	AP.Helpdesk.IN@wella.com
CHINA	3690	AP.Helpdesk.CN@wella.com
JAPAN	3040	AP.Helpdesk.JP@wella.com
HONGKONG	0289	sue.lee@ghdhair.com

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