



December 2021

Dear valued supplier,

As a Wella supplier, you were informed in our previous communication regarding Legal Entity changes. February 1, all Wella operations will be managed through Legal entities operated by Wella under its own system as well as the Legal changes that will take place on the Legal Entities from that date.

On top, the Wella Netherlands office will change location as per Jan 1<sup>st</sup>, 2022.

As a follow-up of our communications plan, we are pleased to inform you how to manage the invoicing process during this transition.

To ensure timely processing and correct payment of your invoices, please read this communication carefully to make sure you will be taking the appropriate actions.

*Note: If for any reason you did not receive the previous communication related to Legal Entity changes, please visit the [Supplier's website](#) where you will find all previously sent communications or reach your usual Wella Business contact for any question that may arise.*

\*if you provide freight services, you will receive a separate letter from our Wella team that gives more specific guidance on invoicing management process.

### How do you know where to invoice?

Please find below the Legal Entity where the invoice may be sent to according to its invoice date. Check against your expected invoice date to identify this situation.

#### Invoice date before Jan 1st, 2022 ->

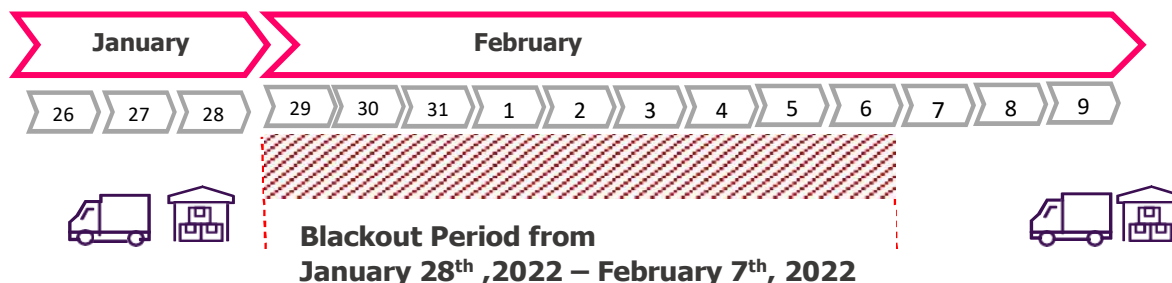
Legal Entity	Mail address	Invoice address
Wella Netherlands B.V	Wella Netherlands B.V. Attn. SSC Account Payable Weena 505-Toren A -Floor 37 3013 AL Rotterdam Nederland	Wella Netherlands B.V. Weena 505-Toren A -Floor 37 3013 AL Rotterdam Nederland
Wella Belgium N.V.	Wella Belgium N.V Attn. SSC Account Payable Terhulpesteenweg 181 b12 1170 Watermaal-Bosvoorde België	Wella Belgium N.V Terhulpesteenweg 181 b12 1170 Watermaal-Bosvoorde België

#### Invoice date after Jan 1st, 2022 ->

*A PO confirmation before Jan 1<sup>st</sup>, 2022 will reflect the old/current address. Based on this confirmation, please use the below, new address.*

Legal Entity	Mail address	Invoice address
Wella Netherlands B.V	Wella Netherlands B.V. Attn. SSC Account Payable Weena 505-Toren A -Floor 37 3013 AL Rotterdam Nederland	Wella Netherlands B.V. Weena 505-Toren A -Floor 37 3013 AL Rotterdam Nederland
Wella Belgium N.V.	Wella Belgium N.V Attn. SSC Account Payable Terhulpesteenweg 181 b12 1170 Watermaal-Bosvoorde België	Wella Belgium N.V Terhulpesteenweg 181 b12 1170 Watermaal-Bosvoorde België

## What are the key dates and which actions should you take as a supplier?



Please be advised that deliveries and systems will be frozen from January 28 to February 6, 2022. This period is a **Blackout period** dedicated to an internal system change. No PO will be issued, and no deliveries will be accepted or processed in Wella systems during that period.

## Which actions should you take as a supplier?

Please consider the following scenarios and actions to be taken as a supplier in order to manage the different invoicing situations.

### 1. You received a Purchase Order before January 28 and provided goods/services before January 28 but you did not send your invoice yet.

Issue the invoice for the goods/services in line with above mentioned Wella Legal Entity information. In this case, please try as much as possible to send your invoice to current Wella Legal Entity information details before January 28<sup>th</sup>.

### a. You received a Purchase Order before January 28 and you have (pending) goods/services to be provided after February 7.

- Your PO will be transferred to the new Wella systems, related to the pending delivery.
- In some cases, after Feb 7<sup>th</sup> 2022, you will receive a new PO number for this part of the order. In that case, please use this PO-number as reference on your invoices. In case you did not receive a new PO-number, please use the original PO.

Delivery before Jan 28<sup>th</sup>, 2022 will thus need to be invoices with the original PO, preferably before Jan 28<sup>th</sup>. Any delivery after Feb 7<sup>th</sup>, 2022 should be invoiced with the new PO number.

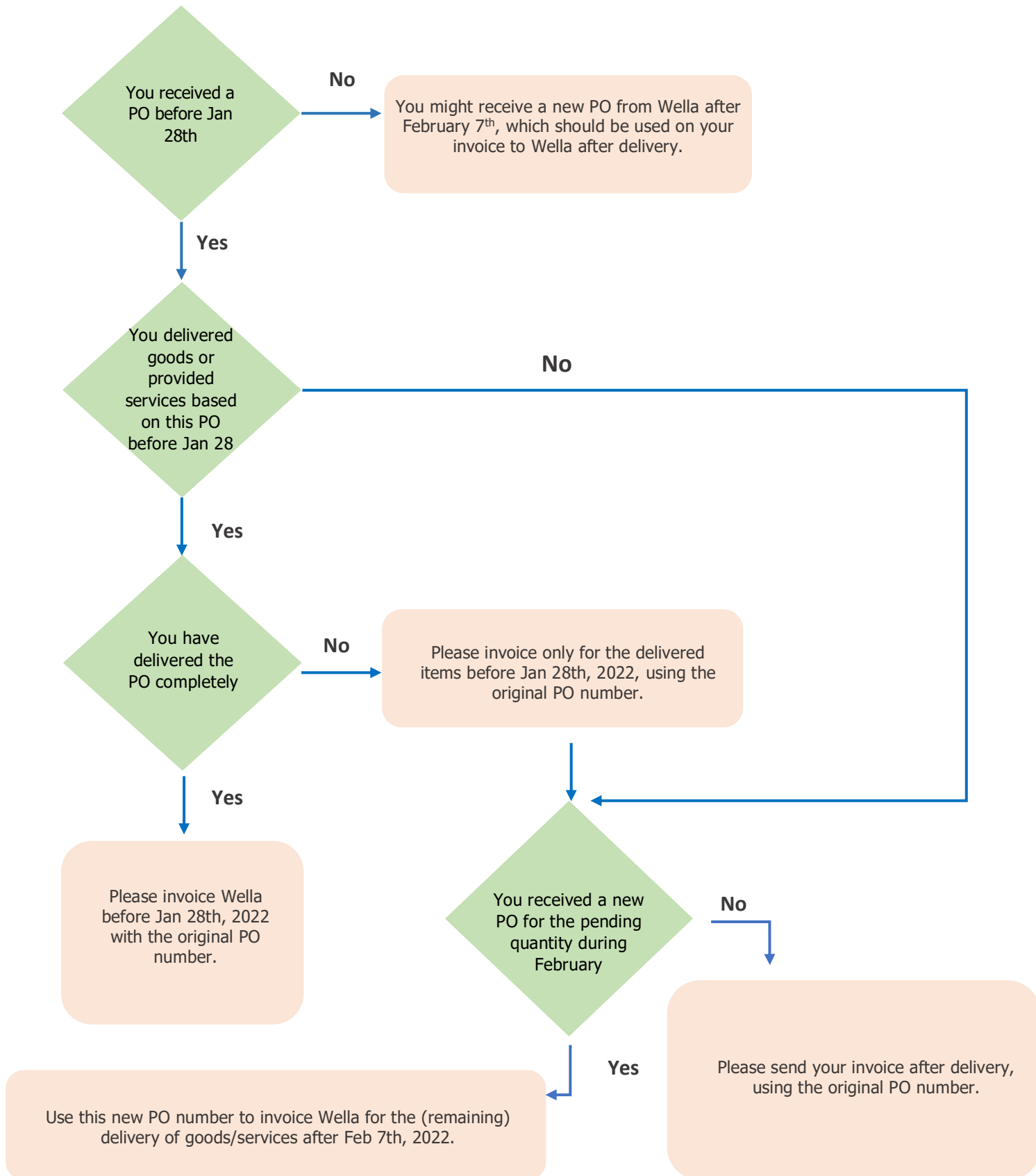
*Please, note to follow above instructions properly, otherwise it will result in a delay of the payments.*

## What impact does this have on your contract with Wella Company?

We will contact you in case we need to make any adjustments to our contract. Please, let us know if you need to have the contract updated, based on this address change for Wella Netherlands B.V. by sending an e-mail to: Gilles.Baeyens@wella.com.

To ease your understanding, please find below a flow chart which should help you to navigate in the different scenarios that you might face.

### Suppliers actions flow chart



## Contacting us for support

Please, for any questions or inquiries regarding invoicing during this transitional period, please reach your usual Wella Business contact.

From February 7, 2022 onwards, invoicing enquiries must be made by emailing the Accounts Payable (AP) Help Desk team. When contacting them, please ensure you have the following information included in the body of your email:

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

Please be advised, the AP Help Desk team may need to contact you regarding your invoice submission or data. 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.

Land	email-adres (tot 28 Januari 2022)	email-adres (vanaf Februari 2022)
Nederland, België & Luxemburg	<a href="mailto:AP.IP.BENELUX@wella.com">AP.IP.BENELUX@wella.com</a>	<a href="mailto:AP.QUERIES.BNL@wella.com">AP.QUERIES.BNL@wella.com</a>

## Further Information in our supplier website

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. If you have any questions, please do not hesitate to contact your main contact at Wella.

Once again, thank you for your support in 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