



御取引先 各位

謹啓 寒気の候、貴社益々ご清栄のこととお喜び申し上げます。

平素は格別のご高配を賜り厚く御礼申し上げます。

さて、先にご案内いたしましたとおり、2022年2月1日より、弊社を含む世界のすべてのウエラ事業は、ウエラグループ独自のシステムで各国の法人を通じて管理されます。本日は、このシステム変更につきましての弊社請求書処理関係のご案内を申し上げます。

次ページ以降に英語にて各国の変更事項の説明がございますが、日本につきましてのご案内は本ページとなります。

1. 会社基本情報：日本においては法人の会社名、住所の変更はございません。請求書送り先、担当者連絡先も従来通りです。
2. システム停止期間：日本も以降のためのシステム停止期間がございます。日本の注文、受領、処理の日程は下記の通りです。
 - 2022年1月26日が最終納入受取処理日となります。
 - 2022年1月27日が弊社内最終請求書処理日となります。
 - その後2月6日まで、システムは移行作業のため使用できなくなります。
3. システム移行につきまして、旧システムでの注文書番号は新システムに移行されないため、システム停止前の注文で、システム再開以降の納入分につきましては注文番号が変更になりますが、その場合は弊社担当者からご連絡させていただきます。特に連絡がない場合はいままで通りに納入、請求書発行をお願いいたします。
4. また、システム停止直前、直後の納入、請求書発行につきまして調整が必要な場合も、弊社注文担当者からご連絡申し上げますので担当者との調整をお願い申し上げます。
5. 本件につきましてのご質問は弊社注文担当者をお願いいたします。

日本につきましてのご案内は以上でございます。

繰り返しになりますが、Wellaグループの移行をご支援をご支援いただき、誠にありがとうございます。本件及び他のブランドに関する変わらぬご関係、お取引を心から願っております。

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.

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

To provide you with the best service, and 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 I know where to invoice as of Separation date?

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

For services and goods provided before January 28,2022:

Send you invoice for processing to **current Wella Legal Entity information details**, as of today.

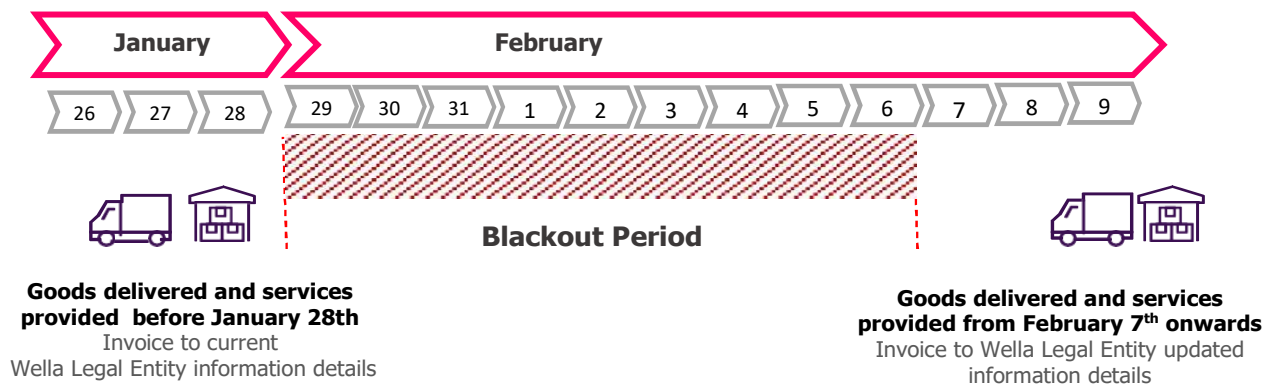
For services & goods provided from February 7,2022 onwards:

Send your invoice to the **updated Wella Legal entity information details**.

Country of the Legal Entity	Wella Legal Entity	Paper invoices	Invoice Mailing Address – Feb 22' onwards	Office Address	VAT ID
AUSTRALIA	From: 5000 Wella Australia Pty Ltd To: 3000 Wella Australia Pty Ltd	No Paper Invoices	PDFInv.3000@wella.com	Level 9, 1 Market Street, Sydney NSW 2000	62 643 427 669
INDIA	From: 3500 Wella India Private Ltd To: 3500 Wella India Private Ltd	No Paper Invoices	PDFInv.3500@wella.com	4th Floor, D Wing, 404 Chakala Andheri(East) Mumbai, India , 400093	27AABCW7386B1Z6

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

Key dates



Goods delivered and services provided before January 28th
Invoice to current
Wella Legal Entity information details

Goods delivered and services provided from February 7th onwards
Invoice to Wella Legal Entity updated
information details

*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 I take as a supplier?

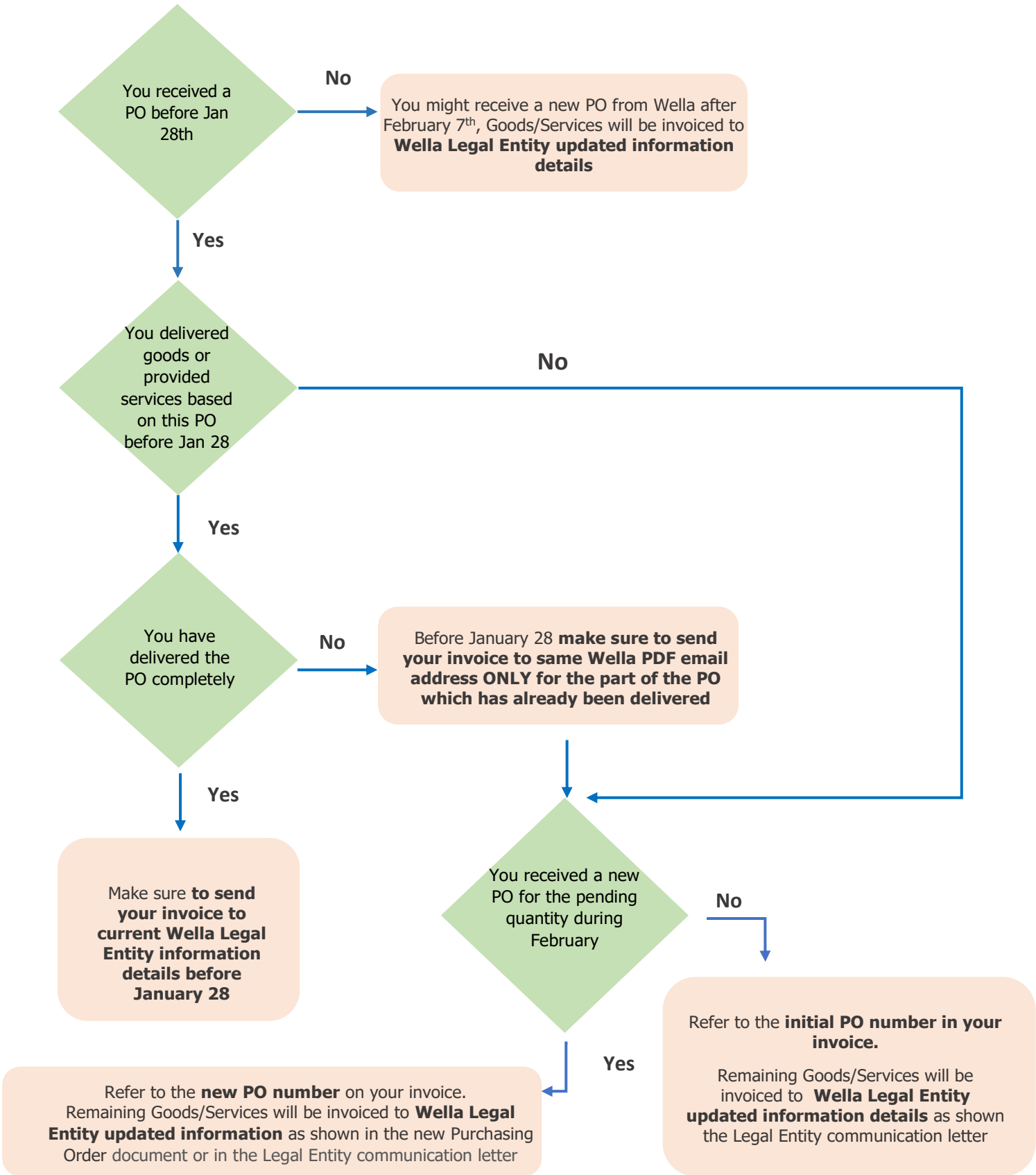
Please consider the following scenarios and actions to be taken as a supplier in order to manage the different invoicing situations.

- **You received a Purchase Order before January 28 and provided goods/services before January 28 but you did not send your invoice yet.**
 1. Issue the invoice for the goods/services to current Wella Legal Entity information details, as of today. In this case, please try as much as possible to send your invoice to current Wella Legal Entity information details before January 28th.
- **You received a Purchase Order before January 28 and you have pending goods/services to be provided after February 7**
 1. Your Purchase Order will be considered as an Open PO and will be migrated to Wella systems with the remaining quantity of goods/services to be provided.
 2. In certain cases, after February 7, you will receive a replacement PO with a new PO number. If this is the case, please make sure to reflect this new PO number on your future invoice. If you do not receive a replacement PO, please work under the same PO number referenced on your PO form.
 2. After pending goods/services are delivered, you will need to send your invoice to the Wella Legal Entity updated information details for the quantity delivered after February 7th. Please refer to the Wella LE updated information details shown in the new Purchase Order from Wella or in the Legal Entity communication you received earlier.
- **You already invoiced for goods/services that will be provided from February 7 onwards**
 1. Your Purchase Order will be considered as an Open PO and will be migrated to Wella systems with the quantity of goods/services to be provided from February 7 onwards.
 2. In certain cases, after February 7, you will receive a replacement PO with a new PO number. If this is the case, please make sure to reflect this new PO number in your future invoice. If you do not receive a replacement PO, please work under the same PO number.
 3. Issue the invoice for the quantity delivered after February 7 to Wella Legal Entity updated information details. Please refer to the details shown in the new Purchase Order from Wella or in the Legal Entity communication you received earlier.

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

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



You can find the Legal Entity you are currently invoicing in the Purchasing Order document from Wella, shown below.

As we move through this transitional period, please pay close attention to the Bill To address in the new Purchase orders you will receive from Wella, as these will provide the necessary information.

ORDER NO. 3301041438

Issued on 4-Oct-2021 CEST
Created on 4-Oct-2021 CEST by EU Ariba : Approver/Prepare/Receiver/Req T_EU_A_AP_01

SUPPLIER:
ASECCA LIMITED
43 The Green House NORTHGATE,
LANCASTER
LA3 3PA
United Kingdom
Phone: +44 9999999999

TOTAL AMOUNT
€2,900.00 EUR

PLANT:
Wella Austria - Wien
EUROPLAZA 2E, Technologiestraße 10,
4.Obergeschoss 4th floor
1120 Wien
Austria

BILL TO:
Wella Austria GmbH
EUROPLAZA 2E, Technologiestraße 10, 4.
Obergeschoss (4th floor)
1120 Wien
Austria
Phone: +43 +43-1-81005030

DELIVER TO:
EU Ariba : Approver/Prepare/Receiver/Req
T EU A AP 01

Payment Terms: 90 Days Payment - Fix day payment on 15th or EOM
Invoice Send To: Wella Austria GmbH EUROPLAZA 2E, Technologiestraße 10, 4. Obergeschoss (4th floor)
PDF.AT.3100@wella.com | Wien, 1120 Austria*
Incoterms: /
VAT: ATU75991205 *Refer to this number in the PDF address to send Invoices*

LINE ITEM DETAILS (1 LINE ITEM)

NO.	DESCRIPTION	PART NUMBER	QTY	NEED BY	UNIT PRICE	EXTENDED AMOUNT
1	E2E 3100 CAT2 Capex		100 each/piece/unit/item	5-Oct-2021 CEST	€29.00 EUR	€2,900.00 EUR

Full Description: E2E_3100_CAT2_Capex

Req. Line No.: 1
Requester: EU Ariba : Approver/Prepare/Receiver/Req T_EU_A_AP_01
PR No.: PR1014

TOTAL AMOUNT
€2,900.00 EUR

TERMS AND CONDITIONS OF PURCHASE:

DIESER AUFTRAG UNTERliegt WELLA COMPANY ALI GMBH DEN FOLGENDEN VERKAUFSBEDINGUNGEN DES LANDES, IN DEM SICH DIE WELLA COMPANY KAUFERFIRMA BEFINDET, ERHÄLTlich UNTER https://www.wella.com/supplier/terms-and-conditions-conditions ("WELLA COMPANY T&C") MIT DEM ERSTELLEN EINER RECHNUNG BEZÜGLICH DIESES AUFTRAGES, ODER DEM BEGINN DER LEISTUNGSERBRINGUNG BEZÜGLICH DIESES AUFTRAGES ERKENNT DER VERKAUFER WELLA COMPANY'S T&C AUSDRÜCKlich UND OHNE VORBEHALT AN.

THIS PURCHASE ORDER IS EXPRESSLY GOVERNED BY AND INTERPRETED IN ACCORDANCE WITH WELLA COMPANY'S TERMS AND CONDITIONS FOR THE COUNTRY WHERE WELLA COMPANY BUYER ENTITY IS LOCATED ("WELLA COMPANY T&C") AVAILABLE AT https://www.wella.com/supplier/terms-and-conditions. SUPPLIER'S ISSUANCE OF AN INVOICE IN RESPONSE OF THIS PURCHASE ORDER, OR ANY COMMENCEMENT OF PERFORMANCE AGAINST THIS PURCHASE ORDER, CONSTITUTES SUPPLIER'S UNCONDITIONAL ACCEPTANCE OF THE WELLA COMPANY T&C.

Legal Entity where invoice must be sent to



PURCHASE ORDER		
PO NUMBER	PO DATE	Revision Date
3301041438	19/09/2021	

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VENDOR NAME AND ADDRESS

BILLING ADDRESS

CONTACT DETAILS
Vendor Contact :
Dial: 810000 4
Fax :
E-Mail : 3301041438@wella.com

SHIPPING ADDRESS

Buyer Name
Phone/Fax
Email

Requisitioner **Freight INCO-TERMS** **Payment Terms** **Mode of Transport**

LINE	ITEM	ITEM DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL COST	TAX
10		Capex 3 for new cat2a sup 21 20 Cat2	100,400	EA	1.00	201,400.00	
						TOTAL NET	201,400.00
						TOTAL TAX	

SPECIAL INSTRUCTIONS AND COMMENTS

Please be sure to include PO number in special tracking PO number printed from below linked to our electronic system.

INVOICE SENDING ADDRESS

WELLA COMPANY'S PRIVATE LEGAL ENTITY
Austria/Germany/United Kingdom

Legal Entity where invoice must be sent to

What should I do if I am providing my invoices to a freight invoice audit company today for the business related to Wella ?

If you are sending your invoice to a freight invoice audit company today, **continue sending them to the same freight invoice audit company.**

If you are working with **Control Pay** :

- As of January 31, 2022, please use the following email address to send your invoices and your pre-invoice files : wella.invoices.processing@controlpay.com. If you are used to upload your invoices through the Control Pay tool, please continue working the same way.
- Credentials to access the new Control Pay environment for Wella will be directly provided by Control Pay in the coming weeks.
- Overall process will remain the same.
- Make sure to address your invoice to the correct Legal Entity (Bill to) as previously indicated.

If you are working with Berman, **Blake Associates (BBA)** :

- We expect minimal impact on the process, you will receive further communication on this matter.
- Make sure to address your invoice to the correct Legal Entity (Bill to) as previously indicated.

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 or calling the Accounts Payable (AP) Help Desk team. When contacting them, please ensure you have the following information available or 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.

AMERICAS AP HELPDESK CONTACT INFORMATION	
Country	E-mail address
CANADA	HELPDESK.CA.3600@wella.com HELPDESK.CA.3590@wella.com
PUERTO RICO	HELPDESK.US.3610@wella.com
UNITED STATES	HELPDESK.US.0187@wella.com HELPDESK.US.3640@wella.com HELPDESK.US.3650@wella.com HELPDESK.US.3660@wella.com HELPDESK.US.3670@wella.com HELPDESK.US.3680@wella.com HELPDESK.US.4250@wella.com

EMEA AP HELPDESK CONTACT INFORMATION

Country	Co.Code	Email 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	AP.QUERIES.DACH@wella.com
Germany	3220	AP.QUERIES.DACH@wella.com
Germany	3170	AP.QUERIES.DACH@wella.com
Germany	5710	AP.QUERIES.DACH@wella.com
Germany	5700	AP.QUERIES.DACH@wella.com
Germany	5720	AP.QUERIES.DACH@wella.com
Greece	3230	AP.QUERIES.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
Switzerland	3420	AP.QUERIES.GENEVA@wella.com
UK	3430	AP.QUERIES.UKI@wella.com
UK	5770	AP.QUERIES.UK.5770@wella.com
RUSSIA	3330	AP.QUERIES.RU.3330@wella.com
RUSSIA	3340	AP.QUERIES.RU.3340@wella.com
MEA	5730	HELPDESK.AE.5730@wella.com

APAC AP HELPDESK CONTACT INFORMATION	
Country	Email address
AUSTRALIA	AP.Helpdesk.AU@wella.com
CHINA	AP.Helpdesk.CN@wella.com
INDIA	AP.Helpdesk.IN@wella.com
JAPAN	AP.Helpdesk.JP@wella.com
NEW ZEALAND	AP.Helpdesk.NZ@wella.com
SINGAPORE	AP.Helpdesk.SG@wella.com
THAILAND	AP.Helpdesk.TH@wella.com
HONG KONG	infohk@ghdhair.com

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