



November 2020

Dear Valued Supplier,

As previously communicated, Coty will transition its **Cover Girl** business into a new legal entity, **Coty US LLC**.

This transition will occur on **November 30, 2020**.

Thank you for your help thus far as we prepare to transition Cover Girl to this new legal entity. To that end, we would like to share with you the following invoicing information and provide you with the right level of knowledge about how your contract(s) will continue to operate with the new Coty US LLC.

As a result, from **November 30, 2020**, you will start receiving purchase orders from Coty US LLC instead of Noxell Corporation for Cover Girl. Again, only Cover Girl orders will be impacted by this change. All other Coty Consumer Beauty and Luxury orders and processes will remain the same.

New Legal Entity	Address
Coty US LLC	1400 Broadway Road Sanford, NC 27332 United States

Please be advised that the above will result in some changes for Cover Girl orders, including the invoicing process.

Invoicing process changes

From **November 30, 2020**, any invoice submitted to the new legal entity will have to be addressed to:

Bill To Address	PDF Invoices	Paper Invoices
Coty US LLC Company Code 0187 1400 Broadway Road Sanford, NC 27332 United States	187_CotyUS_NAInvoices@cotyinc.com	Coty US LLC Company Code 0187 Attn: NA SSC - Disbursements Dept 1400 Broadway Road Sanford, NC 27332 United States

Coty's preferred option is to receive invoices in PDF format, so we would like you to use this format in order to expedite the processing of invoices.



For any good receipt after **November 30, 2020**, the invoice should be issued with the new PO number and new Legal Entity mentioned in the purchase order. The New Purchase order number/Blanket Order Number will be communicated to you from **November 30, 2020** onwards through the supplier program. The first digit of the old Purchase Order number will be replaced by a letter W (Note this only affects to existing POs before **November 30, 2020**, for new POs created after **November 30, 2020** the document number will start as usual by 4XX for finished goods and components POs and by 3XX for additional fixed charges POs). The new Purchase Order number will be provided by Coty in the Supplier Program along with a conversion table. Your planning contact will provide a table cross-referencing old and new POs

For any item previously invoiced but No Goods receipt has occurred before **November 30, 2020** the initial invoice should be cancelled and reissued with the new Purchase order number/Blanket Order Number and new Legal Entity mentioned in the purchase order. Check against your expected delivery date to identify this situation. After **November 30, 2020**, please make sure your ASN files are referencing to new PO number and to the new vendor ID in case of TPMs affected by Vendor deduplication

Please do not hesitate to contact your Coty business partner, if you have any questions or would like to further clarify this upcoming change.

### Contacting us for support

Enquiries related to invoicing or payments must be made by emailing [CotyAP\\_Disbursements@cotyinc.com](mailto:CotyAP_Disbursements@cotyinc.com). When contacting them, please be sure to include the following in the 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 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.

### Further Information in our supplier website

We encourage you to visit our supplier website at <https://supplier.coty.com> to discover the latest news and detailed information on maintaining a successful partnership with Coty. If you have any questions, please do not hesitate to contact your main contact at Coty.

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

Yours faithfully,



Stéphane Delbos  
SVP, Transformation, Indirects and Procurement Operations

## SUPPLIER COMMUNICATION: APPENDIX

As we move through this transition period, please pay close attention to the Bill To address and the Invoice Sending Address information. The fields are highlighted in the image below:

COTY

**PURCHASE ORDER**

PO NUMBER	PO DATE	Revision Date
0300944516	04/AUG/2020	

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**VENDOR NAME AND ADDRESS**

**BILLING ADDRESS**

Coty US LLC  
1400 Broadway Road  
Sanford, NC 27331 (919) 940-5105

**BUYER NAME**

ITM Business

**Phone/Fax**

**Email**

**CONTACT DETAILS**

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**SHIPPING ADDRESS**

Coty Sanford USA  
1933 820-5000  
HOGANWAY RD 1400  
27332-7713 SANFORD USA

		Requisitioner	Freight INCO-TERMS	Payment Terms	Mode of Transport			
		Method	Party		Sea			
LINE	ITEM	ITEM DESCRIPTION	DELIVERY DATE	QTY	U/M	UNIT PRICE	TOTAL COST	TAX
10		All - Below MOQ Upcharge	10/03/2020	1	PCS	6,000.00	6,000.00	
							<b>TOTAL NET VALUE in US\$</b>	6,000.00

**SPECIAL INSTRUCTIONS AND COMMENTS**

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Acknowledgment of this order is required.  
All shipments must be in accordance with the current Coty Reimbursement Procedures.  
All shipments must include: order number, item reference, vendor batch reference, Certificate of Analysis for raw materials

**INVOICE SENDING ADDRESS**

Coty US LLC  
1400 Broadway Road  
Sanford, NC 27331  
147\_coty@\_uk@coty.com

**THOMSON DEVELOPMENT CORPORATION OR**

Acknowledgment vendor signature

Coty US LLC | Park Ave, 10016 New York