

COTY

SINCE 1904

November 2020

Dear Valued Supplier,

On June 1st this year, we announced the signing of a definitive agreement with KKR* for Coty's Professional Beauty and Retail Hair businesses, including the Wella, Clairol, OPI and ghd brands (the "Wella Business"), which provides for the creation of our new Wella group of companies.

Coty will transition its Professional Beauty and Retail Hair businesses into new Wella Company on **November 30, 2020**.

Thank you for your help thus far as we prepare to establish the Wella group of companies 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 contract(s) will continue to operate with the Wella group of companies.

From **November 16, 2020** you will start receiving purchase orders for Consumer Beauty and Luxury divisions business from Coty Beauty Germany GmbH (DE304310582) instead of HFC Prestige Service Germany GmbH (DE304310603) and HFC Prestige Manufacturing Germany GmbH (DE304310599):

New Legal Entity	Address
Coty Beauty Germany GmbH	Berliner Allee 65 64295 Darmstadt Germany

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

Invoicing process changes

From **November 16, 2020** any invoice submitted to the new legal entity will have to be addressed to:

Bill To Address	VAT ID	PDF Invoices	Paper Invoices
Coty Beauty Germany GmbH Berliner Allee 65 64295 Darmstadt Germany	DE304310582	PDF_Germany_HFC3220@cotyinc.com	Coty Beauty Germany GmbH CAPA BOX, Berliner Allee 65 64295 Darmstadt Germany

Our 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.

* References to "KKR" are to an affiliate of funds and separately managed accounts, advised and/or managed by Kohlberg Kravis Roberts & Co. L.P. and/or its affiliates.



You will begin to receive replacement of previously created POs and new POs from the new legal entity up to 2 weeks prior to **November 30, 2020**. Please manage your invoice submission according to the direction below that applies to you:

1. If service has been provided before **November 30, 2020** and you do not receive a replacement PO from the new legal entity - Send your invoice for processing to current Coty Legal Entity as of today.
2. For services provided after **November 30, 2020** you will receive a replacement PO with the new legal entity - Submit the invoice with the new bill to information.

Contacting us for support

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

The AP Help Desk team will also be your point of contact for **credit applications** or **VAT certifications requests**. Requests should be submitted as soon as possible in order to ensure that there is enough time for the creation of the new legal entities in your system.

Please be advised, the AP Help Desk 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.

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 in the above processes please do not hesitate to reach out to your contact person in our procurement organizations.

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 Wella group 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

AP Help Desk contact information

Market	Email Address
DACH	AP_IP_DACH@cotyinc.com

Country	Phone Number
Austria	019286547
Germany	061512749043
Switzerland	0445830619

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

BESTELLNUMMER 330090537
 Ausgestellt am Donnerstag, 15. Oktober 2020, MESZ
 Erstellt am Donnerstag, 15. Oktober 2020, MESZ

LIEFERANT: **GESAMTBETRAG**
\$12.281,36 USD

PLANT:
Coty Germany - Weiterstadt
Zeppelinstrasse 10
64331 Weiterstadt
Deutschland

RECHNUNGSANSCHRIFT:
Coty Beauty Germany GmbH
Berliner Allee 65 CAPA BOX
64295 Darmstadt
Deutschland
Telefon: +49 6151-302-0

DELIVERTO:
Jens Reinheimer
Arbeitsklasse:
Profit Center Warnung: Please check the profit center to make sure it is correct.If you are not
sure, please ask your Finance team.

Zahlungsbedingungen:
 Invoice Send To: Coty Beauty Germany GmbH Email: <PDF_Germaay_HFC3220@cotyinc.com> Mail: CAPA BOX,
 Berliner Allee 65 Darmstadt, 64295 Germany
 IncoTerms: /
 VAT: DE 304 310 582

POSITIONSDetails (1 POSITION)

NR.	BESCHREIBUNG	TEILENUMMER	MENGE	ERWARTETES LIEFERDATUM	PREIS PRO MENGENEINHEIT	BETRAG
1	Description		4 Stück	Mittwoch, 28. Oktober 2020, MEZ	\$3.070,34 USD	\$12.281,36 USD

Vollständige Beschreibung: Description
 Positionnr. der Bestellanforderung: 1
 Auftragsnr.: Jens Reinheimer
 Bestellanforderungsnummer: T2PR3912

BESTIMMUNGEN UND BEDINGUNGEN DES KAUFES **GESAMTBETRAG**
\$12.281,36 USD

DIESER AUFTRAG UNTERLIEGT COTY ALLOEMEINEN EINKAUFBEDINGUNGEN DES LANDES INDEM SICH DIE COTY KÄUFERRRIMA BEFINDET. ERHALT SICH UNTER: <https://www.coty.com/terms-conditions> ("COTY T&C") MIT DEM ERSTELLEN EINER RECHNUNG BEZÜGLICH DIESES AUFTRAGES ODER DEM BEGINN DER LEISTUNGSERBRINGUNG BEZÜGLICH DIESES AUFTRAGES ERKENNT DER VERKÄUFER COTY'S T&C AUSDRÜCKLICH UND OHNE VORBEHALT AN.

THIS PURCHASE ORDER IS EXPRESSLY GOVERNED BY AND INTERPRETED IN ACCORDANCE WITH COTY'S TERMS AND CONDITIONS FOR THE COUNTRY WHERE COTY BUYER ENTITY IS LOCATED ("COTY T&C") AVAILABLE AT <https://www.coty.com/terms-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 COTY T&C.