



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 contracts will continue to operate with the Wella group of companies.

From **November 30, 2020**, the legal entity that you are currently operating with will remain the counterparty to your contract and therefore there will be no changes:

Legal Entity	Address
HFC Cosmetics S. de R.L. de C.V.	Barranca del Muerto 329 PB Colonia San José Insurgentes, Benito Juárez, CDMX, México C.P. 03900

Please be advised that the above will result in some changes, including the invoicing process due to a change on the PDF invoices email address.

Invoicing process changes

From **November 30, 2020** any invoice submitted to the current legal entity will have no change except for the PDF Invoices email address:

Bill To Address	PDF Invoices	Paper Invoices
HFC Cosmetics S. de R.L. de C.V. RFC HCO150924TS9 Barranca del Muerto 329 PB Colonia San José Insurgentes, Benito Juárez, CDMX, México C.P. 03900	For Foreign Vendors only: 3560.HFCCosmetics.LAInvoices@wella.com Complementos de pago: wellacxp@wella.com Domestic Vendors to send xml invoices to MasFactura	HFC Prestige International S. de R.L. Company Code 3560 For Foreign Vendors only: Attn: Genoveva Rivera, Barranca del Muerto 329 PB, Col. San Jose Insurgentes, Mexico, 03900 Domestic Vendors to send xml invoices to MasFactura

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. For domestic vendors it is the XML invoice and addenda on the normal process

** 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.*



Contacting us for support

Enquiries must be made by emailing wellacxp@wella.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 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.

What happens to your contractual counterpart?

From **November 30, 2020**, the counterpart to your contract will become part of the Wella group of companies, ultimately owned by Coty and KKR*. However, as mentioned above, there will be no change to your contractual counterpart.

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

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 us. 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 our other brands or businesses you may serve.

Yours faithfully,



Stephanie Gemmell
Chief Procurement Officer Wella Company