

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 Operations (Thailand) Co., Ltd instead of HFC Prestige Manufacturing Ltd.:

New Legal Entity	Address
Coty Operations (Thailand) Co., Ltd.	63 Athenee Tower 30th Floor, Room no.3006, Wireless Road, Lumpini Sub-district, Pathumwan District, Bangkok 10330 Thailand

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	PDF Invoices	Paper Invoices
Coty Operations (Thailand) Co., Ltd. Company Code 3830 63 Athenee Tower 30th Floor, Room no.3006, Wireless Road, Lumpini Sub-district, Pathumwan District, Bangkok 10330 Thailand	PDFInv_3830@cotyinc.com	Coty Operations (Thailand) Co., Ltd. Company Code 3830 63 Athenee Tower 30th Floor, Room no.3006, Wireless Road, Lumpini Sub-district, Pathumwan District, Bangkok 10330 Thailand

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**. 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

