



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 the Wella Business from the new legal entity Wella Regional Trading FZE instead of Coty Regional Trading FZE and Coty Middle East FZCO:

New Legal Entity	Address
Wella Regional Trading FZE	11th Floor JAFZA 1 Jebel Ali Free Zone, Dubai United Arab Emirates

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
Wella Regional Trading FZE Company Code 5730 11th Floor JAFZA 1 Jebel Ali Free Zone, Dubai United Arab Emirates	AP.cotyregionaltrading@wella.com	Wella Regional Trading FZE Company Code 5730 JAFZA One, Tower A 11th floor, Jebel Ali Free Zone, PO box 35608 00000 Dubai United Arab Emirates

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.

What happens to your contractual counterpart?

We would like hereby to notify you that our agreement with you will be transferred from Coty Regional Trading FZE and Coty Middle East FZCO to Wella Regional Trading FZE with effect on **November 30, 2020**, subject to the terms of our agreement with you.

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

SUPPLIER COMMUNICATION: APPENDIX

AP Help Desk contact information

Market	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
Middle-East	AP.Helpdesk.MEA@wella.com
New Zealand	AP.Helpdesk.NZ@wella.com
Singapore	AP.Helpdesk.SG@wella.com
Thailand	AP.Helpdesk.TH@wella.com

Country	Phone Number
China Telecom – South China	108001402453
China Netcom – North China	108007142438
Australia	1800531569
Hong Kong	800906230
Singapore	8008526404
Japan – Softbank	006633813795
Japan – NTT	0034800401224
New Zealand	0800440383
Taiwan (T&E only)	00801127912
Thailand	1800012193
India	0008000401898
Malaysia	1800818642
UAE	8000187085

As we move through this transition period, please pay close attention to the Billing Address and the Invoicing Sending Address comments, as these will provide the necessary information. The fields are highlighted in the image below:

COTY

PURCHASE ORDER

PO NUMBER	PO DATE	Revision Date
8200966182	12/007/2020	

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VENDOR NAME AND ADDRESS

BILLING ADDRESS

Walla Regional Trading FZE
116 Street JAFZA 1
Dubai, All Free Zone, UAE
Including Main Building
VAT Reg. Number:

CONTACTS - WORKING

Phone Contact :
Call phone :
Fax:
Email :

SHIPPING ADDRESS

Walla Ray Trading FZE - Dubai / Walla Dubai
CRPDAI
UAE

Buyer Name

Deutsche

Phone/Fax

Email

Requisitioner

10202

Freight INCO-TERMS

EXW/FOB

Payment Terms

Mode of Transport

LINE	ITEM	ITEM DESCRIPTION	UNIT	QTY	U/M	UNIT PRICE	TOTAL COST	TAX
10		Item: 8407 8730		13/807/0020	EA	347,31	347,31	
							TOTAL NET	347,31
							TAXES IS AND INCLUDING VAT	

Notes and conditions:
This purchase order is prepared according to the information on documents with COTY's terms and conditions for the purchase order which apply to all orders. Every party involved in every purchase order must read and understand these conditions before or as soon as possible in order to be able to accept or reject the order. In any case, the purchase order is the final and binding document. It is the responsibility of the purchaser to ensure that the purchase order is correct and complete before it is issued. The purchaser is responsible for any errors or omissions in the purchase order. The purchaser is responsible for any errors or omissions in the purchase order. The purchaser is responsible for any errors or omissions in the purchase order.

SPECIAL INSTRUCTIONS AND COMMENTS

Please be sure to include PO number on invoice. Missing PO number generates invoice from being linked to our financial system.

INVOICE SENDING ADDRESS

Walla Regional Trading FZE
P.O. Box 1000
Dubai, All
Including Main Building
Walla Regional Trading FZE

Walla Regional Trading FZE
116 Street JAFZA 1
Dubai, All Free Zone, UAE
Including Main Building