



The Procter & Gamble Company
General Offices
2 Procter & Gamble Plaza
Cincinnati, Ohio 45202-3315

August 25th, 2016

Valued Supplier to P&G's Specialty Beauty Businesses,

As previously announced on July 9, 2015, P&G plans to merge our Salon Professional, Retail Hair Color, Cosmetics, select Fine Fragrance and Hair Styling businesses (collectively, "Specialty Beauty" businesses*) with Coty Inc. ("Coty") in a transaction that is currently targeted to close in October 2016.

Thank you for your help thus far as we prepare to establish these businesses under a new corporate structure that is to be merged with Coty. To that end, we also request your support to enable the transfer of the relevant commercial agreement(s) with your company that cover the Specialty Beauty businesses.

Here are details (including some clarifications vs. our July communication):

1. **Start Date:** P&G will transition its Specialty Beauty business into a new legal entity structure on 11:59 pm on September 23, 2016. P&G will have full ownership of the new legal entity structure until the merger with Coty is completed (targeted close in October 2016).

The new legal entities that will assume the Specialty Beauty business agreements were previously provided in our July communication, as well as tax registration and invoicing instructions. This information is also available at the *P&G supplier portal* at www.pgsupplier.com

2. **Transition Details:** To facilitate the restructuring, we will have to replace existing Purchase Orders ("POs") where legal entities change or other significant changes make it necessary. To indicate that a PO is for new, incremental business activity, or a replacement of a previous PO, we will add a special notification text on the replacement PO, and the "Our Reference" field in the top of the PO will contain the previous PO number. In case of replacement orders, please update your invoicing information according to the information on the PO.

Please prepare for the following invoicing changes:

- We will not process any goods receipts or invoice receipts between September 22 and September 26, 2016 in order to execute the restructuring.
- Business as usual - All invoices related to deliveries or service performances UNTIL September 23, 2016 MUST be invoiced to the "current" legal entities.
- If you received a replacement PO (mostly issued between September 22-26), please ensure to split invoicing accordingly:
 - Invoice activities or deliveries until September 23 according to the previous PO;
 - Invoice activities or deliveries as of September 24 to the legal entity mentioned in the replacement PO. Please follow the invoicing instructions (e.g. mailing address) on the replacement PO.

3. **Invoice Details:** Post Office Boxes and physical addresses for paper invoice submissions will be provided on your new purchasing documents and the attached table (see table below). Suppliers who currently use ERS-Self Billing, E-invoices or PDF Invoices via email will be contacted separately with instructions.

4. **Proof of delivery/performance:** In order to ensure smooth processing of your invoices and payments, we strongly recommend that you include a proof of delivery and/or performance with your invoice.

5. **Supplier Portal:** The P&G Supplier Portal www.pgsupplier.com will continue to be used by the new Specialty Beauty business after October 2016 to send out PO's as today and will also give you access to invoice/payment details and status to manage your account information online. Please contact the Account Payables Customer Response Center (see above) if you have any registration or locked account problems.
6. **Confidentiality:** We would like to remind you that until the transaction closes, P&G continues to own and operate all of these businesses as usual. As we work together to transition with excellence, please continue to maintain the confidentiality commitments of your P&G relationship by ensuring that no P&G documents / information / pricing etc. are shared or discussed with Coty without P&G's written consent.

If you have any questions, please contact us or your usual P&G contact. Once again, thank you for your support of the Specialty Beauty business transition to COTY and we look forward to our continued relationship on other P&G brands/businesses you may serve.

Procter & Gamble

The brands included in the transaction are Wella Professionals (and its sub-brands), Sebastian Professional, Clairol Professional, Sassoon Professional, Nioxin, SP (System Professional), Koleston, Soft Color, Color Charm, Wellaton, Natural Instincts, Nice & Easy, VS Salonist, VS ProSeries Color, Londa/Kadus, Miss Clairol, L'image, Bellady, Blondor, Welloxon, Shockwaves, New Wave, Design, Silvikrin, Wellaflex, Forte, Wella Styling, Wella Trend, Balsam Color, Hugo Boss, Gucci, Lacoste, bruno banani, Escada, Gabriela Sabatini, James Bond 007, Mexx, Stella McCartney, Alexander McQueen, Max Factor and Covergirl.

THE BELOW MATRIX IS FOR YOUR REFERENCE, PLEASE ALWAYS REFER TO YOUR PURCHASE ORDER FOR INVOICING DETAILS OR IN CASE YOU DON'T HAVE A PURCHASE ORDER, PLEASE REFER TO THE ABOVE CONTACTS.

AMERICAS

If your business for the above brands is with this legal entity	Use this legal entity for goods/services invoices AFTER September 24, 2016	Mail the new invoices to	Billing Address (Bill-to)
<p><u>CANADA</u></p> <p>PROCTER & GAMBLE INC. <u>LE283</u></p> <p>PROCTER & GAMBLE INC. <u>LE2196</u></p>	<p>HFC Prestige International Canada Inc. <u>LE2404</u> Tax Number: 80586 6928 RT0001</p>	<p>Att: Accounts Payable PO Box 4603, Station "A" Toronto, Ontario M5W 4Y8 Canada</p> <p>If via PDF invoice, email PDF invoice to APHFC.im@pg.com</p>	<p>HFC Prestige International Canada Inc. 5800 Avebury Rd, Mississauga, Ontario L5R 3M3 Canada</p>
<p><u>UNITED STATES</u></p> <p>GRAHAM WEBB INT'L. <u>LE006</u></p>	<p>GRAHAM WEBB INT'L. <u>LE006</u></p>	<p><u>PO-based invoices</u> Att. Accounts Payable PO BOX 5555 Cincinnati, Ohio 45201-5555</p> <p><u>Non-PO-based invoices</u> Att. Accounts Payable PO BOX 5581 Cincinnati, Ohio 45201-5581</p> <p>Email address for PDF submission is: APHFC.im@pg.com</p>	<p>Graham Webb Int'l 6109 DeSoto Avenue Woodland Hills California 91367 USA</p>
<p>P&G PRESTIGE PRODUCTS INC. <u>LE008</u></p>	<p>HFC Prestige Products Inc. <u>LE008</u></p>	<p><u>PO-based invoices</u> Att. Accounts Payable PO BOX 5555 Cincinnati, Ohio 45201-5555</p> <p><u>Non-PO-based invoices</u> Att. Accounts Payable PO BOX 5581 Cincinnati, Ohio 45201-5581</p> <p>Email address for PDF submission is: APHFC.im@pg.com</p>	<p>HFC Prestige Products Inc. 909 3rd Avenue, 21st Floor New York, NY 10022 USA</p>
<p>THE WELLA CORPORATION <u>LE010</u></p>	<p>THE WELLA CORPORATION <u>LE010</u></p>	<p><u>PO-based invoices</u> Att. Accounts Payable PO BOX 5555 Cincinnati, Ohio 45201-5555</p> <p><u>Non-PO-based invoices</u> Att. Accounts Payable PO BOX 5581 Cincinnati, Ohio 45201-5581</p> <p>Email address for PDF submission is: APHFC.im@pg.com</p>	<p>The Wella Corporation 6109 DeSoto Avenue Woodland Hills California 91367 USA</p>
<p>NOXELL CORPORATION <u>LE024</u></p>	<p>NOXELL CORPORATION <u>LE024</u></p>	<p><u>PO-based invoices</u> Att. Accounts Payable PO BOX 5555 Cincinnati, Ohio 45201-5555</p> <p><u>Raw & Pack invoices</u> Att. Accounts Payable PO BOX 701 Cincinnati, Ohio 45201-0701</p> <p><u>Non-PO-based invoices</u> Att. Accounts Payable PO BOX 5581 Cincinnati, Ohio 45201-5581</p> <p>Email address for PDF submission is: APHFC.im@pg.com</p>	<p>Noxell Corporation 11050 York Road Hunt Valley Maryland 21030-2098 USA</p>

<p>P&G DISTRIBUTION LLC LE003</p>	<p>HFC Prestige International U.S. LLC LE2398</p>	<p>PO-based invoices Att. Accounts Payable PO BOX 5555 Cincinnati, Ohio 45201-5555</p> <p>Non-PO-based invoices Att. Accounts Payable PO BOX 5581 Cincinnati, Ohio 45201-5581</p> <p>Email address for PDF submission is: APHFC.im@pg.com</p>	<p>HFC Prestige International U.S. LLC 909 3rd Avenue, 21st Floor, New York, NY 10022 USA</p>
<p>P&G COMPANY- CANADA CTRL LE062</p>	<p>NOXELL CORPORATION LE2416</p>	<p>PO-based invoices Att. Accounts Payable PO BOX 5555 Cincinnati, Ohio 45201-5555</p> <p>Non-PO-based invoices Att. Accounts Payable PO BOX 5581 Cincinnati, Ohio 45201-5581</p> <p>Email address for PDF submission is: APHFC.im@pg.com</p>	<p>Noxell Corporation 11050 York Road Hunt Valley Maryland 21030-2098 USA</p>
<p>MEXICO Compañía P&G Mexico S. de R.L. de C.V. LE376</p>	<p>HFC Prestige International S. de R.L. LE2403 Tax Number: HPI151026PJ7</p>	<p>www.pginvoice.com/SRFE</p>	<p>HFC Prestige International S. de R.L. Avenida Ferrocarril Norte Numero 100, Caleras de Ameche, Apaseo el Grande, Guanajuato, C.P. 38177, Mexico</p>
<p>Corporativo P&G S. de R.L. DE C.V. LE714</p>	<p>HFC Cosmetics S. de R.L. de C.V. LE2418 Tax Number: HCO150924TS9</p>	<p>www.pginvoice.com/SRFE</p>	<p>HFC Cosmetics S. de R.L. de C.V. Avenida Ferrocarril Norte Numero 100, Caleras de Ameche, Apaseo el Grande, Guanajuato, C.P. 38177, Mexico</p>
<p>P&G Manufactura S. de R.L. de C.V. LE377</p> <p>P&G Int'l Operations SA LE811</p>	<p>Galería Productora de Cosméticos, S. de R.L. de C.V. LE2376 Tax Number: GPC150827DY8</p>	<p>www.pginvoice.com/SRFE</p>	<p>Galería Productora de Cosméticos, S. de R.L. de C.V. Avenida Ferrocarril Norte Numero 100, Caleras de Ameche, Apaseo el Grande, Guanajuato, C.P. 38177, Mexico</p>
<p>COSTA RICA P&G Int'l Operations SA LE760</p>	<p>HFC Prestige Service Costa Rica S.R.L. LE2422 Tax Number: 3-102-701735</p>	<p>Parque Empresarial Forum Pozos de Santa Ana, Edificio C Santa Ana, San Jose, Costa Rica</p>	<p>HFC Prestige Service Costa Rica S.R.L. San Jose Planning Service Center, Parque Empresarial Forum !, Building 1, Floor 1, Santa Ana, San Jose, Costa Rica</p>
<p>PUERTO RICO P&G Commercial LLC LE2053</p>	<p>HFC Prestige International Puerto Rico LLC LE2424 Tax Number: 66-0850469</p>	<p>HFC Prestige International Puerto Rico LLC Accounts Payable City View PL, 6 FL rd 1,65km 1.2 San Juan PR 0096-3187</p>	<p>HFC Prestige International Puerto Rico LLC 361 San Francisco St. 4th Floor San Juan, PR 00901</p>
<p>BRAZIL P&G do Brasil S.A. LE273 P&G Indl Coml Ltda. LE682</p>	<p>HFC Brasil Comercio De Cosméticos Ltda LE2420</p>	<p>Recepção de faturas de papel AV DAS AMERICAS 700 Bloco 5 Sala 112 A 122, Rio de Janeiro distrito Barra da Tijuca</p> <p>Processo de recebimento de notas fiscais Opção 1: Enviar o XML, imediatamente, após o recebimento da autorização de uso da Danfe pela SEFAZ e antes da saída da mercadoria para: pgadmnfe@hpbes.com</p> <p>Opção 2: Acessar a ferramenta, através do link: http://pg-</p>	<p>HFC Brasil Comercio De Cosméticos Ltda Das Americas, 700, Bloco 5, Sala 122, Barra da Tijuca, CEP 22640-100, Município do Rio de Janeiro, Estado do Rio de Janeiro, Brazil</p>

		brazilxmlfewebportal.hpbes.com/ para carregar seus XML manualmente. Cada fornecedor receberá um e-mail do seguinte remetente:pgadmufe@hpbes.com com a senha e nome de usuário. Uma vez no portal, poderá acessar o material de treinamento onde poderá ter mais detalhes sobre o uso da ferramenta. Se tiver alguma dúvida pode falar para o call center.	
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Also note that address and/or VAT ID information could have changed since the last letter sent, so please pay close attention to the information below.

PLEASE NOTE THAT THIS IS VALID FOR YOUR BUSINESS ASSOCIATED WITH THE ABOVE BRANDS ONLY. BUSINESS NOT RELATED TO THESE BRANDS WILL CONTINUE WITH P&G, WITHOUT ANY CHANGE.