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Action required: new purchase order and invoice applications for new Consumer Healthcare

Dear GSK Supplier,

We are sending you this email because you currently provide goods or services to our Consumer Healthcare business, or both our GSK (medicines and vaccines) and Consumer Healthcare businesses.

GSK is on track to separate through a demerger in mid-2022 and create two incredible new global companies, each with the ability to improve the health of millions of patients and consumers worldwide. For our new Consumer Healthcare business, we need to establish new, standalone supplier processes and systems and suppliers will need to act in order to be able to continue to trade with the new Consumer Healthcare business. On **22 February**, we announced our new Consumer Healthcare company is to be called Haleon after the demerger and you can read the press release [here](#).

As a reminder, we emailed you on **14 February** to let you know the timelines for transferring processes and systems. Please find more details below to help ensure a smooth transition to our new systems. Please share this information within your team and more broadly in your company as needed, to avoid any impact to business continuity.

What you need to know about the transition to new systems

- We will use the same applications to handle transactions in each new company, as we do today.
- We will contact you again later in March 2022 to prepare for the new systems in April 2022. If you have questions, please read our [FAQs](#).
- Below are specific actions depending on what source to pay application your organisation uses to handle GSK transactions today.

Purchase order and invoice applications

Ariba Network

To enable your company to transact with the new Consumer Healthcare company using the Ariba Network, we have sent you a new trading relationship request from our Consumer Health Ariba Network account. Also, we have asked SAP Ariba to help us to establish the trading relationship with your organisation. Please login in to your Ariba Network account to check if our trading relationship request is pending acceptance. It's critical you accept this by **15 April 2022** so you can continue to transact with the new Consumer Healthcare business.

Ariba Sourcing

All sourcing activities for GSK and the new Consumer Healthcare company will be separate from April. Suppliers will see future RFx (requests) events in Ariba sourcing for the new Consumer Healthcare company. There are no changes to the process, but you must make sure you are using the new Consumer Healthcare company details.

Tungsten

All suppliers using the Tungsten e-invoicing service will continue to use the service without any changes. If you are submitting your invoices on the Tungsten Portal, you select the Bill To entity (as shown on the Purchase Order) which means there is no change.

Iron Mountain

Once we move to the new systems in April, you will need to send your invoices to new email addresses (for PDF) and PO boxes (for paper). Until then, please use the current mail IDs and PO boxes. We will provide this information to you later in March 2022.

These new email addresses will have the Iron Mountain domain name (@ironmountain.com) instead of the old (@eportal.doc) domain. There will be separate email addresses and PO boxes per country for each company, which will need to be used from **13 April**. See below for an example.

Country	Company Name/Bill To address	Existing PO box name / address	New PO box name / address	Existing email ID	New Mail ID
UK	GlaxoSmithKline UK Ltd	GSK Services Unlimited PO Box 436 Hoddesdon EN11 1JX	GSK Services Unlimited PO Box 436 Hoddesdon EN11 1JX	GSK-UK@eportal.doc	GSK-Pharma-UK@ironmountain.com
UK	GSK Consumer Healthcare Trading (UK) Ltd (OR) GlaxoSmithKline CONSUMER HEALTHCARE UK TRADING LTD (OR) GlaxoSmithKline CH UK LTD	GSK Services Unlimited PO Box 436 Hoddesdon EN11 1JX	GSK Consumer Healthcare Ltd PO Box 395, Unit B RD Park, Rattys Lane, Hoddesdon, EN11 1GX	GSK-UK@eportal.doc	GSK-Consumer-UK@ironmountain.com

Purchase to Pay Helpdesk Contact Information

After **9 May 2022** there will be some changes to how you contact us for new Consumer Healthcare queries like Invoice and Payment queries:

- New email addresses and telephone numbers for contacting us.
- Email notifications sent from our case management tool, ServiceNow, may look slightly different and will reflect the new company name, logo etc.
- For a short period of time in March-April whilst we move over to the new systems, you can raise queries using our mail ID gsk.separation@gsk.com.

Please continue to contact us for Invoice and Payment queries in the normal way. Contact details are on the [GSK Supplier portal](#). We will share more information about the demerger over the coming months. If you have any questions, please check our FAQs on the supplier.gsk.com website.

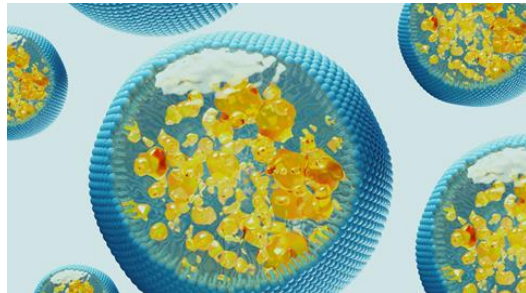
Sincerely,

Procurement Separation Team

www.gsk.com

Questions or feedback

Contact us



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