

Letter to suppliers

Important: Update information you hold about Haleon

HALEON

Action required: Change to the legal entity name for GlaxoSmithKline Consumer Healthcare, Produtos para a Saude e Higiene, Lda. ('the Company')

Dear Haleon Supplier,

As you may know, in July 2022 we completed our demerger from the GSK Group to form Haleon, an independent company 100% focused on everyday health. Our leading brands are built on science, innovation and human understanding and are trusted by millions of consumers globally. All GlaxoSmithKline Consumer Healthcare legal entities are now part of the Haleon Group and we're updating their names, so they reflect our Haleon branding and independence.

This letter details important changes that you must action so your invoices are not rejected, and you're paid on time.

In Portugal where you operate, we would like to inform you that our legal entity name has now changed.

Effective from 17th June 2023:

The Company's legal entity name has changed from:

GlaxoSmithKline Consumer Healthcare, Produtos para a Saude e Higiene, Lda. to **Haleon Portugal, Lda.**

From now, please use the new legal entity name in all new relevant documents you send to the Company, including invoices and contracts.

Please note, there's no change to the company registration number or IVA number.

Below you will find a summary to help you make the required system and documentation changes. Please also share this update with your wider teams, including Ordering, Finance and Accounts Receivables, and any 'Tier 2' suppliers who may not have a direct relationship with us, so they're aware of the required changes.

Thank you for your continued support and understanding as we make these important updates. If you have any questions about our legal entity name change, please email the team at legalnamechange_procurement@haleon.com. For queries about invoices or payments, please go to our [Haleon supplier portal](#) or contact your local [Purchase-to-Pay Help Desk](#).

Regards,

Haleon Project Team, Portugal
The General Manager
(*Mariana Real Carvalho*)

Haleon Portugal, Lda.

Rua Dr. António Loureiro Borges, 3 Aquiparque, Miraflores, 1495-131, Algés,
Portugal
Tel. +351 21 412 95 00, Fax +351 21 412 97 95
Capital Social: € 4.212.825,62
Contribuinte N°: 500276994

Changes required: Effective from 17th June 2023

Please update relevant system and documentation as soon as possible, so they reflect the Company's new legal entity name and correct email/postal address for invoice submission:

Haleon Portugal, Lda.

We've listed the 4 areas below where you'll most likely need to do this:

1. Quotations / Offers / Delivery slip templates

From now, all new quotations/offers/delivery slip documents relating to your supply of goods and/or services to the Company must be addressed to the new legal entity name as stated above.

2. Invoicing templates

From now, to facilitate the prompt payment of your invoices, all new invoices relating to your supply of goods and/or services to the Company must be issued to:

Haleon Portugal, Lda.

Rua Dr Antonio Loureiro Borges No 3, Arquiparque, Miraflares, Alges, 1495-131, Portugal
500276994 (IVA number)

The Company will need to reject and return any invoice that does not have the correct information e.g., incorrect legal entity name, Purchase Order number. The Company will not be responsible for any payment delays due to incorrect information provided on invoices.

3. Invoice submission

- As a reminder, if you use **Iron Mountain** to submit invoices, the addresses changed in April 2022. Here are the links to the correct Company [email address](#) (for PDF) or [PO Box](#) (for paper). Invoices sent to the old email addresses or PO Boxes will be rejected and you will need to re-send them to the new email addresses or PO Boxes.
- If you use the **Tungsten** e-invoicing service, you should continue to do so. When submitting your invoices on the Tungsten Portal, to select the Bill To entity, please search for 'Haleon' and select the new legal entity name from the drop-down menu. Please note, while the name will now be different, the registration number you use that begins with 'AAA' will be the same as before.

4. Data breaches

If there are any data breaches, as referenced in your contract with the Company, these should now be reported immediately to cdir@haleon.com instead of cstd@gsk.com.

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Additional information

- For a period of time, you may still see the GSK logo as we continue to update our tools, templates and systems. Thank you for bearing with us whilst we make these changes.
- **Active Purchase Orders and Contracts** issued to or by the Company under its previous legal entity name will remain valid, and no action is required on these.
- **New Purchase Orders and New Contracts** created from 17th June 2023 must reflect the new legal entity name of the Company as stated above.
- **All Invoices for active and new Purchase Orders** must from 17th June 2023 be addressed to the new legal entity name of the Company as stated above.

Haleon Portugal, Lda.

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