

Letter to suppliers

Important: Update information you hold about Haleon

HALEON

Action required: Change to the legal entity name for **SmithKline Beecham, S.A.**
(‘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 Spain where you operate, we would like to inform you that our legal entity name has now changed.

Effective from 19th February 2024:

The Company’s legal entity name has changed from:

SmithKline Beecham, S.A. to **Haleon Alcala, S.A.**

Please note also that Legal, Fiscal and Shipping address have been harmonized, in parallel of this entity name change, as follows:

**Ctra. de Ajalvir km 2,500
28806 ALCALA DE HENARES
SPAIN**

From now, please use the new legal entity name in all new relevant documents you send to the Company, including invoices and contracts, and update Fiscal/Legal/Shipping address as above.

Please note, there’s no change to the company registration number or VAT 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 new [Haleon Supplier Portal](#) or contact your local [Purchase-to-Pay Help Desk](#).

Regards,

Haleon Project Team, Spain

Haleon Alcala, S.A. Registered at the Madrid Companies House (Registro Mercantil de Madrid), ledger 7.420, sheet 24, section 8ª, page M-120.046, record 80ª. VAT number (NIF) A- 28490407. Sole shareholder company.
Ctra de Ajalvir Km 2.500, Alcala de Henares, Madrid, 28806, Spain
Haleon Alcala, S.A. is part of the Haleon group.

Changes required: Effective from 19th February 2024

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 Alcala, S.A.

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 Alcala, S.A.

Ctra de Ajalvir Km 2.500, Alcala de Henares, Madrid, 28806, Spain
A28490407 (VAT 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.

In addition, for suppliers providing goods for the manufacturing site of Alcala, please follow the instructions below:

- **Labels for boxes and pallets**

If it appears on any labels (box and pallet / shipping labels), you should replace the current legal entity name of the Company by the new legal entity name **Haleon Alcala, S.A.**

- **Packing lists, Certificates of Analysis, Delivery notes, Bill of lading**

All references to the current legal entity of the Company will need to be updated to reflect the new legal entity name **Haleon Alcala, S.A.**

- **Import / Export licence and other local documents**

Based on Local Regulation your Import / Export licenses released after 19th February 2024 should be updated with the new legal entity name **Haleon Alcala, S.A.**

Supplier is responsible for the current Import / Export licences validity on the basis of Local regulation. There may also be other local documents that are impacted, please make sure these are also identified and updated accordingly.

Additional information

- Please note that **GSK logo has been removed from new Purchase Orders from 15th July, 2023**. This remains a legally valid Haleon document.
- **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 19th February 2024 must reflect the new legal entity name of the Company as stated above.
- **All Invoices for active and new Purchase Orders** must from 19th February 2024 be addressed to the new legal entity name of the Company as stated above.