

Letter to suppliers

Important: Update information you hold about Haleon



Action required: Change to the legal entity name

GSK Consumer Healthcare SARL becomes Haleon CH SARL

Dear Haleon Supplier,

In July 2022 we completed our demerger from the GSK Group to form Haleon, an independent company 100% focused on everyday health. 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. It means that your future invoices will have to mention the new legal entity name.

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

Effective from 28th August 2023:

The Company's legal entity name has changed from:

GSK Consumer Healthcare SARL à **Haleon CH SARL**

From this date, please use the new legal entity name in all new relevant documents you send including invoices.

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 [Haleon supplier portal](#) or contact your local [Purchase-to-Pay Help Desk](#).

Regards,

Haleon Project Team, Switzerland

Changes required: Effective from 28th August 2023

From this date, please update relevant system and documentation, so they reflect the Company's new legal entity name and correct email/postal address for invoice submission:

| |
|-----------------------|
| Haleon CH SARL |
|-----------------------|

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

1. Quotations / Offers / Delivery slip templates

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

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 CH SARL

Route de l'Etraz 2, Case postale 1279, 1260 Nyon 1, Switzerland
CHE-102.429.188 TVA (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

- 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 AAA670150259 you use that begins with 'AAA' will be the same as before.
- As a reminder, if you use **Iron Mountain** to submit invoices (in PDF format), here is the address to be used GSK-Consumer-NYON@ironmountain.com
Invoices sent to old email address will be rejected and you will need to re-send them to the new email address.

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

In addition, for suppliers providing goods for the manufacturing site of Nyon, 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 CH SARL**

- **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 CH SARL**

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

Based on Local Regulation your Import / Export licenses released after 28th August 2023 should be updated with the new legal entity name **Haleon CH SARL**

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.

- **Reminder on the specific emails to be used depending on the request**

Analysis certificate for raw materials: wwch.certificates-analyses@haleon.com

Analysis certificate for packaging: QC-Packaging.GSK-Nyon-Site@haleon.com

Delivery slip Building 35: fma-B35-reception@haleon.com

Delivery slip: fma.Reception@haleon.com

Custom clearance: haleon.inbound@pesa.global

Additional information

- **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.
- **Update on new Purchase Order** of the new legal entity name of the Company will be completed from 16th September 2023.
- **All Invoices for active and new Purchase Orders** must from 28th August 2023 be addressed to the new legal entity name of the Company as stated above.