

## Supplier Letter

Action required: Update information you hold about GlaxoSmithKline Consumer Healthcare Australia Pty Ltd

**HALEON**

**Important: You must update information you hold about Haleon for GlaxoSmithKline Consumer Healthcare Australia Pty Ltd (the "Company"), so your future invoices are not rejected**

Dear Haleon Supplier,

In July 2022, GSK successfully demerged into two new companies, one of which is [Haleon plc](#), a consumer healthcare company 100% focused on everyday health. Haleon values the ongoing partnership with you following the demerger.

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

We strongly encourage you to share this message with your wider team, including with Ordering, Finance and Accounts Receivables departments, to avoid any impact to business continuity and payment of invoices.

### What is the change?

**GlaxoSmithKline Consumer Healthcare Australia Pty Ltd:**  
**Changes to Company legal entity name and registered office address**

As a new standalone group, all GlaxoSmithKline Consumer Healthcare legal entities are now part of the Haleon group of companies.

For Australia, where you operate, there are 2 important changes to know:

- 1) The Company's legal entity name has changed from GlaxoSmithKline Consumer Healthcare Australia Pty Ltd to **Haleon Australia Pty Ltd**
- 2) The Company's registered office address has changed from 82 Hughes Avenue, Ermington, NSW, 2115, Australia to **Level 48, 8 Parramatta Square, Parramatta 2150, Australia**

Effective **19<sup>th</sup> November 2022**, you must use the new legal entity name AND registered office address in all new relevant documents you send to the Company e.g., on invoices, contracts etc...

### Please note:

- For a period of time, you may still see our old GSK logo alongside our new Haleon name - we are in the process of updating our tools, templates and systems, so please bear with us whilst we fully implement these changes.
- There will be no changes to the company registration number (ACN/ABN).

### What do you need to know?

- **Active Purchase Orders and Contracts** issued to or by the Company under its previous legal entity name and registered office address will remain valid, and no action is required on these.

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- **New Purchase Orders and New Contracts** created from the **19<sup>th</sup> November 2022** onwards must reflect the new legal entity name of the Company **Haleon Australia Pty Ltd** and new registered office address **Level 48, 8 Parramatta Square, Parramatta 2150, Australia**.
- **All Invoices for active and new Purchase Orders** created from the **19<sup>th</sup> November 2022** onwards must be addressed to the new legal entity name of the Company **Haleon Australia Pty Ltd**, with the new registered office address of the Company **Level 48, 8 Parramatta Square, Parramatta 2150, Australia**.

**What do you need to do?**

- 1) You must make any relevant system and documentation updates **effective the 19<sup>th</sup> November 2022**, so they reflect the above new legal entity name, new registered office address of the Company, and correct email/postal address for invoice submission.

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

- Quotations/Offers: from the 19<sup>th</sup> November 2022 onwards all new quotations/offers documents relating to your supply of goods and/or services to Company must be addressed to:

**Haleon Australia Pty Ltd**  
**Level 48, 8 Parramatta Square, Parramatta 2150, Australia**  
**ABN : 68 603 310 292**

- Invoicing templates: from the 19<sup>th</sup> November 2022 onwards to facilitate the prompt payment of your invoices, all new invoices relating to your supply of goods and/or services to Company must be issued to:

**Haleon Australia Pty Ltd**  
**Level 48, 8 Parramatta Square, Parramatta 2150, Australia**  
**ABN : 68 603 310 292**

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

- Invoice submission:
  - As a reminder, if you submit invoices via email, the email address has changed in April 2022 and could undergo additional changes in the near future. Please check the [Vendor Portal](#) for the most up to date information.
  - If you use the **Tungsten** e-invoicing service, you should continue to do so. When submitting your invoices on the Tungsten Portal, you will continue to select the Bill To entity; please search for 'Haleon' and select the new legal entity name from the drop-down menu.

Note the name will now be different, but the registration number you use that begins with 'AAA' will be the same as you've used before this legal entity name change.

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- Data breaches: if there are any data breaches, as mentioned in your contract with the Company, these should now be reported immediately to [cdir@haleon.com](mailto:cdir@haleon.com) instead of [cstd@gsk.com](mailto:cstd@gsk.com).
- 2) Please also forward this letter onto any Tier 2 suppliers who may not have a direct relationship with the Company but will need to make the relevant updates too.

**Further support**

If you have any questions on invoices and payments, please go to our new [Haleon supplier portal](#) or contact your local [Purchase-to-Pay Help Desk](#).

We thank you for your continued support and understanding as we work together in making these important changes, as Haleon becomes a truly independent global company dedicated to delivering better everyday health with humanity.

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Regards,

Australia - Haleon Project team