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**Important: You must update information you hold about Haleon for GlaxoSmithKline Consumer Healthcare (Overseas) Limited (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% focussed 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 (Overseas) Limited:**  
**Changes to Company legal entity name**

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

For United Kingdom where you operate, there is an important change to know:

The Company's legal entity name has changed from **GlaxoSmithKline Consumer Healthcare (Overseas) Limited** to **Haleon UK Services Limited**

**Effective 19<sup>th</sup> November 2022**, you must use this new legal entity name in all new documents you send to 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 or VAT number

### What do you need to know?

- **Active Purchase Orders and Contracts** issued to or by the Company under its previous legal entity name remain valid, and no action is required on these.
- **New Purchase Orders and New Contracts** created from the **19<sup>th</sup> of November 2022** onwards must reflect the new legal entity name of the Company **Haleon UK Services Limited**.



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- **All Invoices for active and new Purchase Orders** must be addressed from the **19<sup>th</sup> of November 2022** onwards to the new legal entity name of the Company **Haleon UK Services Limited**.

### What do you need to do?

- 1) You must make any relevant system and documentation updates from **19<sup>th</sup> of November 2022**, so they reflect the above new legal entity name 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 / Delivery slip templates: from the **19<sup>th</sup> of November 2022** onwards all new quotations/offers/delivery slip documents relating to your supply of goods and/or services to Company must be addressed to:

**Haleon UK Services Limited**

**Building 5, First Floor, The Heights, Weybridge, Surrey, KT13 0NY, England**

- Invoicing templates: from the **19<sup>th</sup> of 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 UK Services Limited**

**Building 5, First Floor, The Heights, Weybridge, Surrey, KT13 0NY, England  
[GB217928976]**

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 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 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, 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.

- 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

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### 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,  
UK - Haleon Project team