

## Letter to suppliers

Important: Update information you hold about Haleon

**HALEON**

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

**Effective from 18<sup>th</sup> April 2023:**

The Company's legal entity name has changed from:

GSK Consumer Healthcare Export Limited Türkiye İstanbul İrtibat Bürosu to **Haleon UK Export Limited Türkiye İstanbul İrtibat Bürosu**

**From today, 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 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](mailto: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 UK Export Limited Türkiye İstanbul İrtibat Bürosu, Türkiye

**Changes required: Effective from 18<sup>th</sup> April 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 UK Export Limited Türkiye İstanbul İrtibat Bürosu**

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

**1. Quotations / Offers / Delivery slip templates**

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

**2. Invoicing templates**

From today, 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 UK Export Limited Türkiye İstanbul İrtibat Bürosu**

Büyükdere Caddesi No. 173, 1. Levent Plaza B Blok, 1. Levent İstanbul, 34394, Türkiye  
Zincirlikuyu Vergi Dairesi (411100144)

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, you should use Liaison office's [tr.finance@haleon.com](mailto:tr.finance@haleon.com) e-mail address (for e-invoice) or to our company's current address (for printed document). Invoices sent to old email addresses or Mailboxes will be rejected and you will need to send them to new email addresses or Mailboxes.

**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](mailto:cdir@haleon.com) instead of [cstd@haleon.com](mailto:cstd@haleon.com).

**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 today must reflect the new legal entity name of the Company as stated above.
- **All Invoices for active and new Purchase Orders** must now be addressed to the new legal entity name of the Company as stated above.