

## Supplier letter

Important: Update information you hold about Haleon

**HALEON**

### **Action required: Change to the legal entity name for GlaxoSmithKline Consumer Healthcare (UK) Trading Limited** ('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 United Kingdom** where you operate, we would like to inform you that our legal entity name has now changed.

#### **Effective from 18<sup>th</sup> February 2023:**

The Company's legal entity name has changed from:

GlaxoSmithKline Consumer Healthcare (UK) Trading Limited to **Haleon UK Trading Limited**

**From now, please use the new legal entity name in all new relevant documents you send to the Company, including invoices and contracts.**

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 Project Team, United Kingdom

**Changes required: Effective from 18<sup>th</sup> February 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:

<b>Haleon UK Trading Limited</b>
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We've listed the 4 areas below where you'll most likely need to do this:

**1. Quotations / Offers templates**

From 18<sup>th</sup> February 2023, all new quotations/offers 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 18<sup>th</sup> February 2023, 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 Trading Limited**

Building 5, First Floor, The Heights, Weybridge, Surrey, KT13 0NY, England  
GB217928976 (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 be reported immediately to [cdir@haleon.com](mailto:cdir@haleon.com) instead of [cstd@gsk.com](mailto:cstd@gsk.com).

In addition, for suppliers providing goods and services for the manufacturing site of Maidenhead, 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 UK Trading Limited**.

– **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 UK Trading Limited**.

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

Based on Local Regulation your Import / Export licences released after 18<sup>th</sup> February 2023 should be updated with the new legal entity name **Haleon UK Trading Limited**.

There may also be other local documents that are impacted, please make sure these are also identified and updated accordingly.

– **See in table below a summary of what's changing/not changing:**

Please note that these details described in the table below are also available in [Haleon supplier portal](#), which is continuously updated in case of further changes.

OLD ENTITY NAME AND ADDRESS FOR INVOICING (Change for Bill to)	NEW ENTITY NAME AND ADDRESS FOR INVOICING (Change for Bill to)	SHIP-TO ADDRESS * (no change apart name)	VAT NUMBER (no change)	AAA... Tungsten Number (no change)	Address where to send physical invoices (no change)	Email for Invoices One mail per PDF invoice sent (no change)	Email for invoice / payment queries (no change)
GlaxoSmithKline Consumer Healthcare (UK) Trading Limited Building 5, First Floor, The Heights, Weybridge, Surrey, England, KT13 0N	Haleon UK Trading Limited Building 5, First Floor, The Heights, Weybridge, Surrey, England, KT13 0N	Haleon UK Trading Limited Norrey Drive, Maidenhead, Berkshire. SL64BL	GB217928976	AAA075458158	PO Box 395, Unit B RD Park, Rattys Lane, Hoddesdon, EN11 1GX	<a href="mailto:GSK-Consumer-UK@ironmountain.com">GSK-Consumer-UK@ironmountain.com</a>	<a href="mailto:WW.GSK-CONSUMER-P2P-UK-IRELAND@haleon.com">WW.GSK-CONSUMER-P2P-UK-IRELAND@haleon.com</a>

\* Related to Indirect Non-Inventory materials and associated services (good, services, tooling, MRO, Maintenance, lab supplies, special freight cost etc...)

## Additional information

- There's no change to the company registration number or VAT number.
- 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 18<sup>th</sup> February 2023 must reflect the new legal entity name of the Company as stated above.
- **All Invoices for active and new Purchase Orders** must be addressed from 18<sup>th</sup> February 2023 to the new legal entity name of the Company as stated above.