

Supplier Letter

Action required: Update information you hold about Haleon

HALEON

Important: You must update information you hold about Haleon for GlaxoSmithKline Consumer Healthcare Finland Oy (the "Company")

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 you need to action on to ensure business continuity.**

We strongly encourage you to share this message with your wider team, including with Ordering, Finance and Accounts Receivables departments.

What is the change?

GlaxoSmithKline Consumer Healthcare Finland Oy: **Changes to Company registered office address**

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

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

The Company's registered office address changes from **Piispansilta 9A, Fin-02230, Espoo, Finland** to **Energiakuja 3, 00180 Helsinki, Finland**

Address change effective from 19th of November 2022, please use this new registered office address in all new relevant documents you send to Company e.g., on invoices, contracts etc...

Please note:

- The Company name will remain *GlaxoSmithKline Consumer Healthcare Finland Oy* until further notice.
- For a period of time, you may still see our old GSK logo - 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 and VAT number

What do you need to know?

- **Active Purchase Orders and Contracts** issued to or by the Company under its previous registered office address will remain valid, and no action is required on these.
- **New Purchase Orders and New Contracts** created from now onwards must reflect the new registered office address of the Company **Energiakuja 3, 00180 Helsinki, Finland.**

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- **All Invoices for active and new Purchase Orders** must be addressed from now onwards to the new registered office address of the Company **Energiakuja 3, 00180 Helsinki, Finland**.

What do you need to do?

- 1) You must immediately make any relevant system and documentation updates, so they reflect the above 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 / Delivery slip templates: from now onwards all new quotations/offers/delivery slip documents relating to your supply of goods and/or services to Company must be addressed to:

GlaxoSmithKline Consumer Healthcare Finland Oy
Energiakuja 3, 00180 Helsinki, Finland

- Invoicing templates: from now 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:

GlaxoSmithKline Consumer Healthcare Finland Oy
Energiakuja 3, 00180 Helsinki, Finland

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:
 - o 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.

- o If you use the **Tungsten** e-invoicing service, you should continue to do so without any change. When submitting your invoices on the Tungsten Portal, continue to select the Bill To entity (as shown on the Purchase Order).
- 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 instead of 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

Regards,
Finland - Haleon Project team