HALLIBURTON

TO: Halliburton Valued Suppliers

FROM: Halliburton Global Supply Chain

SUBJECT: SAP S4 Blackout Now in Effect – Important Supplier Information

Dear valued supplier,

As confirmation, Halliburton's transition and system blackout period began on **September 2, 9:00 AM CDT** and will continue until SAP S4 goes live on **October 15, 2026**. During this period, certain system transactions are unavailable while data is migrated from legacy systems to SAP S4. Please review the current blackout impacts, upcoming deadlines, and required actions below to help avoid transaction and invoice-processing delays.

Currently Unavailable until October 15:
The following restrictions are now in effect across all impacted global operations, including Canada:

- **Vendor additions and user-access updates in Halliburton Supplier Net (HSN)** are **unavailable (as of August 15).**
- **Vendor account creations and changes, including name, address, and bank information, are unavailable in SAP.**
- Beginning **September 29**, system-generated purchase orders and PO updates, including pricing changes, will be unavailable through **October 15**. Suppliers will also be unable to submit invoices in HSN and SAP Business Network. Manual POs may be issued in urgent cases.
- **October 15, 2026:** SAP S4 goes live and financial activities resume.

Actions During the Blackout (September 2 – October 15)
Please continue to follow these requirements:

- Ensure all invoices include the appropriate supporting documentation:
    - **PO invoices:** Include the Purchase Order (PO) number. *(no change)*
    - **Non-PO Invoices:** Attach the Halliburton completed Manual FI Template.
    - Please refer to the Halliburton Supplier Guide for additional guidance.
- Submit invoices by the deadlines below and in accordance with the updated invoice requirements.
    - **Invoices via Email** - Submit outstanding invoices to the AP email inbox by **September 27.**
    - **Invoices via SAP Business Network (SAP BN)** - Submit outstanding invoices by **September 29.**
    - **Invoices via Halliburton Supplier Net (HSN)** - Submit outstanding invoices by **September 29.**
- Ensure your organization is enabled in SAP BN before **September 29** via Halliburton Request Tool (HRT).
    - Please contact halprocsupport@halliburtonsupport.com for further assistance with HRT registration.
- From **September 29 through October 14**, continue shipping under existing instructions and reference the legacy PO number.
- For assistance with **drawings, eCerts, RFAs and barcoding**, suppliers should contact their Halliburton buyer through **October 14**.
- Continue working directly with your Halliburton representative or buyer for urgent needs and questions during the blackout.
- Review the **Halliburton Supplier Guide** and the **Supplier Resources** page for additional guidance.

What to Expect After Go-Live

Open and eligible purchase orders will migrate to SAP S4. After go-live, suppliers will receive new S4 purchase orders for any remaining open quantities, and the original SAP PO number will be included in the text for reference.

Important: After October 15, invoices should reference both the **new SAP S4 PO number** and the **legacy SAP PO number** to help prevent processing delays. *The requirement to use the new S4 PO number does not apply to purchase orders issued from Canada.*

HSN suppliers should also register for the **Halliburton Supply Chain Portal (HSCP)** after receiving the registration email from hal_sc_portal@halliburton.com on October 15.

For additional guidance, review the **Supplier Resources Job Aid** on the **Supplier Resources** page. For questions or direct assistance, please contact your Halliburton representative or use **HRT**.

Thank you for your continued partnership and support.

Halliburton Global Supply Chain