

TO: Halliburton Valued Suppliers

FROM: Halliburton Global Supply Chain

SUBJECT: Reminder: Upcoming SAP S4 Transition & Blackout Period – Key Actions

Dear valued supplier,

As Halliburton prepares to migrate to SAP S4 on **October 15, 2026**, this is a reminder of the upcoming system blackout dates and actions your organization should complete to help avoid transaction and invoice-processing delays. Please review the key dates and requirements below and refer to the **Supplier Resources Job Aid** on the [Supplier Resources](#) page for additional guidance.

The transition and system blackout period will begin on **August 30, 2026, at 11:30 PM CDT** and continue until S4 goes live on **October 15, 2026**. During this period, certain system transactions will be unavailable while data is migrated from legacy systems to S4.

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

Important: After go-live, **use the new S4 PO number on all invoices** and related documents to help prevent processing delays. *This does not apply to purchase orders issued from Canada.*

Key Dates

The following blackout dates apply to all global operations, including Canada:

- **As of August 15, 2026:** Vendor additions and user-access updates will no longer be available in Halliburton Supplier Net (HSN).
- **August 30–October 15, 2026:** Vendor account creations and changes, including name, address and bank information, will be unavailable in SAP.
- **September 27, 2026:** Suppliers using the AP email inbox are encouraged to submit invoices by this date. For the list of AP Mailboxes, please refer to the [supplier guide](#). Financial activities will resume on October 15.
- **September 29–October 15, 2026:** System-generated purchase orders and PO updates, including pricing changes, will be unavailable. Suppliers will 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.

Required Actions:

- **Beginning August 1,** ensure all invoices submitted include the required supporting documentation based on the type of invoice, as provided by your Halliburton representative:
 - 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.
- **After August 15,** vendors should contact their buyer for any assistance with drawings, eCerts, RFA's and barcoding.
- **Invoice Submission**
 - **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 \(HRT\)](#).

- Complete [HAL Supplier Registration](#) (new suppliers only) to access the HRT Vendor Portal. If you need further assistance during the registration process, please contact halprocsupport@halliburtonsupport.com.
- **From September 29 – October 14**, continue shipping using existing instructions, referencing legacy PO number.
- **After October 15**, ensure invoices reference both the new SAP S4 PO number and legacy SAP PO number.
 - **For HSN suppliers:** On October 15, register for Halliburton Supply Chain Portal (HSCP) upon receiving your registration email from hal_sc_portal@halliburton.com.

For additional guidance, review the **Supplier Resources Job Aid** on the [Supplier Resources](#) page. If you have direct questions or need assistance, please reach out to your Halliburton representative or directly through [HRT](#).

Thank you for your attention to these upcoming deadlines and for your continued partnership and support.

Halliburton Global Supply Chain

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