Supplier Resources Job Aid: Navigating the SAP S4 Blackout & Go-Live



HALLIBURTON

Purpose

This guide supports suppliers during Halliburton's migration to **S4**. It outlines what to expect before, during, and after the system blackout and go-live, including impacts to purchase orders and invoicing.

What's Changing

Halliburton will migrate from legacy SAP systems to S4.

During the transition, some supplier transactions will be temporarily unavailable.

- Eligible open Purchase Orders (POs) will be migrated into S4.
- New S4 PO numbers will be issued for remaining open quantities (excluding Canada operations).
    - *A PO conversion table will be made available to suppliers during the go-live process.*
- New POs will reference the legacy SAP PO number in the header text.
- Suppliers using SAP Business Network or EDI will continue transacting through those platforms after go-live.

PO creation in HSN will be unavailable after July 15, 2026. After July 15, 2026, only existing POs will be available for invoicing in HSN. HSN suppliers not enabled on the SAP Business Network before July 15, 2026 must use the Supplier Guide to submit invoices via the correct email channel.

Key Dates

System Blackout Period:

- **July 15 – September 29, 2026:** HSN Invoicing available for existing POs only.
- **August 30 – October 15, 2026**: Vendor account creation and updates (name, address, and bank) unavailable.
- **September 27, 2026:** Suppliers approved to submit invoices through AP email inboxes are strongly encouraged to submit all pending invoices prior to September 27, 2026. Financial activities will resume on October 15, 2026. EDI suppliers may continue submitting invoices during this period; however, transactions will be processed and posted in S4 after go-live.
- **September 29 – October 15, 2026**: No new POs or changes to existing POs (pricing, quantities, etc.). Manual POs may be issued in urgent cases only.
    - SAP Business Network invoicing and PO collaboration function will be disrupted due to our ECC system cutover.
- **October 15, 2026**: Systematic invoice processing resumes now in S4.

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All dates are subject to change. Halliburton will communicate updates accordingly.

What to do Before Blackout

To reduce disruption, complete the following before blackout:

1. **Verify contact information:** Ensure all email contacts and account users are up to date in the Business Network.
2. **Notify internal stakeholders:** Share this communication with all relevant teams within your organization who interact with Halliburton Procurement and Supply Chain, including Accounts Receivable, Customer Service, Sales Management, Credit, and any other applicable groups.
3. **Document open orders:** Prepare and retain a report on all open orders currently in progress with Halliburton.
4. **Submit outstanding invoices:** If billing is not current, submit invoices for all completed shipments and services as soon as possible to avoid delays.
5. Prepare to **reference new S4 PO numbers** after go-live.
6. SAP Business Network users may refer to the **Appendix** for more resources.

What to Expect During Blackout

During the blackout period, vendors may notice temporary system-related changes:

- **Automated notifications:** Vendors may receive automated system messages related to updates on existing **Legacy SAP purchase orders**.
- **Open PO migration activity:** Any remaining open quantities and values on SAP POs will be **reduced and closed** in the legacy system.
- **Creation of new S4 POs:** Open balances from SAP legacy POs will be **recreated as new S4 purchase orders**.
- **How to identify migrated POs:** Migrated S4 POs can be identified by a reference to the **former SAP legacy PO number** in the **PO Header Text**, distinguishing them from newly created S4 POs.

Halliburton will not issue system-generated POs during this period. Manual POs may be used for urgent needs and will be recreated in S4 after go-live.

What Happens After Go-Live

Following go-live, please be aware of the following changes and actions required:

- **New S4 Purchase Orders (POs):** All newly issued S4 POs will include PO Header Text referencing the corresponding Legacy SAP PO number they are

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replacing. *A PO conversion table will be made available to suppliers during the go-live process.*

- **Delivery Date Adjustments:** Some delivery dates on newly migrated S4 POs may require adjustment as we stabilize operations in the new system.

- Suppliers are expected to **review all newly migrated S4 POs** and **reconfirm order details** after October 23, 2026.

How Open POs Will Be Migrated

Only POs with uninvoiced or unreceived quantities will migrate to S4.

- Migrated POs will receive new numbers and reference the legacy PO in the header text

Invoicing guidance:

- Orders shipped and received before September 29 but not invoiced:
  - Submit invoices via AP email, regardless of original channel
- Orders shipped or completed after September 29:
  - Will be migrated and assigned new S4 PO numbers
  - Submit invoices using the same platform as the new PO
- For invoices not associated with a purchase order, please continue to follow the instructions included in the Halliburton Supplier Invoice Instructions.

Vendor Invoicing Platform before Blackout			
	SAP Business Network (SAP BN)	HSN	Functional Email
Where to submit invoice?			
Invoices before Blackout	SAP BN	HSN	Functional Email per Supplier Guide
Invoices for orders shipped but not invoiced before Blackout*	Functional Email per Supplier Guide	Functional Email per Supplier Guide	Functional Email per Supplier Guide
Invoices for shipments after Blackout	SAP BN	If enabled, SAP BN. If not enabled, Functional Email per Supplier Guide	Functional Email per Supplier Guide

*For Business Network or HSN suppliers: Invoices will be accepted via the functional mailbox only for invoices NOT submitted prior to the Blackout and associated with shipments Halliburton received in our legacy SAP before the Blackout. When in question, take the difference between the original PO quantity and the new S4 PO quantity. You will only be able to invoice via email for this delta.

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Invoicing After Go-Live

After go-live, all vendors enabled on SAP Business Network (SAP BN) will continue invoicing through SAP BN after the Blackout period ends. All other vendors must invoice to the functional mailboxes listed in the Supplier Guide.

Important: *If you were previously using HSN and did not migrate to SAP Business Network, your POs will be sent and invoiced via email.*

Support Resources and Information

Halliburton Supplier Relations:
Supplier Relations

Halliburton Supplier Guide:
Halliburton Supplier Invoice Instructions

Supplier Support Contact:
fhousccomm@halliburton.com

Halliburton Request Tool (HRT) for Supplier Inquiries:
HAL Supplier Registration

Complete HAL Supplier Registration (new suppliers only) to access the HRT Vendor Portal. For assistance, please contact halprocsupport@halliburtonsupport.com.

Appendix

Review training materials and demos related to **SAP Business Network**:

- **Account setup and notifications**
  - Managing your User Account
  - Configure your Purchase Order and Invoice Notifications
  - Adding Users to Account
- **New Purchase Orders** will be routed electronically through the SAP Business Network.
  - Finding Purchase Orders
- **Order Confirmations** are required for purchase orders prior to submitting invoices.
  - Order Confirmation - Entire Order
  - Order Confirmation - Per Line Item
- **Invoicing** will be required through SAP Business Network for purchase orders created as of go live date in this email.
  - Invoice against a Material PO
  - Invoice against a Planned Service PO
  - Invoice against an Unplanned Service PO (Partial Invoice)
- Submitting a Credit Memo

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