HALLIBURTON

TO: Halliburton Valued Suppliers

FROM: Halliburton Global Supply Chain

SUBJECT: Upcoming S4 Cutover & Go Live – Important Information for Suppliers

Dear valued supplier,

Halliburton will migrate to **SAP S4 (S4)** on October 15, 2026. This change will impact how we transact with suppliers, customers, and external partners. This email outlines the key process, dates, and required actions. For further details and/or guidance on the actions required, please refer to the **Supplier Resources Job Aid** on the **Supplier Resources** page.

The transition and system blackout period will begin on August 30, 2026, at 11:30 PM CDT, with S4 going live on October 15, 2026. During this period, certain system transactions will be unavailable while data migrates from legacy systems to S4. Open and eligible purchase orders (POs) will migrate to S4. After go-live, you will receive new S4 POs for any remaining open quantities. These POs will include the original SAP PO number in the text for reference.

Important: Use the new S4 PO numbers on all invoices and related documents to avoid processing delays. *This does not apply to purchase orders issued from Canada.*

Key Dates:

*The following blackout dates will impact all global operations, **including Canada.***

- **August 15, 2026:** Vendors additions and user access updates will not be available in Halliburton Supplier Net (HSN).
- **August 30, 2026 - October 15, 2026:** Vendor account creations and changes (name, address, and bank) unavailable.
- **September 27, 2026:** Suppliers using the AP email inbox are encouraged to submit invoices by this date. Financial activities will resume on October 15.
- **September 29, 2026 - October 15, 2026:** System-generated POs and PO updates (including pricing) are unavailable. Manual POs may be issued in urgent cases.

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.
  - **ZFIE Transactions:** Include the ZFIE number or attach the ZFIE details.
  - **Manual FI Transactions:** Attach the completed Manual FI Template.
  - **Please refer to the** Halliburton Supplier Invoice Instructions for additional guidance.
- **Before September 27**, submit all outstanding invoices through the **AP email inbox.**
- **Before September 29**, submit all outstanding invoices for **existing POs** through Halliburton Supplier Net (HSN) or SAP Business Network (SAP BN).
  - Ensure your organization is enabled in **SAP BN before September 29, 2026 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 August 15 – October 14**, vendors should contact their buyer for any assistance with drawings, eCerts, RFA's and barcoding.
- **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 questions or need assistance, please reach out to your Halliburton representative or directly through **HRT**.

Thank you for your continued partnership and support.

Halliburton Global Supply Chain