HALLIBURTON

TO: Halliburton Valued Suppliers

FROM: Halliburton Global Supply Chain & Accounts Payable

SUBJECT: Upcoming Changes to Invoice Submission Processes – Effective August 1, 2026

Dear valued supplier,

Halliburton is making changes to support our transition to SAP S/4. As part of this transition, Halliburton is decommissioning the **MyRequest system, effective August 1, 2026.**

MyRequest was an internal system that provided important purchasing information when a purchase order was not used. These documents were identifiable by their **82-series reference IDs**. After August 1, MyRequest will no longer be available. This change may impact how certain requests are submitted, tracked, and referenced going forward.

To help avoid delays, please review the information below and share it with the appropriate teams within your organization.

Changes to Invoice Submission Process

Moving forward, before submitting an invoice via email, specific supporting documents may be required depending on the invoice type, and these must be accurately referenced and properly attached to facilitate timely processing. Failure to comply with these requirements may result in invoice rejections or processing delays. After **August 1**, please ensure your invoice includes one of the following references:

1. **Purchase Orders (PO)** – The primary method to submit invoices for purchase orders is the SAP Business Network.
   - For vendors without an SAP Business Network account, please reach out to your Halliburton representative or submit a ticket to our Halliburton Request Tool (HRT).
   - **Interim Process (Not on SAP BN):** Any invoices for purchase orders submitted through email must have the PO number referenced on the invoice and must be submitted in accordance with Halliburton Supplier Invoice Instructions.
   - **Action Required**: Please enroll into SAP BN as soon as possible.

2. **Non-PO Invoices (If you were given an 8-digit number)**
   - ZFIE – If a ZFIE Form is required, you must reference the ZFIE number on your invoice or attach the ZFIE details to your invoice and submit your invoice per the Halliburton Supplier Invoice Instructions. A ZFIE number will be an auto-generated 8-digit number.
   - Manual FI Template – The template will be provided to you by a Halliburton representative for you to attach to your invoice and submit your invoice per the Halliburton Supplier Invoice Instructions. Only this template in PDF form will be accepted: Template for Manual Fis.

Required Actions

1. Prepare to use the new invoice submission process on **August 1, 2026**, and share this information with the appropriate teams within your organization.
2. **Enroll in SAP Business Network (SAP BN) as soon as possible**, as it is the primary method for submitting invoices against purchase orders.
   - If you are not enrolled, contact your Halliburton representative or submit a ticket through the Halliburton Request Tool (HRT).
3. **Ensure all invoices submitted on or after August 1 include the required supporting documentation**, based on the invoice type:
   - **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.
4. **If submitting invoices via email, ensure each invoice includes at least one of the following:** Purchase Order (PO) Number, ZFIE Number, or Completed Manual FI Template

If you have direct questions or need assistance, please reach out to your Halliburton representative or directly through HRT.

Thank you for your continued partnership and collaboration.

Halliburton Global Supply Chain & Accounts Payable