

HALLIBURTON SUPPLIER GUIDE

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I. BECOMING A HALLIBURTON SUPPLIER

The process to engage suppliers is managed by Halliburton Procurement. Adding suppliers is subject to many considerations, including the following:

- Business need
- Benefit offered and value created
- Acceptance of and agreement to specific terms and conditions

CODE OF BUSINESS CONDUCT

Halliburton's Code of Business Conduct requires that our employees treat suppliers fairly, with honesty and integrity. Similarly, our suppliers will be required to comply with all applicable laws, Halliburton's own Code of Business Conduct, and other Halliburton requirements for ethical business conduct, as outlined in any supplier contract. Our supplier selections are based upon any supplier's superior value in the goods and services they provide. In return, our suppliers should expect to be paid a fair price following the agreements established between the supplier and Halliburton and the affiliate. Please refer to our supplier ethics letter for additional information, which can be found on the Supplier Relations page on www.Halliburton.com under "About Us."

TERMS & CONDITIONS, CONTRACTS, AND NON-DISCLOSURE AGREEMENTS

Halliburton's standard terms and conditions govern purchases made by Halliburton. All suppliers are required to have a contract with Halliburton. Suppliers will have to consult with their local procurement buyer to determine if an agreement is needed before doing business with Halliburton.

Non-Disclosure Agreements will be required if Halliburton and a supplier are trading confidential or intellectual information before the onset of contracting.

SUPPLIER PERFORMANCE AND RELATIONSHIP MANAGEMENT

Suppliers play a crucial role in supporting Halliburton's strategic initiatives within the supply chain. Suppliers should adhere to the same quality and on-time delivery standards that we at Halliburton strive to provide to our customers.

Suppliers are expected to deliver goods and render services following specifications and requirements stated in contractual terms or purchase orders. Halliburton also hopes that all products and services will be provided on time and with superior quality.

Halliburton conducts periodic supplier performance reviews to ensure continuous improvement and adherence to contractually agreed upon pricing and performance standards. Suppliers are expected to engage in ongoing improvement activities to ensure performance improves over time. Corrective action plans may be developed to address shortcomings in performance.

If you are interested in becoming a supplier, please contact your local procurement professional.

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II. HALLIBURTON BUYING CHANNELS

Important: The Local Procurement Representative will determine the Selection of any buying channel.

PURCHASE ORDERS AND NON-PURCHASE ORDERS OR FI (FINANCIAL INVOICE)

A purchase order is a formal commitment to the supplier for the purchase of goods and services. [Please see the example below in the appendix.](#)

Financial Invoices (FI) include items purchased through Financial Invoice. Due to the low risk and low spend nature of the purchase, no formal purchase order is required. FI's often reference a Pre-Authorization Number, which usually starts with an 82XXXXXXXX. [Please see the example below in the appendix.](#)

PROCUREMENT CARD

In the U.S., American Express is Halliburton's procurement card that specific individuals within the company can utilize for purchases. They are used with suppliers that accept Halliburton's Procurement card for products that fall within Halliburton guidelines specifications.

III. HALLIBURTON E- COMMERCE SOLUTIONS

Halliburton offers four platforms for e-commerce transactions between suppliers and Halliburton. Each Platform permits the electronic sending of purchase orders by buyers and the submittal of invoices by suppliers; however, each application is slightly different and has different benefits depending on the purchases.

SAP ARIBA

Ariba Network is the preferred transaction method for suppliers wanting to do business with Halliburton. Suppliers are able to access orders and invoice within the Ariba Network portal, or integrate with EDI or cXML to automate ordering and invoicing. Recorded training materials and other information can be found at the [Supplier Information Portal](#).

Iportal

The Halliburton supplier portal (iPortal), powered by Taulia, provides 24/7 visibility of invoice, payment status, and purchase orders. It has electronic invoicing capabilities and comprehensive supplier self-services features, all *free of charge*. It is fully integrated and offers a wide variety of submission options. iPortal is Halliburton's primary and preferred method of invoice submission for Financial Invoices, where applicable. Reference [Invoice Requirements](#) for your country. **Taulia Portal will provide the option to submit invoices via E-Send (Email), EDI and CSV Files.**

HSN

Halliburton Supplier Net (HSN) is a web-based application that enables collaboration between Halliburton and suppliers. In addition to collaboration on purchase orders and invoices, HSN allows interaction on other processes, which commonly apply when selling part-numbered items to Halliburton Manufacturing locations, such as providing Advance Shipping Notices (ASNs) and 2D Barcoding capabilities. It is offered at no cost to suppliers and will eliminate all paper transactions. Access to HSN to submit invoices will be given on an as-needed basis only.

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EDI

Electronic Data Interchange (EDI) is a way to exchange business documents electronically with Halliburton using established standards for file formats and transmission methods. EDI is used to integrate with suppliers, customers, freight carriers, and banks. Partners looking to optimize business processes and avoid manual data entry can benefit significantly by using EDI.

Access to EDI to submit invoices will be given on an as-needed basis only.



E-COMMERCE COMPARISON TABLE

Solution Features	SAP Ariba	iPortal	HSN	EDI
Real-Time	Yes	Yes	Yes	Yes
Issue Purchase Orders	Yes	Yes	Yes	Yes
Change Orders for Purchase Orders	Yes	Yes	Yes	No
Submit Electronic Invoices	Yes	Yes	Yes	Yes
Send Ship Notifications to Halliburton	Yes	No	Yes	No
Suitable for Services	Yes	Yes	No	No
Indicates Future Demands	No	No	Yes	No
Ability to Upload Non-Invoice Documentation	Yes	Yes	Yes	No
Access to Drawings/Specs	No	No	Yes	No
Access to Bar-Coding	No	No	Yes	No
Configurable	No	Yes	No	Yes
Cost to Supplier	Yes/Enterprise No/ Standard	No	No	Minimal

WHAT SOLUTION WORKS BEST FOR YOU?

System	Category
SAP Ariba supplierenablement@halliburton.com	Suppliers of services and indirect products; suppliers who desire a platform to exchange electronically through the complete P2P process.
iPortal iPortal@halliburton.com	Suppliers of services; suppliers of products, with no unique engineering, design, or documentation requirements; suppliers who desire more active management of their Accounts Receivable.
HSN HSN@halliburton.com	Suppliers of services; suppliers of products, with no unique engineering, design, or documentation requirements; suppliers who desire more active management of their Accounts Receivable.
EDI EDI@halliburton.com	Suppliers of products; suppliers with a high volume of orders and invoices that cannot submit invoices through Halliburton iPortal.



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IV. HOW TO REGISTER TO YOUR PORTAL

SAP ARIBA

Please contact the Halliburton Supplier Enablement at SupplierEnablement@halliburton.com

IPORTAL

Suppliers must first receive an invitation to enroll from Halliburton. If an invitation has not yet been received, please send an email to iPortal@Halliburton.com.

HSN

Suppliers interested in working on HSN should communicate interest to their Halliburton Procurement contact. The process to add suppliers to HSN typically takes about four weeks, and suppliers are generally added on a monthly basis.

EDI

Suppliers must first contact EDI@Halliburton.com to be considered and approved. This should only be done for vendors that are not able to submit invoices through Halliburton iPortal.

V. INVOICE SUBMISSION GUIDELINES

Invoices accepted by Halliburton through one of the methods below:

E-COMMERCE

Invoice submission through e-commerce is Halliburton's preferred method to receive invoices and result in the fastest invoice processing time. Please refer to [Section II](#) for instructions on how to register for one of Halliburton's e-commerce solutions (SAP Ariba, iPortal, HSN, EDI). Please see below for more information on the invoice submission process for each e-commerce solution.

ARIBA

When a supplier becomes enabled in SAP Ariba, invoices are required to be submitted through SAP Ariba when a **purchase order** is generated via any buying channel. Email As A PDF Attachment Only

HARD COPY / FUNCTIONAL MAILBOX

One method of submitting invoices is via email with a .pdf attachment of the invoice itself.

NOTE: Other file formats such as Word, Excel, and .tif are acceptable. **This submission method can be done only if e-commerce is not possible.** Multiple attachments are permitted; however, each attachment must contain **one invoice** and associated **supporting documentation**. The supporting documentation can follow the invoice. The invoice should be on the first page within the .pdf. For a list of available email boxes by country to which PDF invoices can be sent, please refer to [Section V, Appendix A](#). For countries not listed, please contact the local Accounts Payable organization for instructions on where to send a paper invoice.

For vendors invoicing from countries with statutory requirements that require a hard-copy invoice to be submitted, a paper invoice can be submitted. Contact the local Accounts Payable organization for instructions on where to send a paper invoice.

Please refer to [Section V, Appendix A](#), for contact information.

NOTE: For countries that require submission of a hard-copy invoice to comply with statutory requirements, the hard-copy invoice must be received before an invoice can be paid.

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VI. HALLIBURTON INVOICE REQUIREMENTS & ACCOUNTS PAYABLE CONTACTS

The following Halliburton Invoicing requirements are mandatory for invoices that are not E-Commerce (iPortal, PDF Email Submission, and Hard Copy). Invoices submitted using EDI, HSN, or SAP Ariba do not apply for the following invoicing procedures.

To ensure the timely payment of invoices and prevent invoices from being returned for lack of information, the invoice requirements below must be followed.

GENERAL INVOICE REQUIREMENTS

- Only **invoices** will be paid. Statements, delivery tickets, Pro-forma invoices, or other documents will not be processed for payment.
- Invoice amounts for freight, fuel, and other surcharges must also appear on the PO, if applicable.

Here is a list of the general information that should be included on your company's invoice:

1. Company's invoice number
2. **Invoice date.** Invoice dates should be current for product or service rendered. Invoice dates significant than two years or less than two days from the submission date will not be accepted.
3. A 10-digit Purchase Order (PO) number or Financial Invoice (FI) number should be labeled as PO # on the invoice.
 - A single PO number which consists of a 10-digit number beginning with 41, 42, 43, 45, 55, 81 or 83
 - An available, non-PO number or Financial Invoice (FI) number, consisting of a 10- digit number beginning with 82. This is also known as an FI Pre-Approval (FI).
 - Ensure the entire PO/FI number is visible. Do not truncate the number, as this will invalidate the number.
 - Only reference the applicable PO/FI number on the invoices that match the products/services purchased
4. If applicable, reference only a single Halliburton Contract by Halliburton Contract Number, a 10-digit number beginning with 96 or 46
5. Payment remit-to address
6. Valid Halliburton bill-to legal entity
7. Total price (in the same currency the PO or FI was issued in)
8. Unit price (in the same currency the PO or FI was issued in)
9. Unit of measurement (in the same unit of measurement the PO or FI was issued in)
10. Halliburton Material Numbers for each of the goods, as applicable
11. External Service Number (ESN) for each of the services, as applicable
12. Description of the goods or services
13. Quantity of the goods or services
14. Tax amount, as applicable
15. Invoice currency

CHANNELS TO USE FOR INVOICING AND ACCOUNTS PAYABLE INFORMATION

Halliburton offers to our suppliers a listing of channels they can leverage in finding status on invoices or other accounts payable related information:

IPortal VENDOR COMMUNICATION

[iPortal Vendor Communication](#): Main channel for Vendor communication. Suppliers need to be enrolled in the tool by sending an email to iPortal@halliburton.com. Accounts Payable will respond within 48 hours of receiving the email.

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INVOICE STATUS – WEB

[Invoice Status – Web](#): Portal for suppliers enrolled in HSN, EDI, or Ariba to review invoice status. To see the status, the vendor only needs to enter their vendor ID and invoice number.



FUNCTIONAL MAILBOXES

These mailboxes are to be used by vendors that are not registered in iPortal. Accounts Payable will respond within 48 hours of receiving the email.

INVOICING – NORTH AMERICA REGION



Note: Preferred Invoice submission platforms are SAP Ariba, iPortal, EDI, or HSN. Email (PDF) Attachment is only used for exceptions and must be approved by our Buyer.

North America GBS			
Country	Email Submission in PDF Format	E-Invoicing/ Hard Copy Requirements	Vendor Inquiries
USA	halliburtoninvoices@inboxbytaulia.com	E-Invoicing submission preferred	FVENDORSERVICES@halliburton.com
Canada	halliburtoninvoices@inboxbytaulia.com	E-Invoicing submission preferred	FCANAP@Halliburton.com

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INVOICING – LATIN AMERICA



Latin America GBS		
Country	Preferred Channel	Vendor Inquiries Mailbox
Latin America	iPortal is the preferred channel	FPANVENDORINQUIRY@halliburton.com

Latin America GBS		
Country	Contact Information	Invoice Submission
Argentina	Mendoza Anchorena 1733, Mayor Drummond, Lujan de Cuyo 54 11 4329-2200	FARGFACMZA@halliburton.com
	Comodoro Pedro Pablo Ortega 2663, Comodoro Rivadavia 54 11 4329-2200	FARGFACCRO@halliburton.com
	Neuquén San Fernando y Tinogasta, Neuquen 54 11 4329-2200	FARGRFE@halliburton.com
	Buenos Aires San Martin 344, 6º Piso, CABA 54 11 4329-2200	FARGFACBSAS@halliburton.com E-Invoicing submission preferred
Bolivia	Halliburton Latin America SRL (Sucursal Bolivia) Av Doble Via a La Guardia Entre 4to y 5to. Anillo Zona Los Bosques Santa Cruz, Bolivia 591-33127700	Note: Hard Copy - Original Invoice Requirement Please submit the invoice to the address only. No invoice via Email or E-Invoicing will be accepted.
Brazil	Rio de Janeiro Rua da Assembleia, 66 Salas 201 a 901 Centro - RJ - CEP 20011-000 55 21 3974-0073	E-Invoicing submission preferred
Colombia	Bogota Carrera 7 # 71-52 Torre B - Piso 4 57 1 3264000	FCOLINVOICES@halliburton.com E-Invoicing submission preferred

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Country	Contact Information	Invoice Submission
Ecuador	<p>Ciudad de Quito Av. Amazonas N37-29 y Villalengua Edificio Eurocenter Piso 7 Quito, Pichincha, Ecuador 593-2-3971700</p> <p>Ciudad Francisco de Orellana Coca (BASE) KM 5 1/2 Via Lago Agrio Coca, Orellana, Ecuador 593 2-397-1700</p>	EcuadorInvoices@halliburton.com
Guyana	103 Carmichael ST North Cummingsburg Georgetown 99999 Guyana	LAAPInv@Halliburton.com
Mexico	RFC: HME560113VAA Halliburton de Mexico S DE RL DE Calle: Av. Circuito Tabasco Oriente S/N, Col. RIA, PECHUCALCO 2a. SECCION, CP 86693 CUNDUACAN, TABASCO	LAAPInv@Halliburton.com
Peru	Av. Paseo de la Republica 3211 Piso 9 San Isidro - Lima Peru 51 1 6277722	Please submit the invoice to the address only. No invoice via Email or E-Invoicing will be accepted.
Trinidad & Tobago / Suriname	Halliburton Trinidad Limited P.O. Box 57, Coconut Drive, Cross Crossing, San Fernando, Trinidad West Indies 1-868-299-0985-0999	LAAPInv@Halliburton.com - If the original physical copies of the invoices are not submitted to Accounts Payables, the payment will not be sent until same is received.
Venezuela	<p>Maturín Calle 13 C/C 4 y 5 Edif Halliburton Piso PB OF Administrativa Zona Industrial de Maturin Zona Postal 6201</p> <p>Punta Camacho Av. Pedro Lucas Urribarri Sector Punta Camacho detrás de la Planta Pralca, Zona Industrial Cuidad de Santa Rita Estado Zulia Zona Postal 4020</p>	Please submit the invoice to the address only. No invoice via Email or E-Invoicing will be accepted.

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INVOICING – EASTERN HEMISPHERE

Country	Email Submission in PDF Format	E-Invoicing/ Hard Copy Requirements	Vendor Inquiries
Albania	EURAPInv@Halliburton.com		resource.dxb.fdxbap1@halliburton.com
Algeria	NAAPInv@Halliburton.com		menavendorquery@halliburton.com
Angola	NAFRAPInv@Halliburton.com		aoap@halliburton.com
Australia	<a href="mailto:InvoiceONLY-
aus@Halliburton.com">InvoiceONLY- aus@Halliburton.com	E-Invoicing submission preferred	ausap@halliburton.com
Austria	EUPAPInv@Halliburton.com	E-Invoicing submission preferred	ATAP@halliburton.com
Azerbaijan	CISAPInv@Halliburton.com		AZ AP Finance@halliburton.com
Bangladesh	<a href="mailto:InvoiceONLY-
asia@Halliburton.com">InvoiceONLY- asia@Halliburton.com		SKOR-AP@Halliburton.com
Belarus	EURAPInv@Halliburton.com		resource.dxb.fdxbap1@Halliburton.com
Belgium	EUPAPInv@Halliburton.com	E-Invoicing submission preferred	frap@halliburton.com
Benin	SSAAPInv@Halliburton.com		resource.dxb.fdxbap1@Halliburton.com
Brunei	<a href="mailto:InvoiceONLY-
asia@Halliburton.com">InvoiceONLY- asia@Halliburton.com		brn-ap@halliburton.com
Bulgaria	EURAPInv@Halliburton.com	E-Invoicing submission preferred	resource.dxb.fdxbap1@Halliburton.com
Cambodia	<a href="mailto:InvoiceONLY-
asia@Halliburton.com">InvoiceONLY- asia@Halliburton.com	E-Invoicing submission preferred	resource.dxb.fdxbap1@Halliburton.com
Cameroon	NCAAPInv@Halliburton.com		conap@halliburton.com
Caspian	CISAPInv@Halliburton.com		resource.dxb.fdxbap1@Halliburton.com
Chad	SSAAPInv@Halliburton.com		resource.dxb.fdxbap1@Halliburton.com
China	<a href="mailto:InvoiceONLY-
chn@Halliburton.com">InvoiceONLY- chn@Halliburton.com	Hard Copy Requirement	chinaap@halliburton.com
Congo	NCAAPInv@Halliburton.com		conap@halliburton.com
Croatia	EURAPInv@Halliburton.com		resource.dxb.fdxbap1@Halliburton.com
Cyprus	EURAPInv@Halliburton.com	E-Invoicing submission preferred	CYAP@halliburton.com
Czech Republic	EURAPInv@Halliburton.com		resource.dxb.fdxbap1@Halliburton.com
Denmark	EURAPInv@Halliburton.com		dkap@halliburton.com
Egypt	NAAPInv@Halliburton.com	Hard Copy Requirement	menavendorquery@halliburton.com
Equatorial Guinea	NCAAPInv@Halliburton.com		ciap@halliburton.com
Ethiopia	NAFRAPInv@Halliburton.com		ciap@halliburton.com
Finland	EURAPInv@Halliburton.com	E-Invoicing submission preferred	ukap@halliburton.com
France	EUPAPInv@Halliburton.com	E-Invoicing submission preferred	frap@halliburton.com
Gabon	NCAAPInv@Halliburton.com		ciap@halliburton.com
Germany	EUPAPInv@Halliburton.com	E-Invoicing submission preferred	ATAP@halliburton.com
Ghana	NCAAPInv@Halliburton.com		ghap@halliburton.com
Greece	EURAPInv@Halliburton.com	E-Invoicing submission preferred	ukap@halliburton.com

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Country	Email Submission in PDF Format	E-Invoicing/ Hard Copy Requirements	Vendor Inquiries
Guinea-Bissau	SSAAPInv@Halliburton.com		ciap@halliburton.com
Hungary	EURAPInv@Halliburton.com		HUAP@halliburton.com
India	InvoiceONLY-ind@Halliburton.com		ind-ap@halliburton.com
Indonesia	InvoiceONLY-idn@Halliburton.com	Hard Copy Requirement	IDN-AP@halliburton.com
Iraq	MEAPInv@Halliburton.com		menavendorquery@halliburton.com
Ireland	UKAPInv@Halliburton.com	E-Invoicing submission preferred	ukap@halliburton.com
Israel	FDUNAPFIWKFLW@Halliburton.com	E-Invoicing submission preferred	ukap@halliburton.com
Italy	EURAPInv@Halliburton.com	E-Invoicing submission preferred	itap@halliburton.com
Ivory Coast	NCAAPInv@Halliburton.com		ciap@halliburton.com
Japan	InvoiceONLY-sea@Halliburton.com	E-Invoicing submission preferred	MAL-AP@halliburton.com
Jordan	MEAPInv@Halliburton.com		menavendorquery@halliburton.com
Kazakhstan	CISAPInv@Halliburton.com		resource.dxb.fdxhap1@Halliburton.com
Kenya	NCAAPInv@Halliburton.com		ciap@halliburton.com
Kuwait	MEAPInv@Halliburton.com	Hard Copy Requirement	menavendorquery@halliburton.com
Latvia	EURAPInv@Halliburton.com	E-Invoicing submission preferred	resource.dxb.fdxhap1@halliburton.com
Liberia	SSAAPInv@Halliburton.com		resource.dxb.fdxhap1@halliburton.com
Libya	NAAPInv@Halliburton.com	Hard Copy Requirement	menavendorquery@halliburton.com
Liechtenstein	EUPAPInv@Halliburton.com	E-Invoicing submission preferred	ATAP@halliburton.com
Lithuania	EURAPInv@Halliburton.com	E-Invoicing submission preferred	resource.dxb.fdxhap1@halliburton.com
Luxembourg	EUPAPInv@Halliburton.com	E-Invoicing submission preferred	frap@halliburton.com
Malaysia	InvoiceONLY-casia@Halliburton.com	E-Invoicing submission preferred	MAL-AP@halliburton.com
Mauritania	NCAAPInv@Halliburton.com		ciap@halliburton.com
Mauritius	SSAAPInv@Halliburton.com		resource.dxb.fdxhap1@halliburton.com
Morocco	NAAPInv@Halliburton.com	E-Invoicing submission preferred	ciap@halliburton.com

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Country	Email Submission in PDF Format	E-Invoicing/ Hard Copy Requirements	Vendor Inquiries
Mozambique	NAFRAPInv@Halliburton.com		ciap@halliburton.com
Myanmar	InvoiceONLY-sea@Halliburton.com		VNM-AP@halliburton.com
Namibia	NCAAPInv@Halliburton.com		ciap@halliburton.com
Netherlands	EURAPInv@Halliburton.com	E-Invoicing submission preferred	nlap@halliburton.com
New Zealand	InvoiceONLY-aus@Halliburton.com	E-Invoicing submission preferred	nzl-ap@halliburton.com
Nigeria	NCAAPInv@Halliburton.com		ngap@halliburton.com
Norway	EURAPInv@Halliburton.com	E-Invoicing submission preferred	nokap@halliburton.com
Oman	MEAPInv@Halliburton.com	Hard Copy Requirement	menavendorquery@halliburton.com
Pakistan	MEAPInv@Halliburton.com	Hard Copy Requirement	menavendorquery@halliburton.com
Philippines	InvoiceONLY-asia@Halliburton.com		SKOR-AP@Halliburton.com
PNG	InvoiceONLY-aus@Halliburton.com		nzl-ap@halliburton.com
Poland	EURAPInv@Halliburton.com	E-Invoicing submission preferred	plap@halliburton.com
Portugal	EURAPInv@Halliburton.com	E-Invoicing submission preferred	resource.dxb.fdxbp1@halliburton.com
Qatar	MEAPInv@Halliburton.com	E-Invoicing submission preferred	menavendorquery@halliburton.com
Romania	EURAPInv@Halliburton.com	E-Invoicing submission preferred	ROAP@halliburton.com
Russia	CISAPInv@Halliburton.com	Hard Copy Requirement	FMOWAPISS@halliburton.com
Sakhalin	CISAPInv@Halliburton.com		resource.dxb.fdxbp1@halliburton.com
Saudi Arabia	MEAPInv@Halliburton.com	E-Invoicing submission preferred	menavendorquery@halliburton.com
Senegal	NCAAPInv@Halliburton.com		ghap@halliburton.com
Serbia	EURAPInv@Halliburton.com		RSAP@halliburton.com
Sierra Leone	SSAAPInv@Halliburton.com		ciap@halliburton.com
Singapore	InvoiceONLY-asia@Halliburton.com	E-Invoicing submission preferred	sgp-ap@halliburton.com
Slovakia	EURAPInv@Halliburton.com	E-Invoicing submission preferred	resource.dxb.fdxbp1@halliburton.com
South Africa	NCAAPInv@Halliburton.com	E-Invoicing submission preferred	ciap@halliburton.com
South Korea	InvoiceONLY-asia@Halliburton.com		SKOR-AP@Halliburton.com
South Sudan	NAFRAPInv@Halliburton.com		ciap@halliburton.com
Spain	EUPAPInv@Halliburton.com	E-Invoicing submission preferred	resource.dxb.fdxbp1@Halliburton.com
Switzerland	EUPAPInv@Halliburton.com	E-Invoicing submission preferred	ATAP@halliburton.com
Taiwan	InvoiceONLY-sea@Halliburton.com		sgp-ap@halliburton.com
Tanzania	NCAAPInv@Halliburton.com		conap@halliburton.com
Thailand	InvoiceONLY-sea@Halliburton.com	Hard Copy Requirement	THA-AP@halliburton.com

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Country	Email Submission in PDF Format	E-Invoicing/ Hard Copy Requirements	Vendor Inquiries
Togo	NAFRAPInv@Halliburton.com		ciap@halliburton.com
Tunisia	NAAPInv@Halliburton.com		ciap@halliburton.com
Turkey	EURAPInv@Halliburton.com		TRAP@halliburton.com
Uganda	NCAAPInv@Halliburton.com		ghap@halliburton.com
Ukraine	EURAPInv@Halliburton.com		UAAP@halliburton.com
United Arab Emirates	MEAPInv@Halliburton.com	E-Invoicing submission preferred	menavendorquery@halliburton.com
United Kingdom (UK)	UKAPInv@Halliburton.com	E-Invoicing submission preferred	ukap@halliburton.com
Vietnam	InvoiceONLY-sea@Halliburton.com		VNM-AP@halliburton.com
Yemen	NAAPInv@Halliburton.com	Hard Copy Requirement	ciap@halliburton.com

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VII. APPENDIX

PURCHASE ORDER EXAMPLE

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Purchase Order Reprint
 (Includes All Changes as of 08/24/2021 07:30:15)
 Halliburton Energy Services,

PO Number: 45		Orig. PO Date: 08/24/2021	Page 1 of 4
SELLER [Redacted]	PO Number to be included on invoice	BUYER Halliburton Energy Services, 3000 N Sam Houston Pkwy E Houston 77032 US Contact: AUT Phone: 281-794-1698 Fax:	Halliburton bill to entity
		Plant Number	2020
SHIP TO ADDRESS <small>As follows unless otherwise specified at line item level</small> Sperry - NB Manufacturing Halliburton Energy Services 14851 Milner Rd Gate5 DOCK SRI Houston TX 77032-3523 US	INVOICE SUBMISSION: Log in to the portal that your company is registered with (i.e., Ariba, iPortal, HSN) Please refer to the Supplier Guide for other Invoicing Submission Options.		
Delivery Terms/Trade Terms:		Currency to be included on invoice	Currency: USD

Note:
 All correspondence and/or documentation concerning this purchase order must include the purchase order and line item number.
 Payment terms: Net due 60 days from receipt of invoice

This is a release purchase order, issued against purchase agreement number, Outline Agreement Number. The provisions of the Master Purchase Agreement Number Contract Number shall apply to this purchase order. Changes to the Contract shall be made pursuant to the provisions of the Contract. Buyer responsible for the Contract must verify that all changes are provided for in the HCM Contract and SAP Outline Agreement prior to accepting the changes and issuing a confirming change to the Contract.

The Contract originator or his/her designee, are the only individual(s) authorized to make revisions to the Contract. Any request(s) for proposed revisions to the master contract should be directed Contract Owner Contact information for consideration.

We require an order acknowledgment for the following items: Line item details to be included on the invoice

Item	Ord Qty	Unit	Description	Unit Price	Net Value
00001	2,465	Each	Material No.: DISC SPRING		
Deliv. date: Day 10/20/2021					
Your material number					
Terms of delivery FCA Sellers Premise					
Deliver to Receiving Area FTWM					
LEGACY NUMBER					

HALLIBURTON

FI E FORM EXAMPLE

Pre-authorization document - **82** ← Pre-Authorization (FI) Number

Company Name: Halliburton Enrgy Svc Inc Date: 08/25/2021

Vendor information

Vendor code: [REDACTED]
 Vendor name: [REDACTED]
 Vendor address: [REDACTED]
 Vendor Phone: [REDACTED]
 Vendor Email: [REDACTED]
 Contract number: **82** ← Outline Agreement to be included on invoice
 Payment Terms: [REDACTED]

Contact Information:

Requestor name: [REDACTED]
 Email Address: [REDACTED]
 Telephone number: [REDACTED]

↑
Contact Person (Requestor)

Invoice submission:

Log into iPortal to submit your financial invoice. Please refer to the Supplier Guide [Halliburton Supplier Guide \(brandfolder.io\)](#) for other Invoicing Submission Options.
 Note: Only one invoice will be accepted per Pre-Auth document number.
 Authorization number: **82** ↑
 Pre-Authorization (FI) Number

↑
Please see above to determine the appropriate portal for your business

Ship to Information:

Plant Name: New Iberia, LA, USA Air Base
 Street Address: 3811 Third St.
 New Iberia, LA
 US - 70560-9781
 Delivery Date : 08/25/2021

Note: Please submit authorization number from this document on your invoice to avoid invoice rejection or delayed payments. **Please submit only one invoice per Pre-authorization document.**

Delivery text : [REDACTED]

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Line Item details to be included on invoice

Item #	Vendor Service Number	Service Master Number	Description	Quantity / Unit	Estimated Total Item Price	Cost Object (GL / Category / Cost Object)
1			REPAIR/CALIBRATE WEIGHT IND.	1.00 / JOB	[REDACTED] USD	[REDACTED]