Halliburton Supplier Invoice Instructions

HALLIBURTON

Halliburton Supplier Instruction Content

HALLIBURTON

Halliburton Code of 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 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."

HALLIBURTON

Halliburton Supplier Instructions

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.

Ariba SLP is the preferred method for registering suppliers to do business with Halliburton. This includes getting set up as a new supplier and maintaining master data in the future. Suppliers will need to be registered in Ariba SLP; part of the process is to create a profile and provide all relevant information/documents directly in the system (i.e., address, contact information, banking details, etc.). To be registered in Ariba SLP, please contact your local procurement team for further assistance.
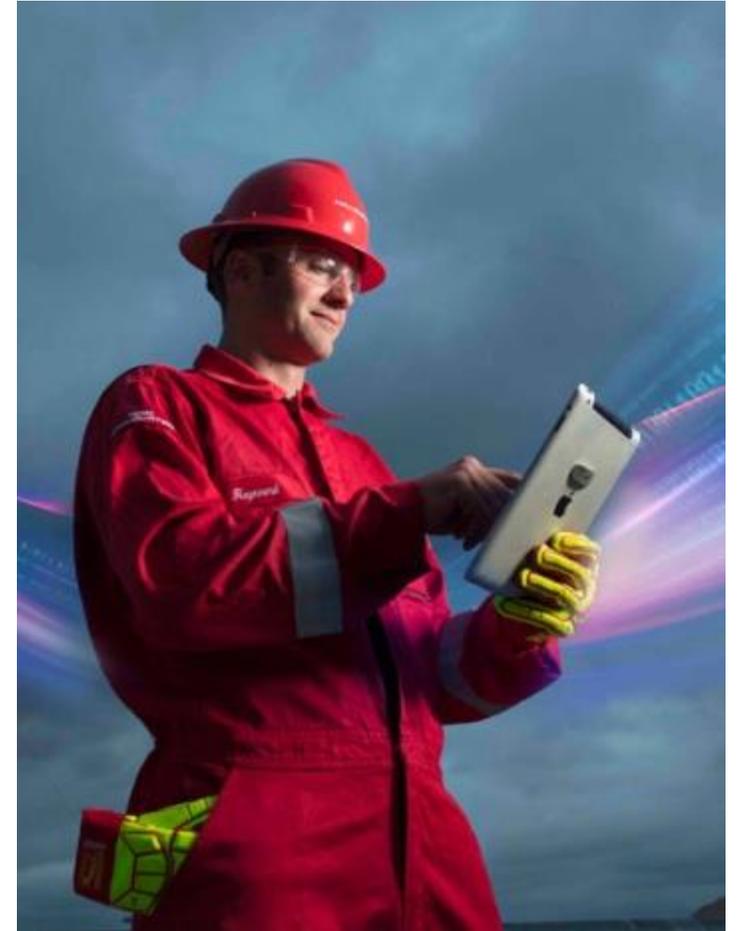
HALLIBURTON

Halliburton Supplier Agreements

Halliburton's standard terms and conditions govern purchases made by Halliburton. All suppliers that are required to have a contract with Halliburton must go through certain processes such as:

- 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.
- 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/or render services following specifications and requirements stated in applicable contractual terms or purchase orders. Halliburton also expects 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.

HALLIBURTON

SAP ARIBA
Business Network

SAP Business Network is the preferred transaction method for suppliers wanting to do business with Halliburton. Suppliers can access purchase orders and view/send invoices within the SAP Network portal or integrate with EDI or cXML to automate ordering and invoicing

These rules determine what you can enter when you create invoices.

1. Login to your SAP Business Network account via supplier.ariba.com

2. Select the Company Settings dropdown menu and under Account Settings, click Customer Relationships.

3. A list of your Customers is displayed. Click the name of your customer (Halliburton)

4. Scroll down to the Invoice Setup section and view the General Invoice Rules.

! WHAT ACCOUNT TO SELECT?

Suppliers will be guided in the decision of what Account is the preferred option for you. If this is not clear, we assign the account as Standard (Free)

Click here for SAP ARIBA Business Network Guide

Do you need support?

Please contact SAP Supplier Enablement team here: supplierenablement@halliburton.com

SAP ARIBA
Business Network

SAP Ariba

Supplier Account Types ❗

Important: Supplier will have the option to choose what account. If this is not clear, we assign the account as Standard (Free)

FULFILLMENT	(A) STANDARD ACCOUNT	(B) ENTERPRISE PORTAL USERS	ENTERPRISE WITH INTEGRATION
Process Impact	✓ Manual Process	✓ Manual Process	✓ Semi-Automated to Fully-Automated Process
Orders and Invoices	✓ Respond to emailed orders using order confirmations and invoices.	✓ Skip the emails. Get and manage orders and invoices all on SAP Business Network.	✓ Seamless and touchless customer orders and invoices.
Transacting Methods	✓ Interactive Email PO Flip ✓ Mobile App	✓ Portal Inbox PO Flip ✓ Mobile App ✓ Catalog Enablement	✓ CSV Upload ✓ SAP Cloud Integration Gateway
Legal Archive		✓ Long-term invoice archiving for global compliance	✓ Long-term invoice archiving for global compliance
Reporting		✓ Get reports to track transactions and sales activities	✓ Get reports to track transactions and sales activities
Support	✓ Help Center	✓ Help Center, phone, chat, and webform	✓ Help Center, phone, chat, and webform
Cost	Free	Transaction/ Subscription Fees based on usage	Transaction/ Subscription Fees based on usage + internal resources

SELLING

SAP Business Network Discovery	✓ Join our business matchmaking service to get high quality sales leads. Fees may apply.
Sourcing, Contract Management	✓ Get invited to RFx, Auctions and other events.

HALLIBURTON

Halliburton Supplier Net (HSN)

> ⚠️ Halliburton Supplier Net *is planned to be discontinued by the end of 2025.*
>
> *Please contact your Local Buyer or Category Manager to make the necessary changes to migrate to SAP Business Network*

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.

Contact Support Group Mailbox:

FHOUSRM - Halliburton Supplier Net (HSN)

hsn@halliburton.com

HSN Portal Link - Halliburton Supplier Net

HALLIBURTON

Halliburton iPortal (Taulia)

iPortal – Taulia is planned to be discontinued by the end of 2025.

Please contact your Local Buyer or Category Manager to make the necessary changes to migrate to SAP Business Network

Halliburton Global Supplier Information Portal (iPortal) is a portal for invoice, payment, and dynamic discounting management solutions. The iPortal provides 24/7 visibility into invoice and payment status, e-invoicing capabilities, comprehensive supplier self-services, and the ability to accept early payment offers– free of charge.

- 100% **FREE** to suppliers
- Robust global messaging system with Halliburton
- Create both PO and non-PO invoices
- Easily submit invoices by uploading (CSV or XLS)
- Many self-servicing options (i.e., change contacts, address, bank details, etc.)
- Compliant with local regulations for all supported countries

Contact Support Group Mailbox:
Iportal@Halliburton.com – Onboarding

iPortal Link – Portal

HALLIBURTON

Halliburton Code of 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 Halliburton, and the affiliate.

Please refer to our supplier ethics letter for additional information, which can be found on the Supplier Relations page on About Halliburton

HALLIBURTON

Invoice Submission via e-mail

HALLIBURTON

Halliburton Invoice Practices

1. All email invoices are to be sent as one invoice or credit note only along with required supporting documents and the pages should be chronologically submitted

2. Do not include other documentation (e.g., conditions of sale) between invoice pages in a pdf

3. Invoice dates should be current for the product or service rendered. Invoice dates greater than 90 days or less than two days from the submission date will not be accepted.

4. Do not send proforma invoices/commercial invoices/Statement of accounts for processing

5. The Invoice should be submitted only through registered channels. In case of any issue related to submission, should reach out to the buyer for guidance – **contact here**

HALLIBURTON

Halliburton Email Submission Requirements

Invoices that are required to be submitted by email are to be sent as one invoice or credit note along with required supporting documents in chronological order.

- Invoice document needs to come with invoice number (preferred).

- Support documentation needs to come: Invoice File Name + - (dash) + Free text. Following the example below: FV397704-1028459

johndoe@johnsupplier.com

Halliburton e-mail given in Invoice Submission instructions

Subject: 1042421 JOHN DOE - FV397704

Support Documentation must have same invoice number and "-" with the rest of the name

Internal\No Restrictions

FV397704.PDF 107 KB	FV397704-1028459.PDF 683 KB	FV397704-VIG-1859485.PDF 880 KB	FV397704-VIG-1859748.PDF 904 KB	FV397704.xml 46 KB
Invoice	Support Document 1	Support Document 2	Support Document 3	XML Invoice

Invoice PDF and XML Invoice should have the same exact name.

Accepted file formats for support documentation include PDF, Excel, Picture, XML, TXT or MSG.

Support documentation examples: include delivery tickets, bill of lading, pro-forma invoices, Preauthorization FI E form, timesheets, certificate of work completion, receiving reports, tax invoices etc.

Note: **All the invoice and support documentation requires to have the same file name. Your invoice always must be the first attachment.**

HALLIBURTON

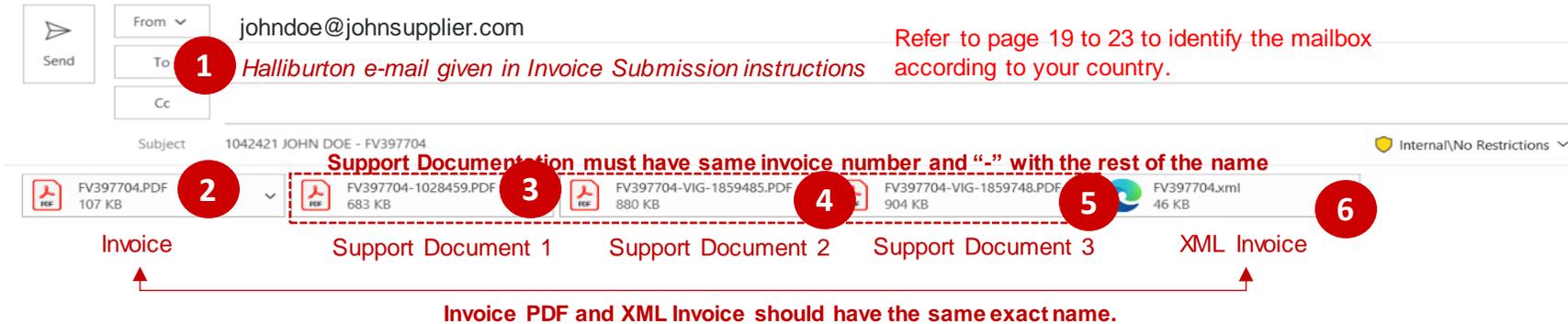# Halliburton Email Submission Requirements

Red boxes circles are **mandatory** details when sending an email submission to ensure faster processing and to avoid rejections.

1. Email address: Mailbox which the invoice and supporting documents needs to be submitted with the correct naming convention.

2. Invoice

3. Supporting documentation.

4. Material certificate.

5. Delivering note (Support Documentation)

6. XML Invoice.

We strongly recommend supplier to bill ONE (1) invoice per email.

From: johndoe@johnsupplier.com

(1) *Halliburton e-mail given in Invoice Submission instructions*

Refer to page 19 to 23 to identify the mailbox according to your country.

Subject: 1042421 JOHN DOE - FV397704

Support Documentation must have same invoice number and "-" with the rest of the name

FV397704.PDF 107 KB **(2)** — FV397704-1028459.PDF 683 KB **(3)** FV397704-VIG-1859485.PDF 880 KB **(4)** FV397704-VIG-1859748.PDF 904 KB **(5)** FV397704.xml 46 KB **(6)**

Invoice — Support Document 1 — Support Document 2 — Support Document 3 — XML Invoice

Invoice PDF and XML Invoice should have the same exact name.

Country Specific Requirements:

- A Hard Copy Invoice is needed for the following countries Bolivia, Egypt, China, Indonesia, Kuwait, Libya, Oman, Thailand, and Pakistan.

- XML is mandatory for Colombia, Italy, Brazil, and Mexico for Local Suppliers.

HALLIBURTON

Halliburton Email Submission Requirements

Invoice fields	Invoice header description	Mandatory/Comments
Supplier Name & Address	Supplier company name, full address, Telephone number & Vat registeration number if applicable	Mandatory
Invoice Date	Invoice dates should be current for product or service rendered. Invoice dates greater than 90 days or less than two days from the submission date will not be accepted.	Mandatory
Invoice Number	Invoice number should be in same format for all the Invoices (numerical/Alfa numerical).	Mandatory
Bill To Address	Valid Halliburton bill-to legal entity	Mandatory
Ship To Address	Valid Ship To Address (complete Address with telephone number)	Mandatory
PO Number OR FI authorization Number	A 10-digit Purchase Order (PO) number or Financial Invoice (FI) number should be mentioned on the invoice	Mandatory
Payment terms	Agreement to specific terms as per PO or Outline Agreement with the Vendor	Mandatory
Due Date	Invoice due date according to the agreed Payment Terms	Mandatory
Ship Date	Product shipped Date	If Applicable

Halliburton Email Submission Requirements

Invoice fields	Invoice body description	Mandatory/Comments
Customer PO	Purchase Order number. Mandatory for purchases requiring Purchase Orders. 10-digit Purchase Order (41, 42, 43, 45, 55, 81 or 83 series). > A single PO number which consists of a 10-digit number beginning with 4 & 8 series. > Ensure the entire PO number is visible. Do not truncate the number, as this will invalidate the number. > Only reference the applicable PO number on the invoices that match the products/services purchased.	Mandatory
FI Auth Number or APOA	FI number (FI Pre-Approval). > 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). > If applicable, reference only a single Halliburton Contract by Halliburton Contract Number, a 10-digit number beginning with 96 or 46. > Ensure the entire FI number is visible. Do not truncate the number, as this will invalidate the number. > Only reference the applicable FI number on the invoices that match the products/services purchased.	Mandatory

HALLIBURTON

Halliburton Email Submission Requirements

Invoice fields	Invoice body description	Mandatory/Comments
Description	Description of supplied goods/services amount and price (matching PO line description).	Mandatory
Item code/Unit/Qty/Unit price	Halliburton material numbers aligned to the purchase order with the item descriptions, quantities and prices as our purchase order.	Mandatory
Currency	Invoice currency as per PO	Mandatory
Invoice Amount	Invoice total (net, taxes, and gross)	Mandatory
Unit Price	Unit Price (Recommended to be the same currency as the PO or FI EFORM was issue	Mandatory
Unit	Unit of Measure (Recommended to be the same UOM as the PO or FI EFORM was issued).	Mandatory
Freight	Invoice Freight, Fuel Surcharge and Surcharges must appear on the PO (if applicable)	Mandatory
Remit to Address	Payment remit-to address	Mandatory
Supplier's banking details	Bank Account #/Swift code/IBAN	Recommended

HALLIBURTON

Halliburton Invoice Functional Mailboxes

North America Region

Canada Mailbox

- Effective immediately, the only valid invoice for Halliburton - Canada Invoicing Submission mailbox will be: **InvoiceS4HALNA@halliburton.com**

United States Mailbox

- InvoiceOnly_NA **InvoiceOnly_NA@halliburton.com**

Starting from June 2024, all previous mailboxes will be disabled and only the functionals mentioned will be the email submission channel for North American suppliers.

HALLIBURTON

Halliburton Invoice Functional Mailboxes

Latin America Region

Country	Halliburton Latin America Mailbox	Type
Argentina	LATAMHALinv@halliburton.com	
Bahamas	LATAMHALinv@halliburton.com	
Barbados	LATAMHALinv@halliburton.com	
Bermuda	LATAMHALinv@halliburton.com	
Bolivia	LATAMHALinv@halliburton.com	Hard Copy Review Required
Brazil	Taulia Portal (decommission by 2025)	XML Submission Only
Cayman Islands	LATAMHALinv@halliburton.com	
Chile	LATAMHALinv@halliburton.com	
Colombia	FCOLINVOICES@halliburton.com	EDICOM XML Review Required
Curacao	LATAMHALinv@halliburton.com	
Ecuador	ECUADORINVOICES@halliburton.com	
Guatemala	LATAMHALinv@halliburton.com	
Guyana	LATAMHALinv@halliburton.com	
Mexico	Taulia Portal (decommission by 2025)	XML Required for Invoice Submission
Panama	LATAMHALinv@halliburton.com	
Paraguay	LATAMHALinv@halliburton.com	
Peru	LATAMHALinv@halliburton.com	
Suriname	LATAMHALinv@halliburton.com	
Trinidad And Tobago	LATAMHALinv@halliburton.com	
Uruguay	LATAMHALinv@halliburton.com	
Venezuela	LATAMHALinv@halliburton.com	

HALLIBURTON

Halliburton Invoice Functional Mailboxes

Country	Functional Mailbox	Region	Type
Bangladesh	AsiaHALinv@halliburton.com	Asia	
Brunei	AsiaHALinv@halliburton.com	Asia	
Cambodia	AsiaHALinv@halliburton.com	Asia	
Philippines	AsiaHALinv@halliburton.com	Asia	
Singapore	AsiaHALinv@halliburton.com	Asia	
South Korea	AsiaHALinv@halliburton.com	Asia	
Australia	AsiaHALinv@halliburton.com	Australasia	
New Zealand	AsiaHALinv@halliburton.com	Australasia	
PNG	AsiaHALinv@halliburton.com	Australasia	
China	DBChinaHALinv@halliburton.com	Asia	Hard Copy Review Required
Taiwan	AsiaHALinv@halliburton.com	Asia	
Thailand	DBAsiaSEAHALinv@halliburton.com	Asia	Hard Copy Review Required
Vietnam	DBAsiaSEAHALinv@halliburton.com	Asia	
East Timor	AsiaHALinv@halliburton.com	Asia	
Papua New Guinea	AsiaHALinv@halliburton.com	Asia	
Malaysia	DBAsiaHALinv@halliburton.com	Asia	
Indonesia	DBIndHALinv@halliburton.com	Asia	Hard Copy Review Required
India	AsiaHALinv@halliburton.com	India	
Japan	DBAsiaSEAHALinv@halliburton.com	Asia	
Myanmar	DBAsiaSEAHALinv@halliburton.com	Asia	

Asia & Australasia

HALLIBURTON

Halliburton Invoice Functional Mailboxes

Country	Functional Mailbox	Type
Albania	DBEURHALinv@halliburton.com	
Austria	EuropeHALinv@halliburton.com	
Belarus	DBEURHALinv@halliburton.com	
Belgium	EuropeHALinv@halliburton.com	
Bulgaria	DBEURHALinv@halliburton.com	
Croatia	DBEURHALinv@halliburton.com	
Cyprus	DBEURHALinv@halliburton.com	
Czech Republic	DBEURHALinv@halliburton.com	
Denmark	DBEURHALinv@halliburton.com	
Finland	DBEURHALinv@halliburton.com	
France	EuropeHALinv@halliburton.com	
Georgia	DBEURHALinv@halliburton.com	
Germany	EuropeHALinv@halliburton.com	
Greece	DBEURHALinv@halliburton.com	
Hungary	DBEURHALinv@halliburton.com	
Ireland	EuropeHALinv@halliburton.com	
Italy	DBEURHALinv@halliburton.com	XML Submission to EDICOM
Liechtenstein	EuropeHALinv@halliburton.com	
Luxembourg	EuropeHALinv@halliburton.com	
Netherlands	DBEURHALinv@halliburton.com	
Norway	DBEURHALinv@halliburton.com	LOCAL Submission to EDICOM
Poland	DBEURHALinv@halliburton.com	
Portugal	DBEURHALinv@halliburton.com	
Romania	DBEURHALinv@halliburton.com	
Spain	EuropeHALinv@halliburton.com	
Switzerland	EuropeHALinv@halliburton.com	
United Kingdom	EuropeHALinv@halliburton.com	
Virgin Islands (UK)	EuropeHALinv@halliburton.com	

Europe

HALLIBURTON

Halliburton Invoice Functional Mailboxes

Eurasia * by Halliburton

Country	Functional Mailbox	Type
Azerbaijan	DBCaspianHALinv@halliburton.com	
Kazakhstan	DBCaspianHALinv@halliburton.com	Hard Copy Review Required
Latvia	DBEURHALinv@halliburton.com	
Lithuania	DBEURHALinv@halliburton.com	
Sakhalin	EuropeHALinv@halliburton.com	
Serbia	DBEURHALinv@halliburton.com	
Slovakia	DBEURHALinv@halliburton.com	
Turkey	DBEURHALinv@halliburton.com	
Turkmenistan	DBCaspianHALinv@halliburton.com	
Ukraine	DBCaspianHALinv@halliburton.com	
Uzbekistan	DBCaspianHALinv@halliburton.com	

HALLIBURTON

Halliburton Invoice Functional Mailboxes

Country	Functional Mailbox
Algeria	AfricaHALinv@halliburton.com
Angola	DBAFRHALinv@halliburton.com
Benin	AfricaHALinv@halliburton.com
Cameroon	AfricaHALinv@halliburton.com
Chad	AfricaHALinv@halliburton.com
Congo	AfricaHALinv@halliburton.com
Congo, The Democratic Republic	AfricaHALinv@halliburton.com
Cote D'ivoire	AfricaHALinv@halliburton.com
Equatorial Guinea	AfricaHALinv@halliburton.com
Ethiopia	AfricaHALinv@halliburton.com
Gabon	AfricaHALinv@halliburton.com
Ghana	AfricaHALinv@halliburton.com
Guinea-Bissau	AfricaHALinv@halliburton.com
Ivory Coast	AfricaHALinv@halliburton.com
Kenya	AfricaHALinv@halliburton.com
Liberia	AfricaHALinv@halliburton.com
Libya	AfricaHALinv@halliburton.com
Mauritania	AfricaHALinv@halliburton.com
Mauritius	AfricaHALinv@halliburton.com
Morocco	AfricaHALinv@halliburton.com
Mozambique	DBAFRHALinv@halliburton.com
Namibia	AfricaHALinv@halliburton.com
Nigeria	AfricaHALinv@halliburton.com
Senegal	AfricaHALinv@halliburton.com
Sierra Leone	AfricaHALinv@halliburton.com
South Africa	AfricaHALinv@halliburton.com
South Sudan	AfricaHALinv@halliburton.com
Tanzania	AfricaHALinv@halliburton.com
Togo	AfricaHALinv@halliburton.com
Tunisia	AfricaHALinv@halliburton.com
Uganda	AfricaHALinv@halliburton.com

Africa
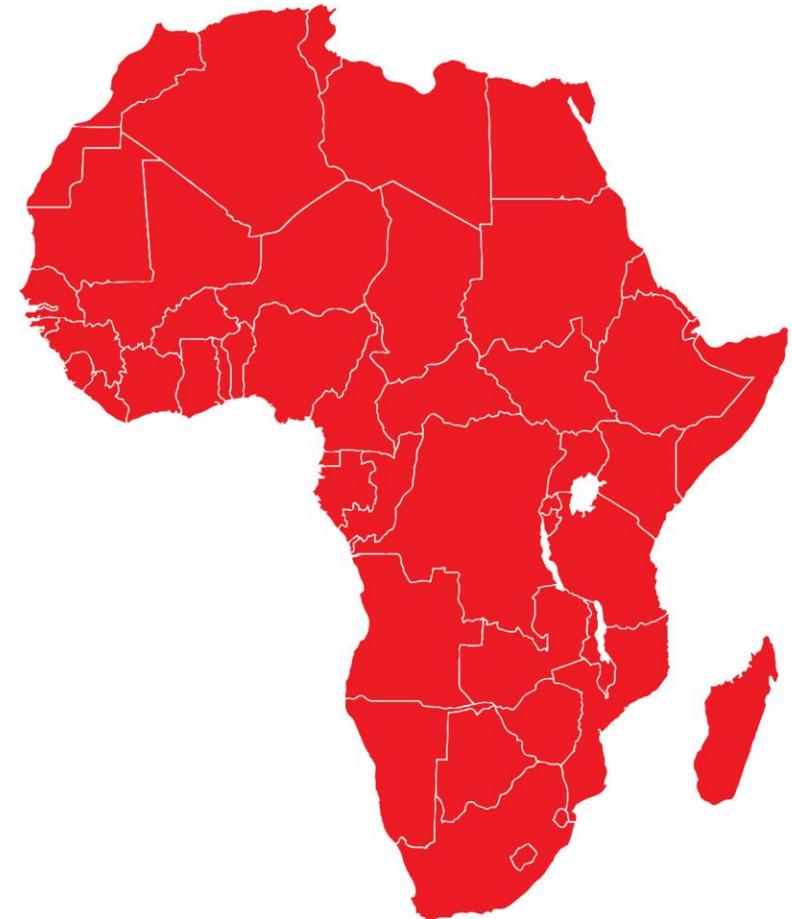
HALLIBURTON

Halliburton Invoice Functional Mailboxes

Country	Functional Mailbox
Bahrain	MenaHALinv@halliburton.com
Egypt	AfricaHALinv@halliburton.com
Iraq	MenaHALinv@halliburton.com
Israel	EuropeHALinv@halliburton.com
Jordan	MenaHALinv@halliburton.com
Kuwait	MenaHALinv@halliburton.com
Lebanon	MenaHALinv@halliburton.com
Oman	MenaHALinv@halliburton.com
Pakistan	MenaHALinv@halliburton.com
Qatar	MenaHALinv@halliburton.com
Saudi Arabia	MenaHALinv@halliburton.com
United Arab Emirates	MenaHALinv@halliburton.com
Yemen	AfricaHALinv@halliburton.com

Middle East

HALLIBURTON

Halliburton Point of Contacts

Type	Email	Description
Vendor Statements	Vendorrecovery@halliburton.com	Vendor statement and review with Halliburton.
ARIBA/ SAP Business Network	Supplierenablement@halliburton.com	Vendors that will need to be enabled to the Portal.
	FHOUAriba@halliburton.com	Vendor General Support – Network
HSN	HSN@halliburton.com	Onboarding and General Support for HSN Halliburton Portal.
Taulia – Iportal	Iportal@halliburton.com	Vendor Onboarding and system support
	FGBSEinvoicing@halliburton.com	Vendor Invoicing Support for Taulia Portal
EDI	EDI@halliburton.com	Vendor Onboarding and system support
Vendor Support	Halprocsupport@halliburtonsupport.com	General Vendor Inquiries for Invoice, Payment and others.

HALLIBURTON

Halliburton Appendix

Purchase Order Format

Pre- Authorization Form

Halliburton Frequent Questions

What is Halliburton's Portal?

Halliburton's preferred system for vendors to transact is SAP Business Network. Taulia and HSN portals will be disabled in the portals next coming months, so we recommend our supplier's portals migrate to SAP Business Network by contacting the SAP Supplier Enablement supplierenablement@halliburton.com

Does any cost is associated to be enrolled to Halliburton preferred portal?

No, there is no cost to the supplier for a STANDARD account. It is up to the vendor which account they want to be on. Some do choose the ENTERPRISE, which comes at a cost, but the account has more advanced features and can combine other accounts they may have with other customers. The decision is up to the vendor. If they do not specify an account, our default will be the STANDARD and then they can upgrade later if they decide

How can I check my invoice status?

Vendors can use Halliburton's Portal to check payment status Halliburton Vendor - Invoice

HALLIBURTON