

Guide for Supplier - Supplier Self-service: Convert Enterprise account to Standard account

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Supplier Self-service: Convert Enterprise account to Standard account

There is now a feature for suppliers to **proactively** take the **first step** to convert supplier's Enterprise account to Standard account from within supplier's Business Network portal.

Important Note:

1. Prior to converting, Supplier should **ensure all Buyers/ Customers connected to the same account are aware and agreeable for supplier to use Standard account to transact moving forward**
2. Whether self-conversion is successful depends on the **eligibility check** (refer to next slides).

If supplier **do not** pass eligibility check for account conversion, supplier is required to perform necessary action (e.g. clear outstanding bills) or raise downgrade ticket via Ariba Support before their Enterprise account can be downgraded.

- Helpful link: [How to raise ticket for downgrading account type for Supplier \(ariba.com\)](https://ariba.com/help/How-to-raise-ticket-for-downgrading-account-type-for-Supplier)

Next slides show step by step guide how supplier can use “**Convert to Standard account**” function

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Supplier Account Administrator will be able to view this feature.

1. Click user initial at the top right corner of the screen
2. Click **“Convert to Standard account”**

The screenshot displays the SAP Business Network Enterprise Account interface. The top navigation bar includes the SAP logo, 'Business Network', and 'Enterprise Account'. Below this, a secondary navigation bar lists various menu items: Home, Enablement, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, Reports, and Messages. A search bar is present with filters for 'Orders and Releases', 'Customer Corp.', and 'Exact match', along with a search icon. The main content area features a dashboard with five cards showing '0' for 'New orders', 'Items to confirm', 'Orders', 'Orders to invoice', and 'Invoices', all for the 'Last 31 days'. A 'More' button with a notification badge '2' is located to the right of these cards. On the far right, a user profile dropdown menu is open, showing the user's name and email. The 'Convert to Standard account' option is highlighted with a red box and a yellow circle with the number '2'. Other options in the menu include 'My Account', 'Link User IDs', 'Contact Administrator', 'Switch to Test Account', and 'Module 7 Vendor'. The user's ANID and Premium Package information are also visible at the bottom of the menu.

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3. Click “**Check eligibility now**” to run a system check. Supplier need to meet all eligibility criteria in order to convert.

SAP Business Network Enterprise Account

Home Enablement Workbench Orders Fulfillment Invoices Payments Catalogs Reports Messages Create

< Convert to Standard account

You can convert your Enterprise account to a free Standard account. However, in doing so you no longer have access to advanced capabilities such as full external integrations, supply chain collaboration features, and priority customer support. See also [What is the difference between Enterprise and Standard accounts?](#)

Account change eligibility check

- You must meet ALL the eligibility criteria below to convert to a standard account.
- All criteria that pass the eligibility check will have a green checkmark (✓) under "Status".

3 Check eligibility now

Read and review carefully the criteria listed in this page, **take necessary actions to ensure you meet all eligibility criteria to downgrade.**

Criteria	Status	Action
Subscription fees You must not have any outstanding fees.	✓	None needed
External integration You must remove external integration configured as well as Profile URL in cXML setup.	✓	None needed
SAP Supply Chain Collaboration Your SAP Supply Chain Collaboration relationship status must be disabled.	✓	None needed
Document archiving You must not have any Long-term document archiving configured or you will lose access to the archive.	✓	None needed
Invoice archiving You must not have any Invoice Archiving configured or you will lose access to the archive.	✓	None needed
Enablement tasks You must not have an pending enablement task related to Supply Chain Financing.	✓	None needed

Supplier Self-service feature: Convert Enterprise account to Standard account

4. If supplier meet all eligibility criteria, there will be “Convert now” button on screen.

Convert to Standard account

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Account change eligibility check

- You must meet ALL the eligibility criteria below to convert to a standard account.
- All criteria that pass the eligibility check will have a green checkmark (✓) under "Status".

4 **Convert now**

Important note: Converting to Standard account means you will use Standard account to transact with **ALL** your existing customer relationships connected to the same SAP Ariba Network account.

Upon converting to Standard account, you will continue using the same Ariba Network account with the same ANID and still able to search for previous documents history.

However, **you will no longer have access to functionalities such as** reporting, long-term documents archiving, integration and white-glove Ariba support (1:1 call/email/chat).

5. Read carefully the pop-up notice, **download reports if needed** before clicking “Convert now” again to convert your account from Enterprise to Standard account. A pop-up notice will display once your account is successfully converted.

Download reports

Before converting to a standard account, we strongly recommend that you generate and download any reports you might need.

5 **Convert now** Cancel

Account converted

You have successfully converted your enterprise account to a standard account.

Got it 6

Helpful link: [Creating a Report Template | SAP Help Portal](#)

6. Click “Got it” to go back to Home page

Supplier Self-service feature: Convert Enterprise account to Standard account

7. After conversion, your account type would be **Standard account**. Start working on your documents from **Workbench**
Only upgrade to Enterprise account if necessary and already discussed with your organization.

Important note: Enterprise account usage is subjected to fees, payable by supplier

7. These menus will be greyed out once you convert to Standard account.
You can still work on your documents/transactions from Workbench

Category	Count	Period
New orders	0	Last 31 days
Items to confirm	0	Last 31 days
Orders	0	Last 31 days
Orders to invoice	0	Last 31 days
Invoices	0	Last 31 days

Helpful links to help you get familiar and efficiently transact as a Standard account supplier

- [SAP Business Network - Supplier InfoPack for Standard Account \(ariba.com\)](https://ariba.com)
- [Welcome to your SAP Business Network Standard Account \(ariba.com\)](https://ariba.com)
- Standard account How-to video tutorials playlist: [Kaltura Embed Player iFrame](#)

Thank you.