



How to manually downgrade from Enterprise Account to Standard Account

June, 2023

- Log in to your account, then Click **Account Settings** icon from the top right corner of the screen, and choose **Convert to Standard Account**.

The screenshot shows the SAP Business Network Enterprise Account interface. At the top, the navigation bar includes the SAP logo, 'Business Network', and 'Enterprise Account'. A user profile icon in the top right corner is highlighted with a yellow box and an arrow. A dropdown menu is open, showing the user's name 'Supplier2 Test2', email address, and several options. The 'Convert to Standard account' option is highlighted with a yellow box and an arrow. Other options in the menu include 'My Account', 'Link User IDs', 'Contact Administrator', 'Switch to Test Account', 'Company Profile', 'Marketing Profile', 'Service Subscriptions', 'Settings', and 'Logout'. The main content area shows a 'Getting started' section with '0 Enablement Tasks' and a 'My widgets' section with four widgets: 'Company profile' (15% Completed), 'My leads' (no open leads), 'Download app' (We are now mobile), and 'Shipment tracking' (Purchase order no. field and Track button).

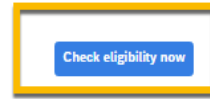
- Review the information on the Account change eligibility check screen. And click **Check eligibility now** to continue.

< 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".




Criteria	Status	Action
Subscription fees You must not have any outstanding fees.		
External integration You must remove external integration configured as well as Profile URL in cXML setup.		
SAP Supply Chain Collaboration Your SAP Supply Chain Collaboration relationship status must be disabled.		
Document archiving You must not have any Long-term document archiving configured or you will lose access to the archive.		
Invoice archiving You must not have any Invoice Archiving configured or you will lose access to the archive.		
Enablement tasks You must not have an pending enablement task related to Supply Chain Financing.		

- A green checkmark in the status indicates that you have met all the requirements to convert your account. The **Convert now** option appears only after you pass all the eligibility criteria(s). Click on Convert now if all criteria checks out as green.

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Convert now 

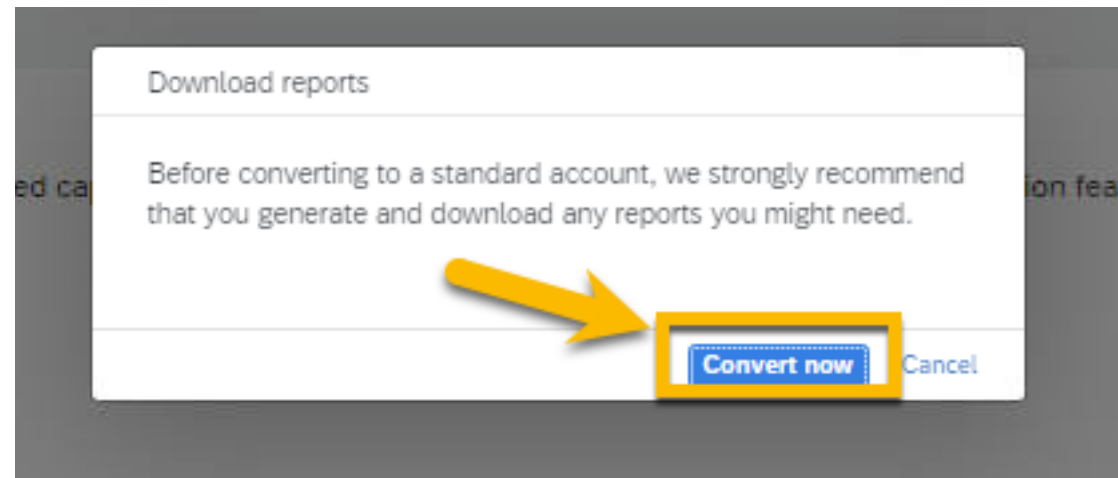
✔ Your account meets all eligibility requirements. Click Convert now to convert to a standard account.

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

Note

If your account does not meet one or more eligibility criteria(s), a red Crossmark appears in the status column. You must review and take appropriate action to resolve the criteria(s) marked with red cross. After you resolve the failed criteria(s), you can select **Re-check eligibility** to re-evaluate your eligibility for converting your account. You can also select **Stay with Enterprise account** to continue using the enterprise account.

- After you click the **Convert now** option, a Download reports popup appears prompting you to download any reports you might need later.



- You might get logged out, once you log back in your account will now be Standard Account

Thank you.