

Ariba Network / SAP Business Network Self Service Downgrade SACC



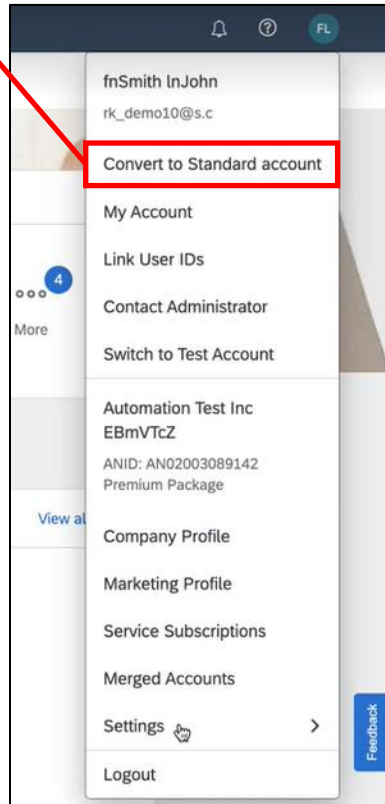
2. Supplier Self-Service – Convert Account Type into Standard Account

- Suppliers no longer have to contact SAP Ariba Support Services to convert from an Enterprise Account to a Standard Account.
- The convert option is now entirely self-service.
- The Enterprise Administrator is presented with an account change eligibility check screen. All the pre-checks are automatically performed. A green checkmark indicates the criterion is met. Supplier must meet all eligibility criteria to convert to a Standard Account (or alternatively reconsider and back out of the operation).
- Limitations:
 - Option is only available to single organization Enterprise Accounts
 - Not available for suppliers who are enabled for Quadrem Billing
- Rollout to be completed in waves – by April 5 2023, all accounts should have this available.

2. Supplier Self-Service – Convert Account Type into Standard Account

Checking Eligibility

Option to downgrade can be found under Administrator's initials



< 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".

Check eligibility now

Supplier can click "Check eligibility now" for the SAP Business Network to go through the 6 criteria and determine eligibility

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.		

2. Supplier Self-Service – Convert Account Type into Standard Account

Eligible Supplier

Account will now show Standard, the ability to upgrade, and the downgrade option will disappear.

If supplier would like to continue and downgrade, they can click "Convert now" and will need to confirm.

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".

✔ 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

Convert now

Download reports

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

Convert now Cancel

Account converted

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

Got it

SAP Business Network Standard Account **Get enterprise account**

Home Enablement Workbench Orders Fulfillment Invoices Payments

Overview Getting started

fnSmith InJohn
rk_demo10@s.c

My Account

Link User IDs

Contact Administrator

Switch to Test Account

Automation Test Inc
EBmVTcZ
ANID: AN02003089142
Standard account

Company Profile

Marketing Profile

Service Subscriptions

Merged Accounts

Settings >

Logout

2. Supplier Self-Service – Convert Account Type into Standard Account

Not Eligible Supplier

- If supplier is not eligible, the status will show a red “X” and will provide next actions the supplier needs to take to become eligible.
- Once supplier corrects each failed criteria, they can click “Re-check eligibility” to go through the checks again until all criteria is satisfied.
- Links under Actions will direct the supplier to the appropriate page to make corrections.
- Error will appear at the top of the page if the supplier is a Multi-Org Account and direct the supplier to contact Support (support.ariba.com/item/view/192530)

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”.

[Re-check eligibility](#) [Stay with Enterprise account](#)

⊗ You need to review and take appropriate action to resolve the criteria listed below marked with a red (⊗) under “Status”.

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	⊗	Remove cXML setting (Profile URL) and external integration configured
SAP Supply Chain Collaboration Your SAP Supply Chain Collaboration relationship status must be disabled.	⊗	Contact your buyers to disable your supply chain collaboration relationship: < buyer_contacts.csv >
Document archiving You must not have any Long-term document archiving configured or you will lose access to the archive.	⊗	Disable long term document archival settings
Invoice archiving You must not have any Invoice Archiving configured or you will lose access to the archive.	⊗	Disable invoice archival settings

Only shows SCC buyers

< Convert to Standard account

⊗ Your account is part of a multi-organizational billing structure and can't be converted to a standard account. For further assistance please [contact SAP Ariba Network Operations](#).

You can convert your Enterprise account to a free Standard account. However, in doing so you no longer have access to advanced capabilities su