

Supplier guide to Downgrade from Enterprise to Standard account

- 1- Login to your account
- 2- Click on the initials on the top right, then click on “Convert to Standard account”
- 3- Click on “Check eligibility now”

< 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

- 4- In case Invoice Archiving is enabled, click on “Invoice Archival” then follow the steps to disable invoice archival

Note: It is recommend to download all needed reports and archive all needed invoices before downgrading as you will not be able to access all of those once downgraded.

Invoice archiving You must not have any Invoice Archiving configured or you will lose access to the archive.	✘	Disable invoice archival settings
--	---	--

- 5- Re-do steps 3 & 4 then click on “Convert Now” button

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".

Convert now

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

Criteria	Status	Action
Subscriptions fees You must not have any outstanding fees.	✓	None needed
External integrations You must remove external integration configured as well as Profile URL in XML setup.	✓	None needed
SAP Supply Chain Collaboration Your SAP Supply Chain Collaboration relationship status must be disabled.	✓	None needed
Downstream 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 a pending enablement task related to Supply Chain Financing.	✓	None needed

Important note: Supplier can downgrade from Enterprise to Standard with no impact on Purchase Orders or Invoices, the impact of downgrading is as follows:

- 1- No integration supported
- 2- No catalogs supported
- 3- No reporting supported
- 4- No archiving supported