

RESORTS WORLD™ SENTOSA

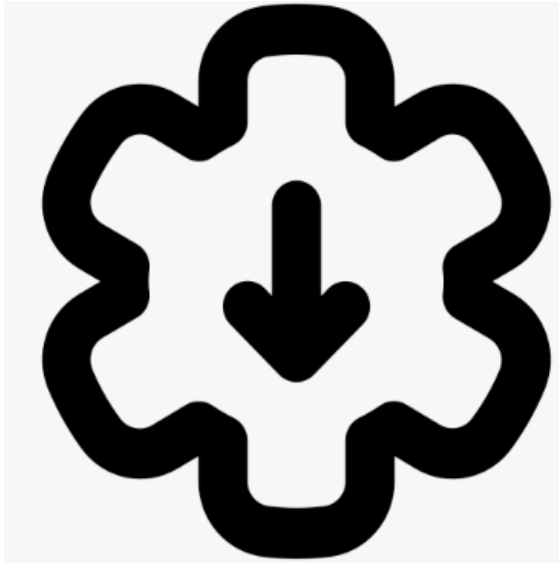
# SAP Business Network Supplier Self-Downgrade Feature

---

Oct 2024



# Supplier Self-Downgrade Feature



- All SAP Business Network Suppliers can now initiate to downgrade to Standard Account from Enterprise Account.
- This Self-Downgrade feature is the same as creating a “Service Request” or via an email to [ariba-apj\\_MH@sap.com](mailto:ariba-apj_MH@sap.com).
- The difference is this feature enables the Supplier to be able to perform self-service for the downgrade of account seamlessly once all downgrade criterias have been met.



# Converting To Standard Account

1 To convert an Enterprise Account to a Standard Account, log-in to Ariba Network and navigate to “Account Settings”.

2 Click on “Account Settings” and select “Convert to Standard Account”.

The screenshot displays the SAP Business Network Enterprise Account interface. The top navigation bar includes 'SAP Business Network', 'Enterprise Account', and 'TEST MODE'. A search bar is present with filters for 'Orders and Releases', 'All customers', and 'Exact match'. The main dashboard shows several key metrics: 1 Collaboration Requests, 2 New orders, 0 Items to confirm, 3 Orders, and 0 Orders with service line. Below this, there are widgets for 'Invoice aging' (\$703K SGD), 'Purchase orders' (\$121K SGD), and 'Company profile' (35%). A dropdown menu is open on the right side, showing options for 'VENDOR VENDOR', 'My Account', 'Link User IDs', 'Contact Administrator', 'Switch Account', 'VENDOR43603 - TEST\_PO', 'Company Profile', 'Marketing Profile', 'Settings', and 'Logout'. The 'Convert to Standard account' option is highlighted with a red box and a yellow callout '2'. A yellow callout '1' points to the user profile icon in the top right corner.

# Eligibility To Convert To A Standard Account

3

To find out more on the differences between Standard and Enterprise Account, click on [“What is the difference between Enterprise and Standard accounts”](#).

4

Click “Check Eligibility now” to check on the account eligibility to downgrade.

**SAP Business Network Enterprise Account**

Home Enablement Workbench Orders Fulfillment Invoices Payments Catalogs Reports Messages Assessments 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".

**Check eligibility now**

Criteria	Status	Action
<b>Subscription fees</b> You must not have any outstanding fees.		
<b>External integration</b> You must remove external integration configured as well as Profile URL in cXML setup.		
<b>SAP Supply Chain Collaboration</b> Your SAP Supply Chain Collaboration relationship status must be disabled.		
<b>Document archiving</b> You must not have any Long-term document archiving configured or you will lose access to the archive.		

# Eligibility To Convert To A Standard Account

5

Under the “Status” column, it will either reflect a check (✓) or a cross (✗) including instructions on how to be eligible for the downgrade to Standard Account if the “Criteria’s Status” is a cross (✗).

5

## Sample for failed results

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
<b>Subscription fees</b> You must not have any outstanding fees.	✓	None needed
<b>External integration</b> You must remove external integration configured as well as Profile URL in cXML setup.	✓	None needed
<b>SAP Supply Chain Collaboration</b> Your SAP Supply Chain Collaboration relationship status must be disabled.	✓	None needed
<b>Document archiving</b> You must not have any Long-term document archiving configured or you will lose access to the archive.	✓	None needed
<b>Invoice archiving</b> You must not have any Invoice Archiving configured or you will lose access to the archive.	✗	Disable <a href="#">invoice archival settings</a>
<b>Enablement tasks</b> You must not have an pending enablement task related to Supply Chain Financing.	✓	None needed




# Eligibility To Convert To A Standard Account

6

Once Supplier passes all the criterias, Supplier will see “Convert Now” option. Click to proceed with the downgrade of account.

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



# Download Reports Before Converting To Standard Account

Download all reports as this feature will not be available on Standard Account. These reports would not be retrievable once downgrade is done. When the Supplier clicks on “Convert now”, they will be downgraded to Standard Account instantly.

To verify if the account has been successfully downgraded to Standard Account, go to home page and on the top header, it should reflect as “Standard Account”.

Download reports

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

**7** **Convert now** Cancel

SAP Business Network Standard Account Get enterprise account TEST MODE

Home Enablement Opportunities **8** Workbench Orders Fulfillment

Overview Getting started **5**

# Frequently Asked Question (FAQ)

Q: Who can perform the self-downgrade?

A: Only the Company Administrator is able to perform the self-downgrade. To check who is the Company Account Administrator, click on “Account Settings”, select “Contact Administrator”.

SAP Business Network TEST MODE

### Contact Your Account Administrator

The account administrator role is assigned to the individual at your organization who is responsible for setting configuration options, managing customer relationships, subscribing to services, and maintaining the account over time. The account administrator also serves as your primary point of contact if you need help resetting your password, changing your permissions, or if you have any other questions or problems.

#### Account Administrator Information

Name:	VENDOR VENDOR
Email Address:	<a href="mailto:jonalyn.murillo@rwsentosa.com">jonalyn.murillo@rwsentosa.com</a>
Office Phone:	+1 123456
Fax:	

Done

VENDOR VENDOR  
test-vendor123@gmail.com

My Account

Link User IDs

Contact Administrator

Switch Account >

VENDOR43603 - TEST\_PO  
ANID: AN01431136242-T  
Premium Package

Company Profile

Settings >

Logout



# Frequently Asked Question (FAQ)

Q: How long does it take for the Enterprise Account to be downgraded to Standard Account?

A: Once the Supplier passed the eligibility for downgrade and proceed to click on “Convert now,” the account will become Standard Account instantly.



# Frequently Asked Question (FAQ)

Q: What are the reports that I can download before self-downgrade? Is there a limitation on how many years of the report can be downloaded?

A: There are some reports that the you cannot run report for more than 6 months, but you will be able to change the date range for the required reports.

For more details, please refer to - [Creating a Report Template | SAP Help Portal](#)

