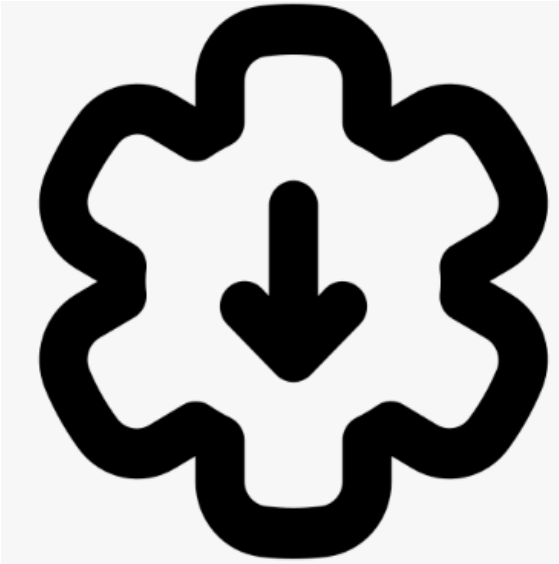
RESORTS WORLD™ SENTOSA

# 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.
- 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.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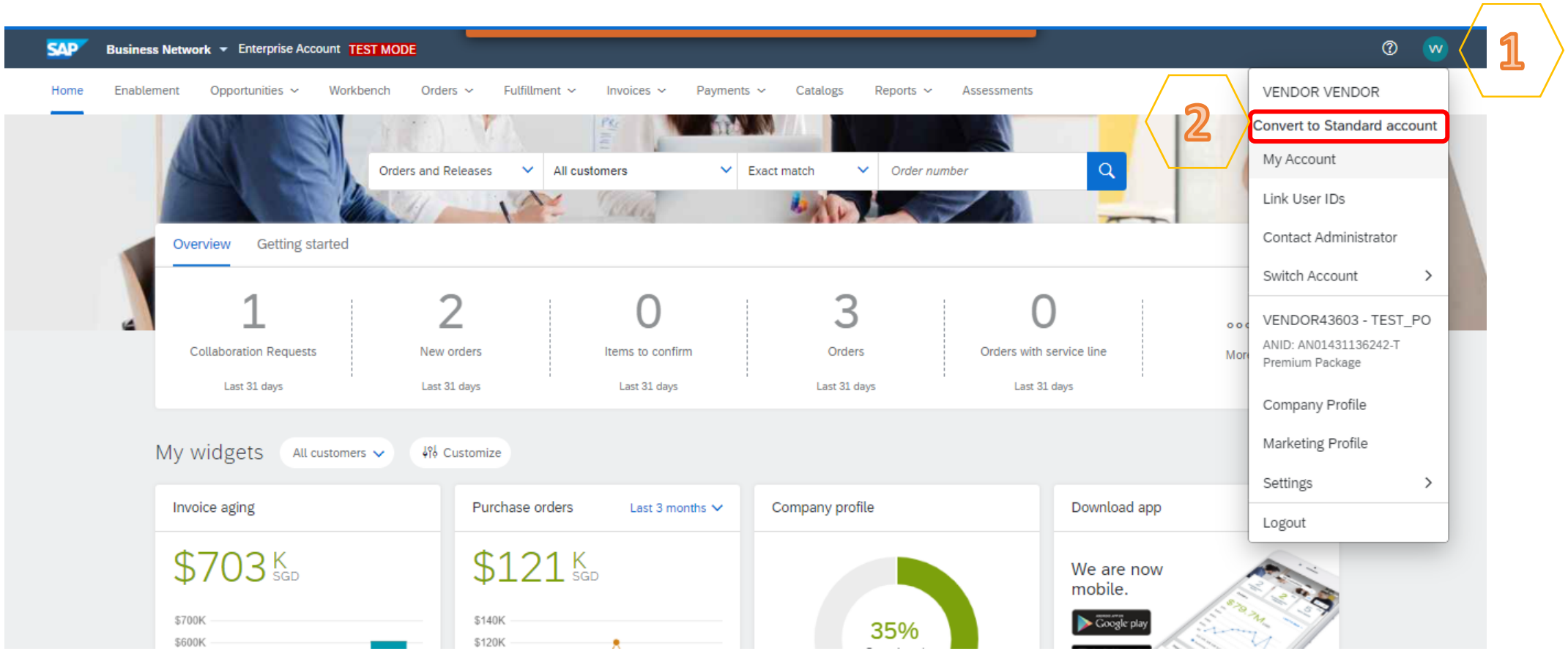
# Converting To Standard Account

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”.





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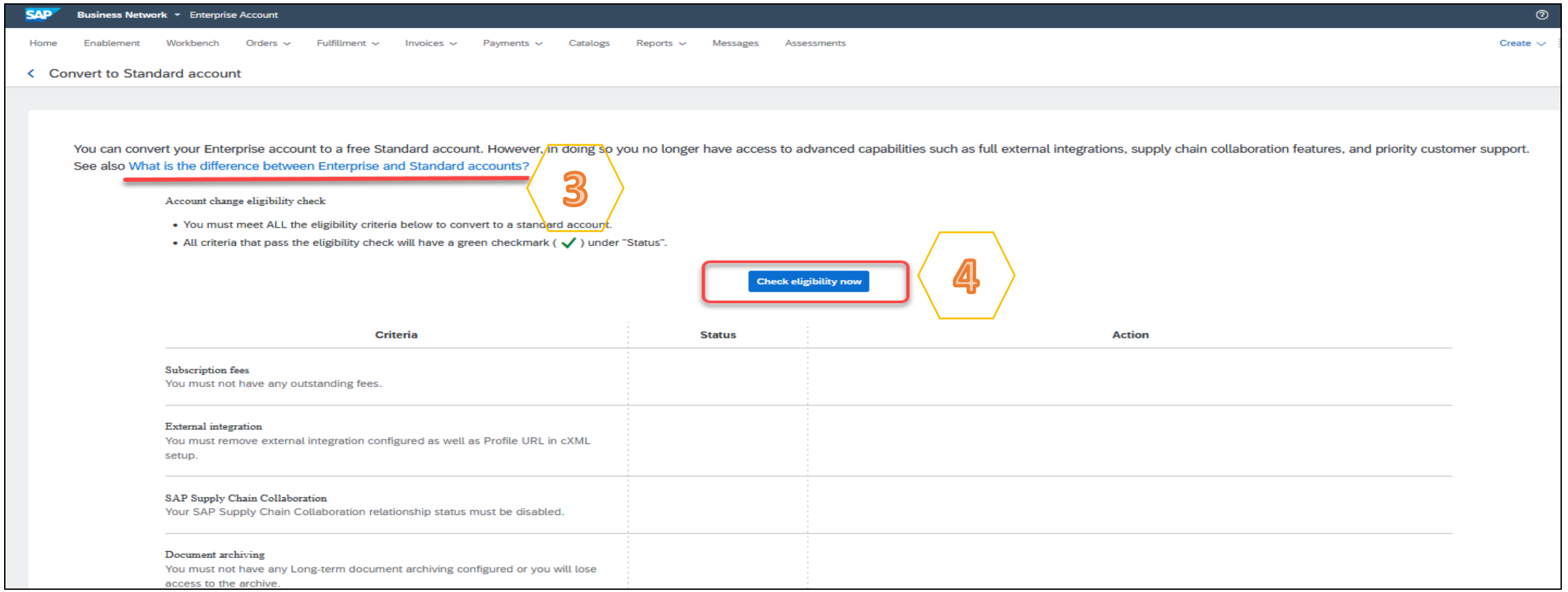
# Eligibility To Convert To A Standard Account

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.





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# Eligibility To Convert To A Standard Account

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

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


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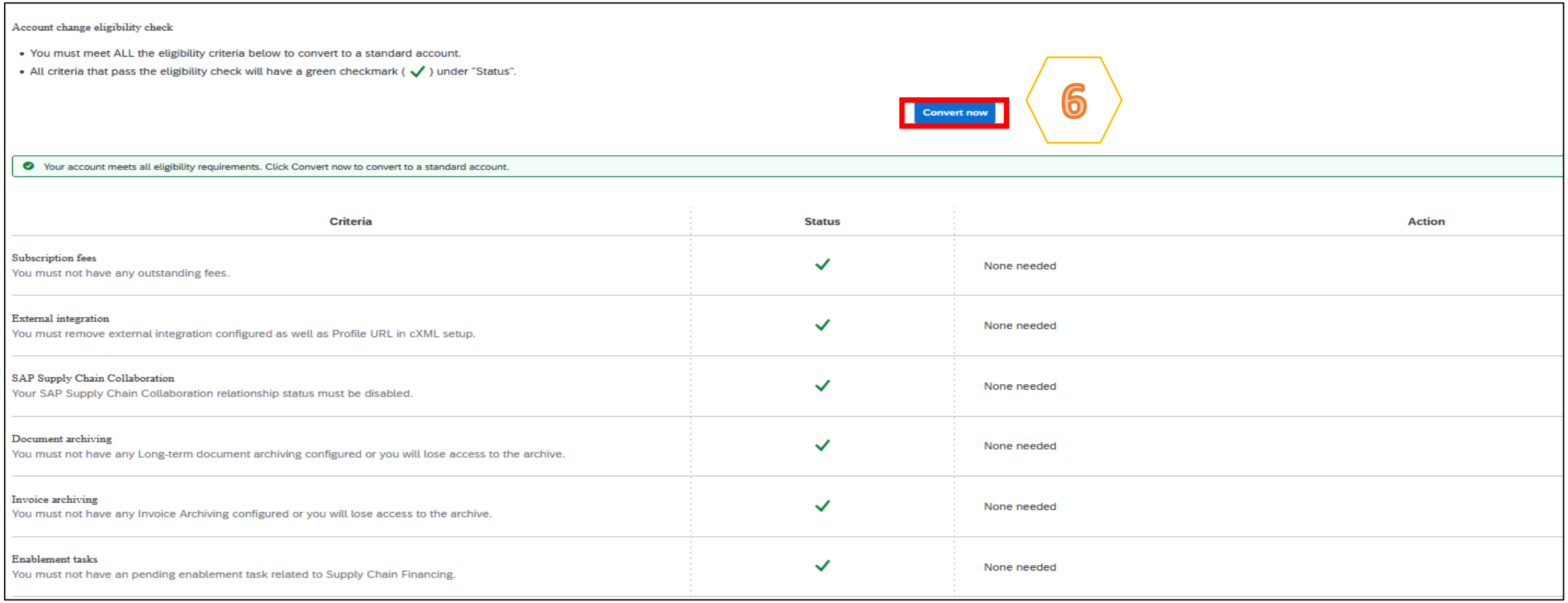
# Eligibility To Convert To A Standard Account

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





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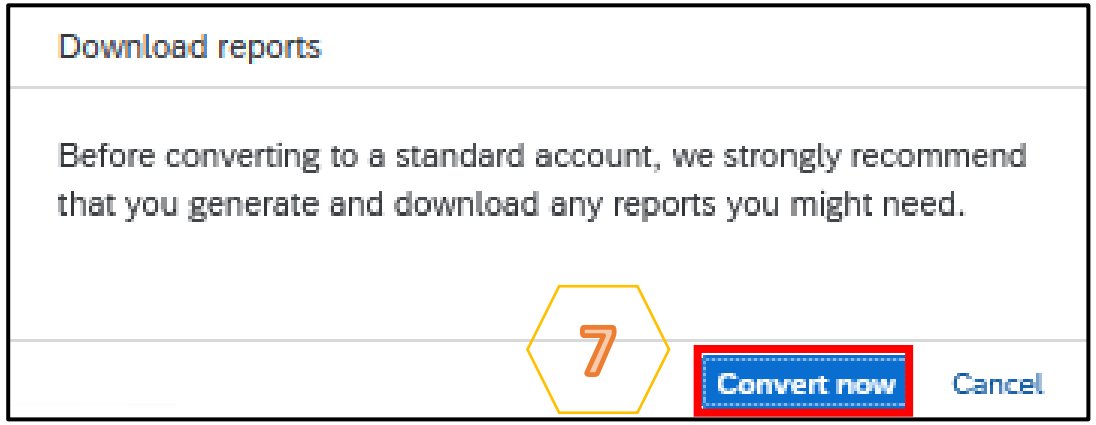
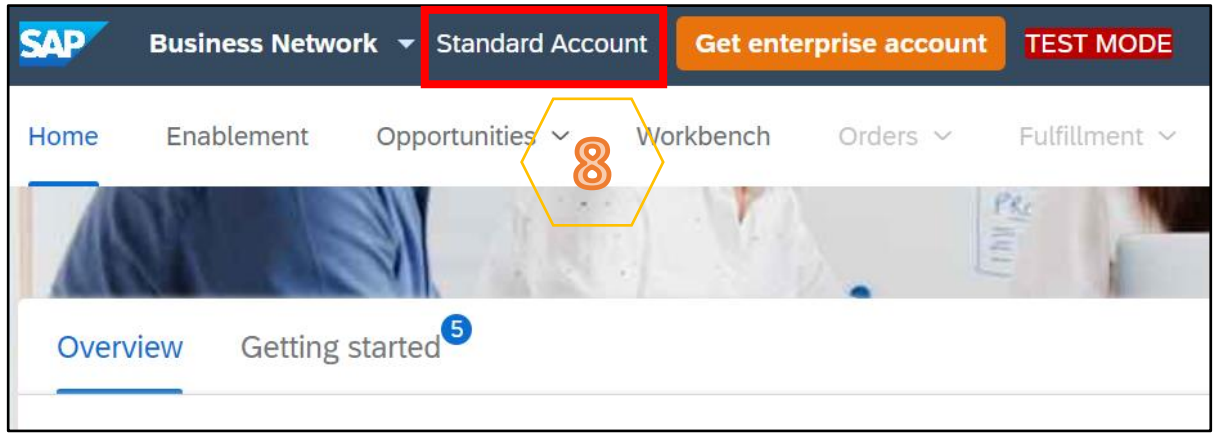
# Download Reports Before Converting To Standard Account

7 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.

8 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”.





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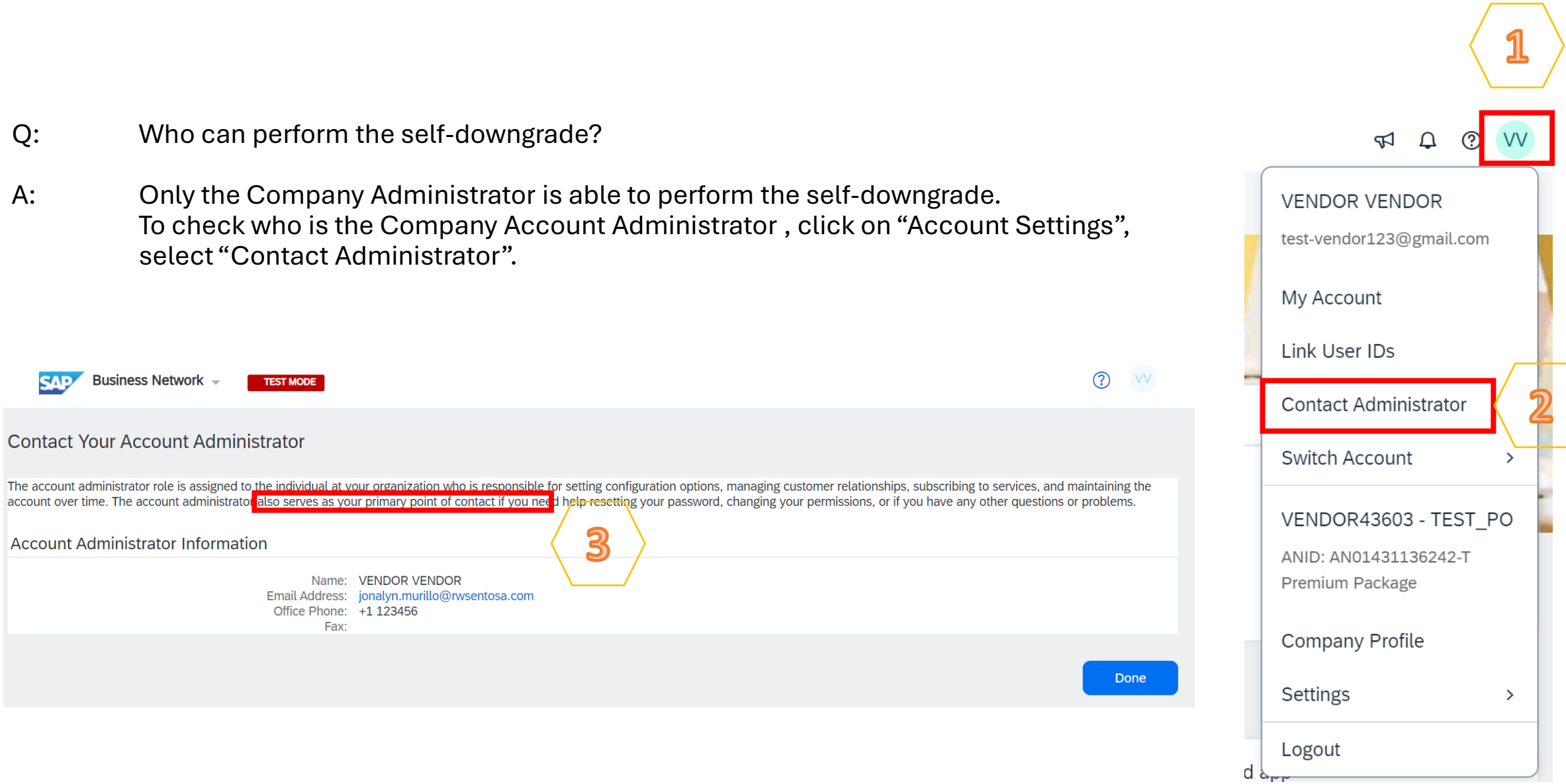
# Frequently Asked Question (FAQ)

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”.





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# 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.


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# 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


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