
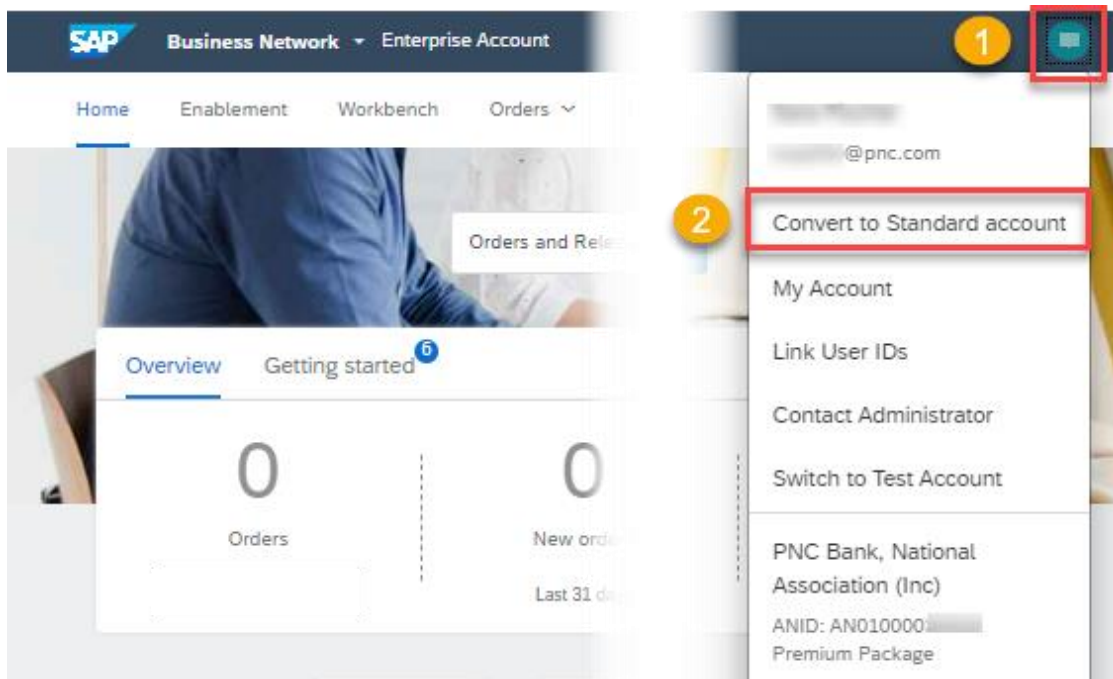


# DOWNGRADING FROM AN ENTERPRISE TO STANDARD ACCOUNT

You must be the administrator of the enterprise account to complete this process

## PROCEDURE

Click the  **Account Settings** icon and choose **Convert to Standard account**.

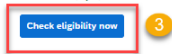


Review the information on the account change eligibility check screen.

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
<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.		
<b>Invoice archiving</b> You must not have any Invoice Archiving configured or you will lose access to the archive.		
<b>Enablement tasks</b> You must not have a pending enablement task related to Supply Chain Financing.		

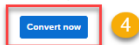
A green checkmark indicates the criterion is met. You must meet all requirements to convert your account.

Continue or go back as desired.

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".



✔ 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 a pending enablement task related to Supply Chain Financing.	✓	None needed

You will receive confirmation that your account was successfully downgraded/converted.

