

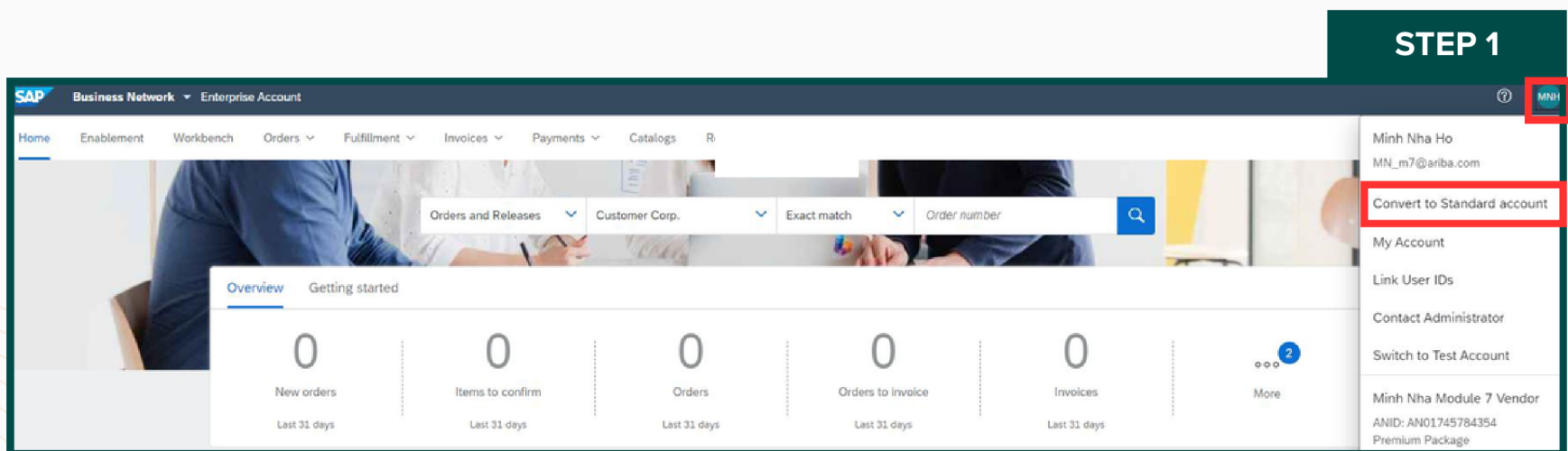
## Quick Guide for Vendors

# CHANGING ENTERPRISE ACCOUNT TO STANDARD ACCOUNT

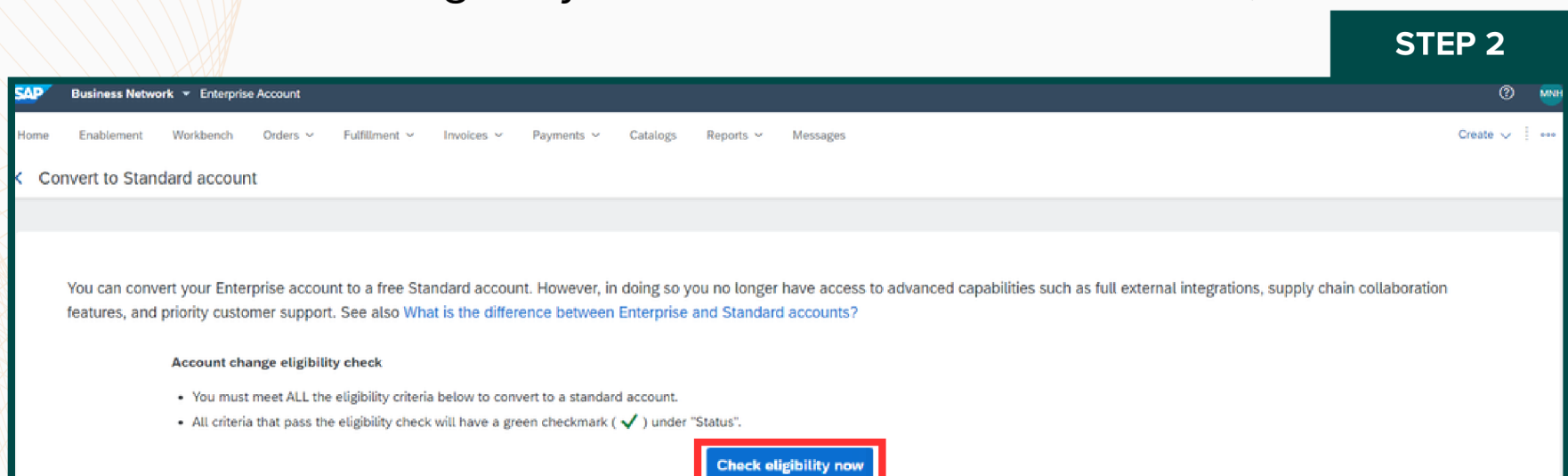
To do business with the Government, Vendors need a Standard Account in the Government Vendor Portal (GVP). If you have an Enterprise Account and want to switch to a Standard Account, follow the steps below.

1. At Vendor's Government Vendor Portal (GVP) **dashboard**:

- click on **Vendor's initials**
- click **Convert to Standard account**



2. Click the **Check eligibility now** button. The system will check if Vendor meets all eligibility criteria to convert the account,



3. **Read and review the results. Take the necessary action** to meet all the eligibility criteria to downgrade, if applicable.

**STEP 3**

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

4. If Vendor **meets all the eligibility criteria**, a Convert now button will appear. Click **Convert now**.

STEP 4

Convert to Standard account

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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

5. A pop-up message will appear to recommend Vendor to **download any required reports**. Once completed, click **Convert now**.

STEP 5

Download reports


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

Convert now
Cancel

6. A message will appear to notify Vendor that their accounts has been **successfully converted to standard account**. Click **Got it** button.

STEP 6



## Account converted

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

Got it