

1. How to become a registered supplier on SAP Business Network

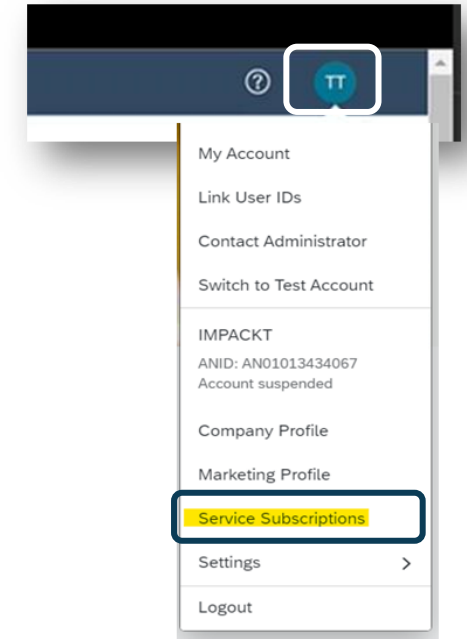
1.2 Supplier registration – Downgrade your profile account

How to downgrade from SAP Ariba Enterprise account to Standard account

In the upper-right corner, click on the user initials, “**Service subscriptions**”, then on “**Convert to Standard Account**”, and finally on “**Check eligibility now**” to check the status column to ensure your account is eligible for downgrade. You will be asked to perform the Action next to any criteria that did not pass eligibility. For example, if you have open bills, click on “**Actions**”.

For any further questions please reach out to supplier.enablement@dsm-firmenich.com.

- Click “**Re-check eligibility**” and once the account meets all criteria, click “**Convert now**” and confirm.
- Check that you have **no Enablement Tasks** or any integration configured (cXML, Electronic Data Interchange (EDI), Cloud Integration Gateway (CIG)) or active Supply Chain Collaboration(SCC) relationship. Customers must disable the SCC relationship (delete the vendor from Manage Vendors tab) or Long-Term Document or Invoice Archiving configured as you will lose access to the archive.

A screenshot of the 'List of Open Bills' page in SAP Ariba. The page has a dark blue header with navigation icons for Subscriptions, Open Bills, Credits & Adjustments, Paid Bills, Dispute Cases, Address Data, Contacts, and Credit Cards. Below the header, there is a section titled 'List of Open Bills' with an information icon and a note: 'If you have a net adjustment line item listed on your TAR, you can find the details in the Credits & Adjustments tab.' Below this, there is a filter section: '1. Select all bills that you would like to pay: Find Bills'. The main content is a table with columns: Bill Description, Date, Payment Status, Payment Method, Due, Billed Amount, and Open. There are two rows of bills, both marked with a red exclamation mark icon. At the bottom of the table, there are buttons for 'Select All', 'Deselect All', and 'Download Selected Entries', and a summary row for 'Total Net Payment Amount'.

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