

Downgrading to **Standard Account**



Steps to downgrade from an enterprise account to a standard account:

1. Contact your supplier manager to align.
2. Decide on how to invoice/receive PO's in the interim with your supplier manager.
3. SLB stops all new POs from going to the supplier.
4. Supplier rejects the existing enterprise relationship with SLB from Current Relationships → Current and SLB gets moved to the Rejected list.
5. Supplier Manager should create to an internal ticket to SLB Ariba sustain team. Who then “removes” the SLB ERP vendor ID from Supplier ANID that need to be switched to Standard Account.
6. SLB sets up Supplier in the ERP system (for automation) to receive Standard Account.

The screenshot shows the 'Relationships' section of an Ariba system. At the top, there are tabs for 'Current Relationships' and 'Potential Relationships'. Below these, there are radio buttons for 'Automatically accept all relationship requests' (selected) and 'Manually review all relationship requests'. An 'Update' button is present. The interface is divided into three sections: 'Pending', 'Current', and 'Rejected'. The 'Pending' section is empty. The 'Current' section contains a table with two entries: 'Schlumberger - Test' and 'Schlumberger - DEV - TEST', both with a 'Trading' relationship type. The 'Rejected' section is currently empty.

Customer	Relationship Type	Requested Date ↓
No items		

Customer	Relationship Type	Approved Date ↓
<input type="checkbox"/> Schlumberger - Test	Trading	22 Mar 2018
<input type="checkbox"/> Schlumberger - DEV - TEST	Trading	15 Jun 2017

Customer	Relationship Type	Rejected Date ↓
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Remember! You may lose your access to your account, open POs, and history. Download all documents before starting the process