

How to downgrade from an Enterprise Account to a Standard Account

Support Resources for Suppliers

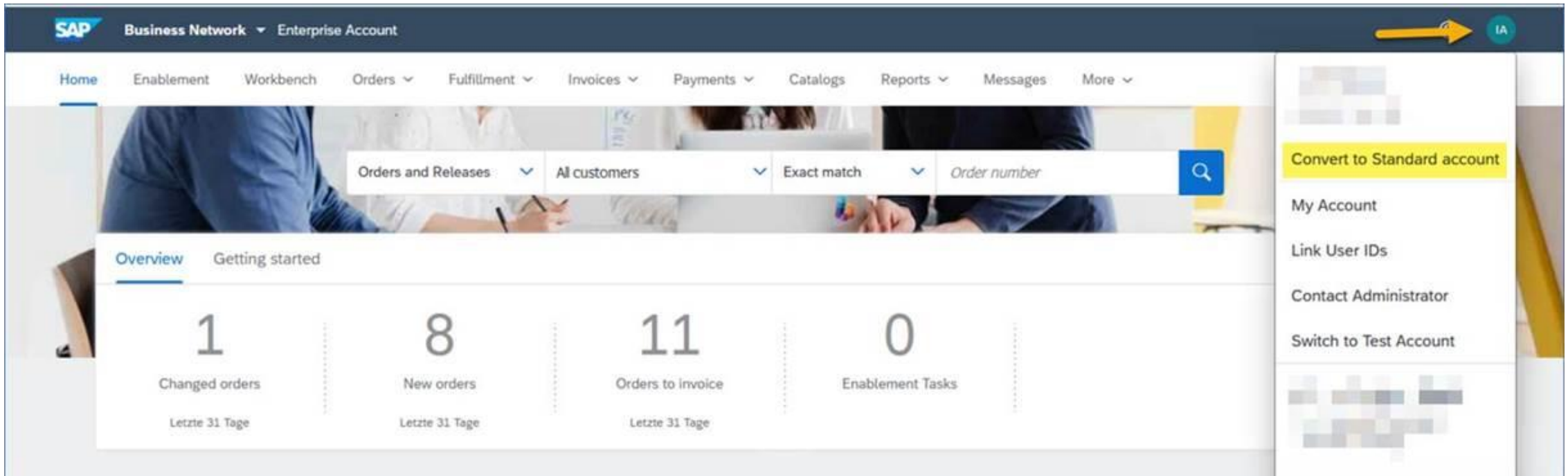
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Instructions

- 1.- Make sure the account has a balance of 0. If the account still has a balance and the supplier wishes to downgrade, there must be a dispute. ([Guide to Dispute](#))
- 2. Log in into their Ariba Network Account.
- 3.- Click on the Account Settings button (circle with initials on the top right-side of the screen).
- 4.- Click on Convert to Standard Account option”.





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