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How do I downgrade my Enterprise account to a Standard account?

Boehringer Ingelheim

1 **To downgrade your Enterprise account please follow the steps below:**

1. Access the Ariba support page. Click on "**Contact us**". Ariba Support page: https://support.ariba.com/interactive_email?locale=en

2. Choose "**Reset my password**" and then "**I am experiencing a different issue**".

3. Then select "**Contact us**" at the bottom of the page.

4. Fill out the contact form indicating that you wish to downgrade your account type and complete your account information. Submit the form.

NOTE: all potential outstanding invoices as a result of your account upgrade to Enterprise are not related to Boehringer Ingelheim. This is an agreement between your company and SAP Ariba.