



OptiBuy Supplier Manual



Contents

1. Introduction	3
2. Registration Process Overview.....	4
3. Process for vendors that are already registered with CTBTO	5
3.1 Register in SAP Business Network (Ariba)	5
4. Process for new vendors (not yet registered with CTBTO)	13
4.1 Completing a Self-registration request	14
5. Log in to solicitation event	17
5.1 Accessing solicitation events from “invitation to participate” e-mail	17
6. Additional information and troubleshooting.....	21
6.1 Log in: resetting your password	21
6.2 Invitation to bid: expired event link.....	21

**Disclaimer:**

This is a pilot version of the OptiBuy supplier manual. As CTBTO progresses in adapting the new processes, updates will be made to this document, and new versions will be available. Please ensure that you are using the latest version, published on our website <https://www.ctbto.org/work-with-us/procurement>

1. Introduction

Thank you for your interest in working with CTBTO.

CTBTO (also referred to as “the Commission”) is launching the **Ariba sourcing solution (“OptiBuy”)** to facilitate the electronic tendering process, including suppliers’ registration, posting of solicitations and submission of offers from bidders. This is an integral part of the CTBTO Procurement process.

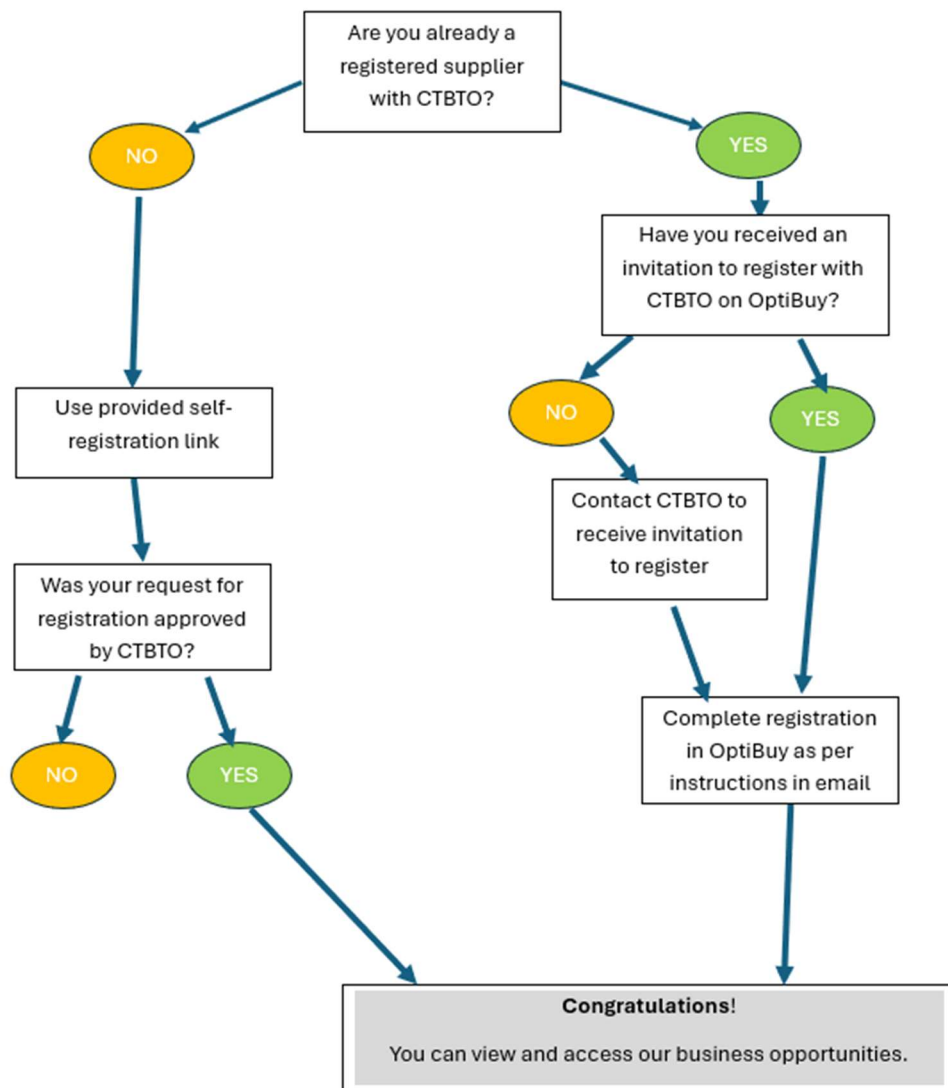
The Commission wishes to take advantage of web-based technology and provide vendors with the possibility to submit offers in a convenient and secure electronic manner. The main objectives of using such technologies are efficiency gains, reduced printing and storage requirements, wider competition, anytime-anywhere participation in solicitations by bidders, more time for bidders to prepare tenders, process automation, and advanced reporting.

Important to know: The whole solicitation process will take place on-line in the Ariba (OptiBuy) sourcing solution, replacing the use of e-mail and physical submission of offers.

NOTE: The Commission will be gradually phasing out submission of offers by means other than via OptiBuy. Vendors are encouraged to already register in and familiarize themselves with OptiBuy to facilitate effective transition or creation of their supplier record and participation in potential business opportunities with the Commission.



2. Registration Process Overview



IMPORTANT NOTE: Suppliers doing business with the Commission as well as the goods and/or services (the place from where the materials, goods and/or from which the services are supplied) to be offered to the Commission shall have their origin in States Signatories of the Comprehensive Nuclear-Test-Ban Treaty (CTBT), the list of which is available in the CTBTO website at www.ctbto.org under [Status of Signatures and Ratifications | CTBTO](#).



3. Process for vendors that are already registered with CTBTO

If you have previously worked as a supplier with CTBTO, you are in the CTBTO pool of vendors and will be invited to create a SAP Business Network account or to connect your existing SAP Business Network account to CTBTO.

- ➔ Please note that your supplier record is marked as “inactive” if your last collaboration with CTBTO was more than three (3) years ago. In this case you might not receive an invitation. Please contact CTBTO under procurement@ctbto.org to be invited.

Complete your registration in OptiBuy as per the instructions in the email you have received.

3.1 Register in SAP Business Network (Ariba)

The SAP Business Network is a cloud-based platform designed to connect businesses with their trading partners. Some of the suppliers benefits from the SAP Business Network include gaining enhanced visibility into buyer demand and accessing new business opportunities through a global digital marketplace.

To have access to CTBTO solicitations, you must first be registered on the SAP Business Network. There are two (2) potential scenarios:

- 1) You are totally new to SAP Business network; or
- 2) You are already registered in the SAP Business network (e.g. via self-registration or via business with other customers), but still need to connect with CTBTO.

Invitation for registration: This requires an invitation email from CTBTO procurement because you are an active or recent supplier with CTBTO, and you will find your invitation link in the email (shown below for information and highlighted in green).



From: CTBTO Procurement <s4system-prodeu+xxxxxxxxxxxxxxxxxxxx@eusmtp.ariba.com>

Sent: Monday, June 2, 2025 3:17 PM

To: Your company

Subject: Invitation: Register to become a supplier with CTBTO - Comprehensive Nuclear-Test-Ban Treaty Organization



Register as a supplier with CTBTO - Comprehensive Nuclear-Test-Ban Treaty Organization

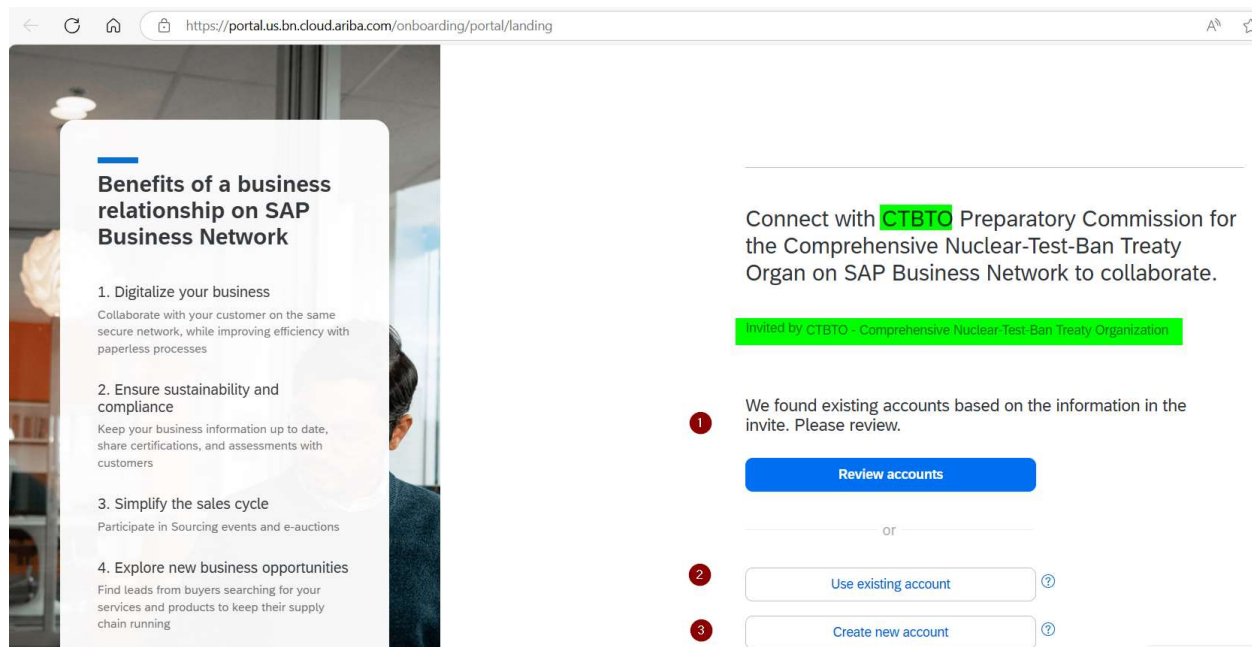
Hello! CTBTO Procurement has invited you to register to become a supplier with CTBTO - Comprehensive Nuclear-Test-Ban Treaty Organization. Start by creating an account with SAP Business Network. It's free. CTBTO - Comprehensive Nuclear-Test-Ban Treaty Organization uses SAP Business Network to manage its sourcing and procurement activities and to collaborate with suppliers. If xxxxxxxx already has an account with SAP Business Network, sign in with your user name and password. [Click Here](#) to create account now.

You are receiving this email because your customer, CTBTO - Comprehensive Nuclear-Test-Ban Treaty Organization, has identified you as the appropriate contact for this correspondence. If you are not the correct contact, please contact CTBTO - Comprehensive Nuclear-Test-Ban Treaty Organization.

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The SAP Business Network registration page opens when the link is clicked. It shows that CTBTO has invited you to register as a supplier.



- If you are totally new to SAP Business network – click **create new account**.
- If you are already registered in the SAP Business network but still need to connect with CTBTO, click **use existing account** to log in with your existing credentials and you will be forwarded to the relevant sections that are to be completed.
- If you are already registered with CTBTO you may have received an invitation to re-register or to update information for your company. Click **Review accounts** to log in with your existing credentials and update your account as needed.

If you are unsure of your SAP Business Network status, the SAP Business Network has an in-built duplicate check against certain key fields like Company Name and address. If a similar entry is found, you will be asked to choose the account you want to log on with.



Review matched accounts

Your company may already have an account. Please review the accounts in the table below.

Search Criteria  Edit

Company Name

AN...

E-mail address

...@ctbto.org

Top recommendations (1)

AN... 

AN...

Match Criteria

Email domain	
AUT	
Vienna	
DUNS number	

[Use this account](#)

Other existing accounts (0) 

You are then asked to log on with your existing credentials to establish the connection with CTBTO.


[< Back](#)

Sign in to connect with CTBTO Preparatory Commission for the Comprehensive Nuclear-Test-Ban Treaty Organ

Please login to the account: [CTBTO](#)

Username *

[Forgot username?](#)

Password *

[Forgot password?](#)

Connect

Your Account is linked.

Once the connection has been established, either with an existing or new account, you have the option to add some additional information about your products, services, and locations. This will improve your visibility to CTBTO in the search process for potential bidders.

Almost done! We just need a little bit more information.

Please provide the information below and you will be discovered by more customers looking for companies like yours.

Product and Service Categories

Enter Product and Service Categories

Add

or [Browse](#)

Ship-to or Service Locations

Enter Ship-to or Service Location

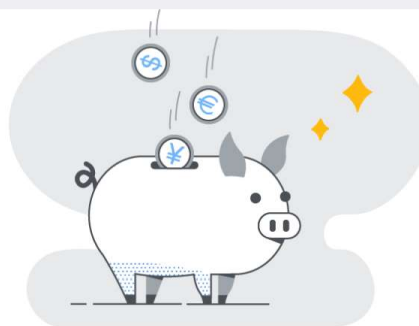
Add

or [Browse](#)

[Submit](#)

[Remind me later](#)

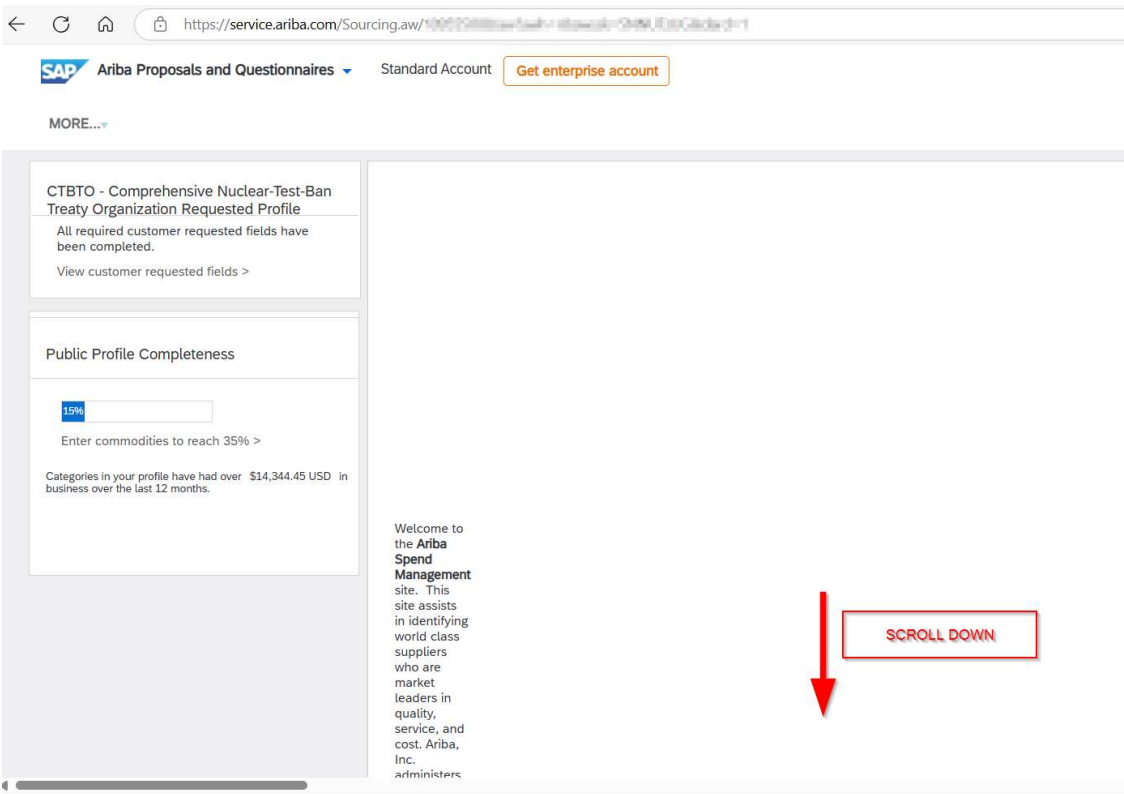
[Don't show this to me again](#)



Choose one (1) of the three (3) options (“Submit”, “Remind me later” or “Don’t show this to me again”).



You will now be redirected to the “Ariba Proposals and Questionnaires” page. You will have to complete a supplier registration questionnaire. Scroll down the page to see it. You have thirty (30) days to enter the additional mandatory information.





Click on “Supplier Registration Questionnaire” to reach this page. Please fill out the questionnaire. Fields marked with * are mandatory.

IMPORTANT TO KNOW: The invitation is only valid for thirty (30) days. A countdown clock showing the remaining time will appear in the top right-hand corner of the page.



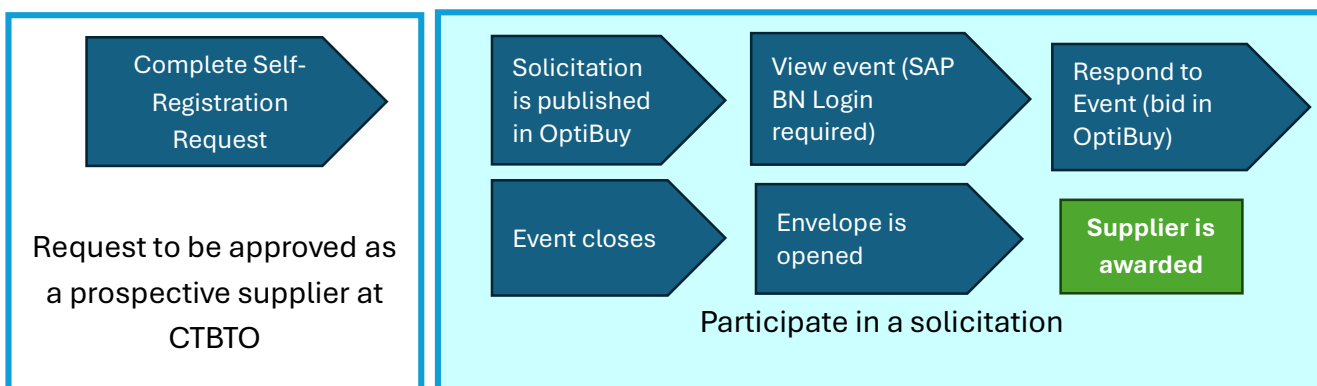
You can save drafts while you complete the questionnaire. When completed, click “Submit Entire Response”. The Commission will be notified. You will be informed by the Commission if the linking has been successfully established or if additional information is still required. If additional information is required, you will need to log on again to SAP Business Network and complete your data.

Once the process is complete, Congratulations! You are now a registered supplier to CTBTO via the SAP Business Network and will be able to participate in tenders that are published by the Commission.



4. Process for new vendors (not yet registered with CTBTO)

If you have no former relationship at all with CTBTO as a supplier, you must first be approved as a **potential supplier**. You can initiate this by submitting a self-registration request. This needs to be done only once.



Once you have established the registration in SAP Business network, you can log on to view published business opportunities in detail, or if you were specifically invited to bid, join via the link in the invitation to bid-email.

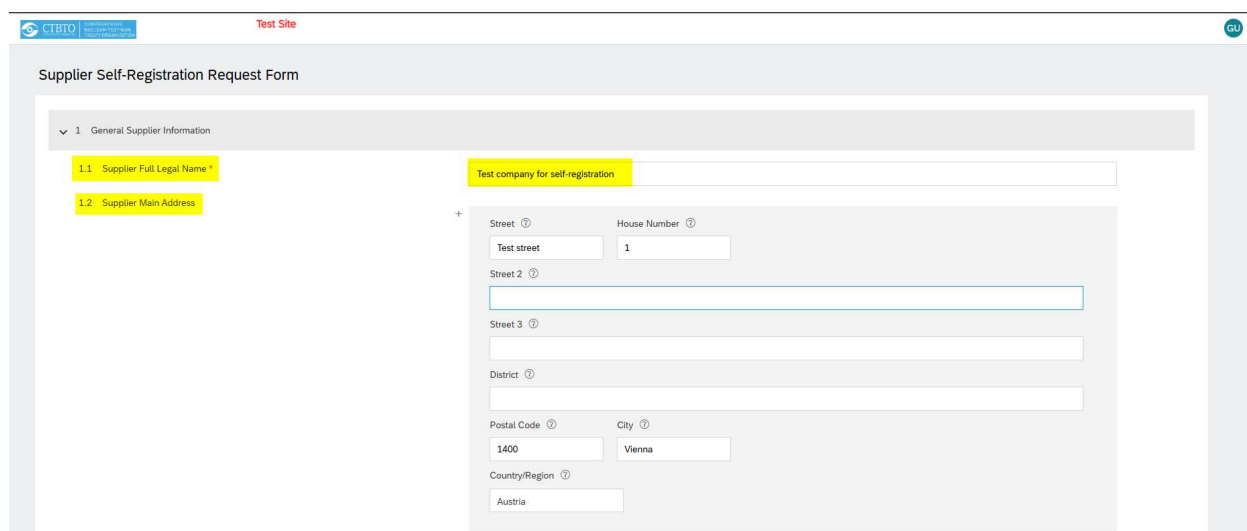
If you are selected as winner of the bid, and are awarded the solicitation, you will be asked to go through additional steps to register as a **full supplier** with CTBTO. Please follow the process steps as instructed from page 5 ff, or by the e-mail you will receive, to complete the full registration process.

4.1 Completing a Self-registration request

You can find the link here:

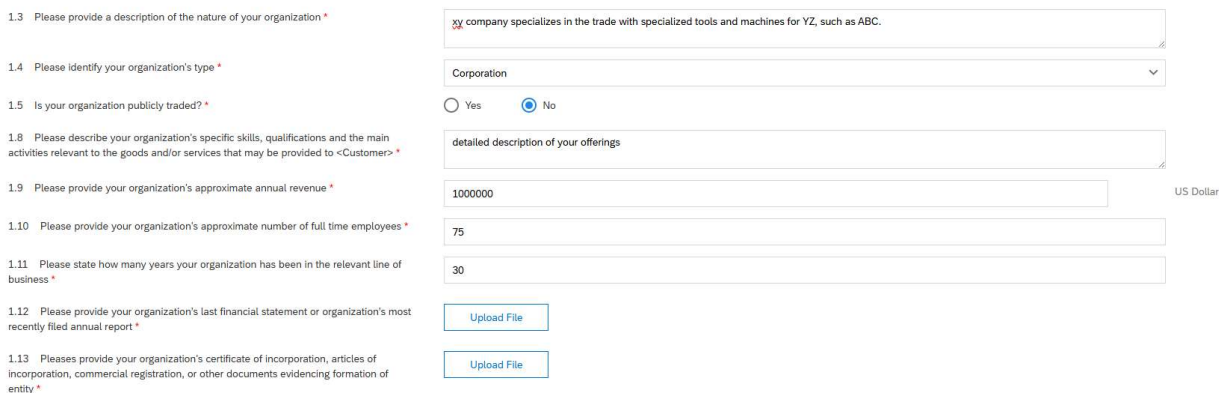
<http://744445188.supplier-eu.ariba.com/ad/selfRegistration/>

By clicking on the link you will be directed to the "Supplier Self-Registration Request Form". Complete the company name and address.



The screenshot shows the "Supplier Self-Registration Request Form" interface. At the top, there is a header with the CTBTO logo, "Test Site", and a "GU" button. The form is titled "Supplier Self-Registration Request Form" and has a section "1 General Supplier Information". Under this section, there are two sub-sections: "1.1 Supplier Full Legal Name *" and "1.2 Supplier Main Address". The "1.1" section has a text input field labeled "Test company for self-registration". The "1.2" section has a form with the following fields: "Street" (with a dropdown arrow), "House Number" (with a dropdown arrow), "Street 2" (with a dropdown arrow), "Street 3" (with a dropdown arrow), "District" (with a dropdown arrow), "Postal Code" (with a dropdown arrow), "City" (with a dropdown arrow), "Country/Region" (with a dropdown arrow), and "Austria" (with a dropdown arrow). The "Street" field is currently filled with "Test street" and the "House Number" field is filled with "1".

Complete all of the remaining requested information. Fields marked with * are mandatory.



The screenshot shows the remaining registration fields. The fields are: "1.3 Please provide a description of the nature of your organization *" (text input field with "xy company specializes in the trade with specialized tools and machines for YZ, such as ABC."), "1.4 Please identify your organization's type *" (dropdown menu with "Corporation" selected), "1.5 Is your organization publicly traded? *" (radio buttons for "Yes" and "No", with "No" selected), "1.8 Please describe your organization's specific skills, qualifications and the main activities relevant to the goods and/or services that may be provided to <Customer> *" (text input field with "detailed description of your offerings"), "1.9 Please provide your organization's approximate annual revenue *" (text input field with "1000000" and "US Dollar" label), "1.10 Please provide your organization's approximate number of full time employees *" (text input field with "75"), "1.11 Please state how many years your organization has been in the relevant line of business *" (text input field with "30"), "1.12 Please provide your organization's last financial statement or organization's most recently filed annual report *" (text input field with "Upload File" button), and "1.13 Please provide your organization's certificate of incorporation, articles of incorporation, commercial registration, or other documents evidencing formation of entity *" (text input field with "Upload File" button).

Complete the primary supplier contact information.

OPTIBUY SUPPLIER MANUAL



2 Primary Supplier Contact

2.1 Contact First Name *	
2.2 Contact Last Name *	
2.3 Contact Email *	
2.4 Contact Phone	0043 1 123456
2.5 Contact Location and Communication Language *	English

Optionally provide information about the categories of goods and services, locations you deliver to, and which department of CTBTO you can cater to.

3 Additional Information

3.1 Please nominate the categories of goods and/or services that your organization provides.

3.2 Please nominate the locations that your organization can provide goods and/or services

3.3 Department

SUBMIT your registration. You can only submit if all mandatory fields are filled. This includes the required upload of financial statements and a certificate of incorporation.



Test Site

Your request for registration as a supplier with CTBTO - Comprehensive Nuclear-Test-Ban Treaty Organization-TEST is complete.

The CTBTO - Comprehensive Nuclear-Test-Ban Treaty Organization-TEST supplier management team will review your request details and make a decision on your request. Decision will be sent to your email at supplier@ctbto.org

Once you have completed the request submission, you will receive an automated email from OptiBuy informing you that the registration request has been completed successfully.



CTBTO - Comprehensive Nuclear-Test-Ban Treaty Organization-TEST is reviewing your registration request

OptiBuy TEST <no-reply@eusmt.p.riba.com>

Ant: TEST test company for self-registration

Hello TEST test company for self-registration,

CTBTO - Comprehensive Nuclear-Test-Ban Treaty Organization TEST has received your registration request and will review it for approval. Their response will be emailed to TEST@TEST.

If you have any questions, please don't reply to this email but instead contact CTBTO - Comprehensive Nuclear-Test-Ban Treaty Organization TEST directly.

This email has been sent to you on behalf of CTBTO - Comprehensive Nuclear-Test-Ban Treaty Organization-TEST by SAP Ariba.

Your request will be reviewed by CTBTO and you will be notified of the outcome via email. If your request was approved, you are now set up as a potential supplier and can view and respond to CTBTO's business opportunities.

Hello Steve Jones,

Congratulations! Your supplier registration was approved.

Sign in to the supplier portal to see if you need to complete any tasks or qualifications before you can start doing business with CTBTO - Comprehensive Nuclear-Test-Ban Treaty Organization-TEST.

[Click Here](#)

Sincerely,
CTBTO - Comprehensive Nuclear-Test-Ban Treaty Organization-TEST

You are receiving this email because your customer, CTBTO - Comprehensive Nuclear-Test-Ban Treaty Organization-TEST, has identified you as the appropriate contact for this correspondence. If you are not the correct contact, please contact CTBTO - Comprehensive Nuclear-Test-Ban Treaty Organization-TEST.

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Powered by [SAP Ariba](#)



5. Log in to solicitation event

In this section, you will find a step-by-step guide how to log into a CTBTP solicitation event in OptiBuy.

Important to know:

The pre-requisites to access a CTBTO published solicitation event are that the vendors:

- Have previously registered in Ariba (SAP Business Network) and OptiBuy – see chapters 1 and 2
- Have accurate and up to date email contact information in your SAP business Network profile at all times. Data is transferred into your supplier data in the OptiBuy solution.

There is currently only one (1) way of accessing a solicitation event:

1. You have been invited to participate by CTBTO and have received an invitation e-mail (see chapter 4.1)

5.1 Accessing solicitation events from “invitation to participate” e-mail

As a CTBTO registered vendor, you may receive a direct tender invite (solicitation event in OptiBuy). In this case, you will receive an e-mail, which will contain all required links. Follow the email instructions accordingly. The sender of the email will be listed as “OptiBuy” and the title is “**CTBTO - Comprehensive Nuclear-Test-Ban Treaty Organization has invited you to participate in an event:** [*Name of event*]”

An example of the e-mail is provided below:

OPTIBUY SUPPLIER MANUAL



CTBTO - Comprehensive Nuclear-Test-Ban Treaty Organization has invited you to participate in an event: Procurement of [Branded Lanyard for IMS NSS \(Project No 2\)](#)



OptiBuy <no-reply@eusmtp.riba.com>
To: [CTBTO](#) & [SAP Ariba](#)



Closing Date and Time: Thursday, July 26, 2024 at 1:18 AM Pacific Daylight Time

Submission of response: Through the CTBTO Supplier Portal ([Click Here](#)) or to procurement@ctbto.org
(please follow attached instructions)

Request for clarifications and acknowledgement form: Through the CTBTO Supplier Portal ([Click Here](#)) or to procurement@ctbto.org

Deadline for submission of clarification requests: Thursday, July 26, 2024 at 1:18 AM Pacific Daylight Time

The CTBTO - Comprehensive Nuclear-Test-Ban Treaty Organization (hereinafter referred to as the 'Commission') hereby invites qualified suppliers to submit an offer that meets the requirements of the attached documents.

In preparing and submitting your offer, you are required to follow the attached instructions.
Thank you.

Use the following user name to sign in to CTBTO - Comprehensive Nuclear-Test-Ban Treaty Organization events: [XXXXXXXXXXXX](#)

[Click Here](#) to access this event.

When you click this link, sign in with your user name and password. You will then have the option to register your buyer-specific user ID with a new or existing Ariba Commerce Cloud account and participate in your event.

If you do not want to respond to this event [Click Here](#). You must register on the Ariba Commerce Cloud or sign in using your existing Ariba Commerce Cloud account user name and password before you can indicate that you do not want to respond to this event.

If you have forgotten your user name or password and are unable to sign in [Click Here](#).

NOTE: The forgot password link is only valid for 24 hours. After this link expires, click Forgot Password on the Ariba Sign In page to reset your password.

If you have questions about this event, contact procurement@ctbto.org.

You are receiving this email because your customer, CTBTO - Comprehensive Nuclear-Test-Ban Treaty Organization, has identified you as the appropriate contact for this correspondence. If you are not the correct contact, please contact CTBTO - Comprehensive Nuclear-Test-Ban Treaty Organization.

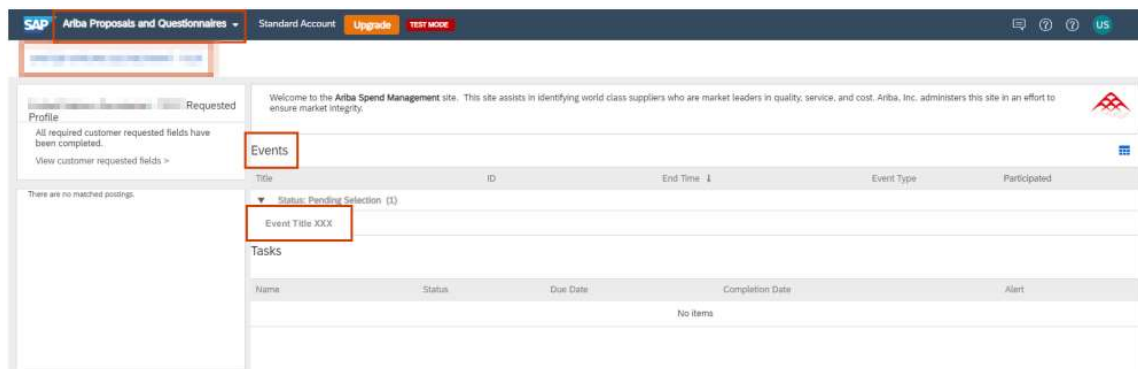
CTBTO - Comprehensive Nuclear-Test-Ban Treaty Organization sourcing site, Event Doc2627202373: Procurement of Branded Lanyard for IMS NSS (Project No 2), Realm: 744445188, Message ID: MSG330649254, [Click Here](#)

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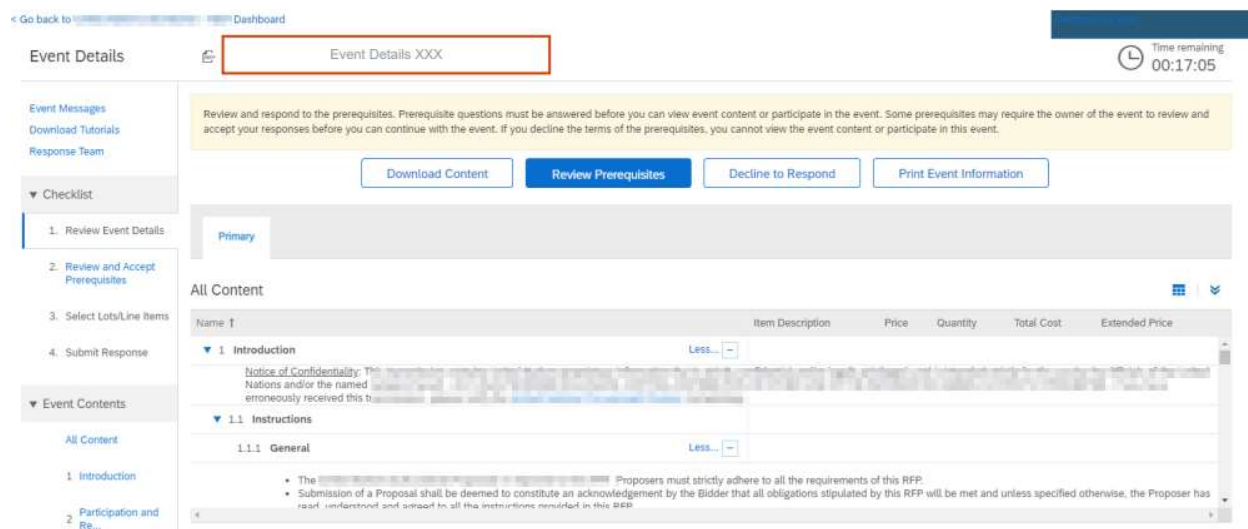
Powered by **SAP Ariba**



You will see an overview page / dashboard with Events. You will find open Events under status “Pending Selection”. Events in which you have participated will appear under “Completed”, as appropriate.



After selecting the Event, you will be directed to view the details of the Event.



If you would like to submit an offer, please follow the instructions in the Event, complete all necessary information and attach all required documentation.



If you are not interested in bidding, you have the option to press the button “Decline to respond”. Please provide a reason for declining in the available text box.

Reason for Declining to Respond

Declining to respond will temporarily remove your accessibility to this event. If you decide to respond to this event later, click the 'Intend to Respond' button for this event. Please enter the reason for declining (limited to 500 characters).

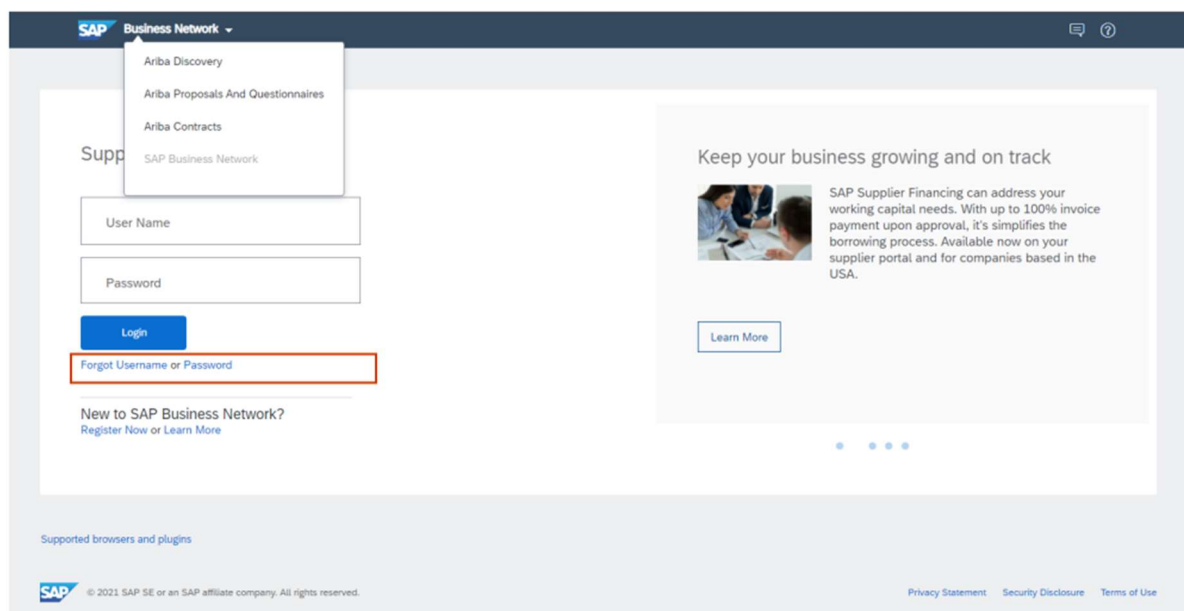
OK

Cancel

6. Additional information and troubleshooting

6.1 Log in: resetting your password

If you forget your password during log in, please select “Forgot Username or Password” and follow the on screen instructions.



6.2 Invitation to bid: expired event link

If the “Click Here” link in the invitation e-mail does not work, it is important to distinguish whether it is

- the link to the event that has expired; OR
- the account that has expired.

If the **link to the event** has expired and you received the email more than thirty (30) calendar days ago, please contact procurement@ctbto.org to request a new link.

If the **account** has expired (e.g. you did not complete your supplier registration) please contact procurement@ctbto.org to request a new supplier registration link.

Important to know: If an Event is closed, you can no longer participate because the Event is finalized (withdrawn or awarded).