



Supplier Manual

Disclaimer:

This is a pilot version of this manual. As the organization 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>



Contents

1. Introduction	3
2. Registration Process Overview	4
3. Process for vendors that are already associated with CTBTO	5
3.1 Register in SAP Business Network	5
4. Process for new vendors (not yet associated 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
6.3 As a registered supplier you are unable to use your existing SAP Business Network account	22



1. Introduction

Thank you for your interest in working with CTBTO.

The Preparatory Commission for the Comprehensive Nuclear-Test-Ban Treaty Organization (“CTBTO” or the “Commission”) has launched a **sourcing solution (“SAP Ariba”)** to facilitate the electronic tendering process, including suppliers’ registration, posting of solicitations and submission of offers from bidders through this electronic sourcing platform. This is an integral part of the CTBTO Procurement process.

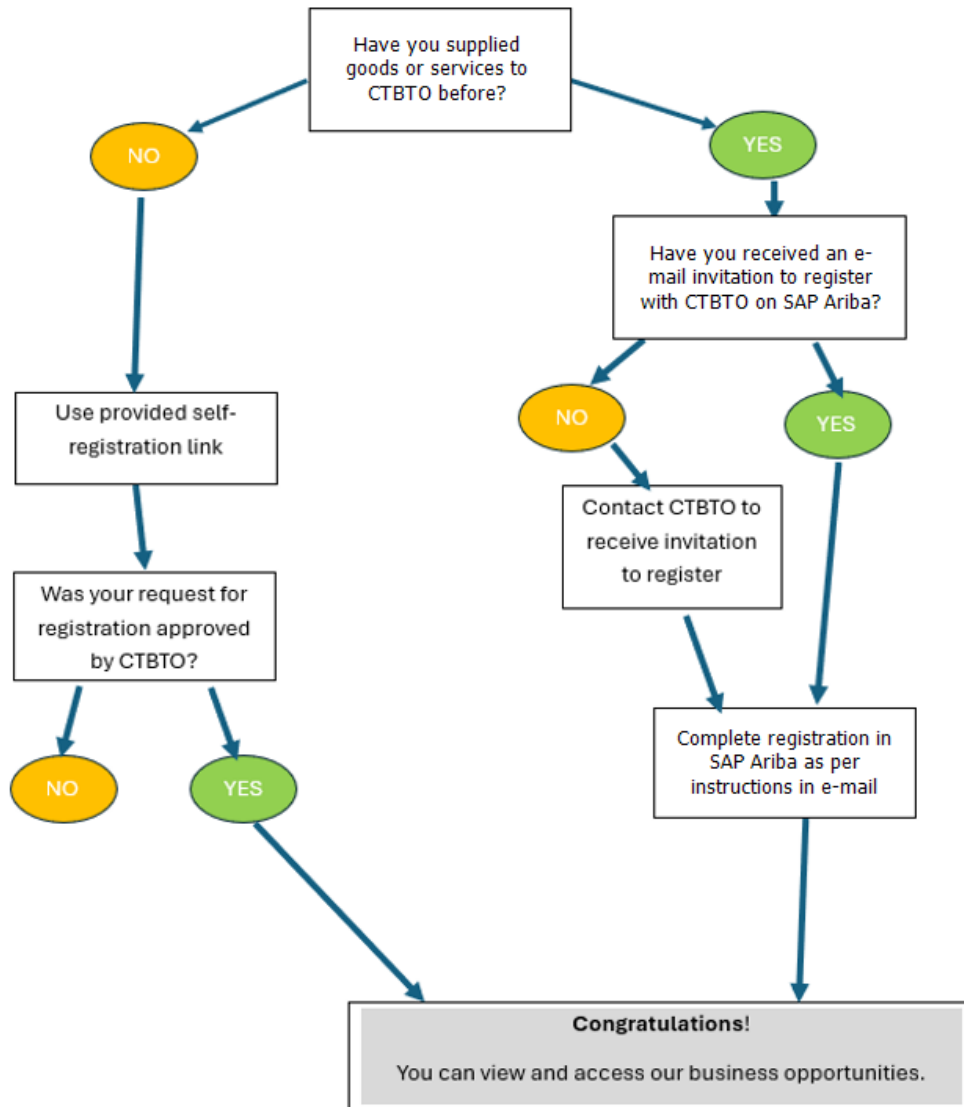
The Commission wishes to take advantage of web-based technology and provide vendors with the possibility to submit offers in a convenient and secure electronic manner. The main objectives of using such technologies are efficiency gains, reduced printing and storage requirements, wider competition, anytime-anywhere 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 electronic 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 the electronic sourcing platform. Vendors are encouraged to already register in and familiarize themselves with the CTBTO electronic sourcing platform SAP Ariba 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 associated 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 the system as per the instructions in the email you have received.

3.1 Register in SAP Business Network

The SAP Business Network is a cloud-based platform designed to connect businesses with their trading partners. Some of the supplier 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).

IMPORTANT TIP: When registering with the SAP Business Network and with CTBTO it is strongly recommended that you **complete the first registration using a generic company email address** e.g. office@company.com, and **NOT** by using an individual email address e.g. name.surname@company.com. This ensures that in the event an individual can no longer access the account, your organization can still access the company profile.



From: CTBTO Procurement Supplier Registration <s4system-prodeu+xxxxxxxxxx@eusmtp.ariba.com>

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

To: Your company

Subject: Invitation: Register in SAP Ariba Sourcing with CTBTO – Comprehensive Nuclear Test Ban Treaty Organization



Register in SAP Ariba Sourcing with CTBTO - Comprehensive Nuclear-Test-Ban Treaty Organization

CTBTO Procurement Supplier registration has invited you to register in SAP ARIBA Sourcing, its new e-tendering platform. Start by creating an account with SAP Business Network. It's free.

Ariba will facilitate an electronic tendering process for CTBTO, including suppliers' registration, posting of solicitations and submission of offers from bidders.

Please consult our guiding manual on supplier registration, available here:

If your company already has an account with SAP Business Network, sign in with your user name and password. [Click Here](#) to access or create a new account now.

Please complete the registration within 30 days to avoid that this invitation expires.

Kind regards,

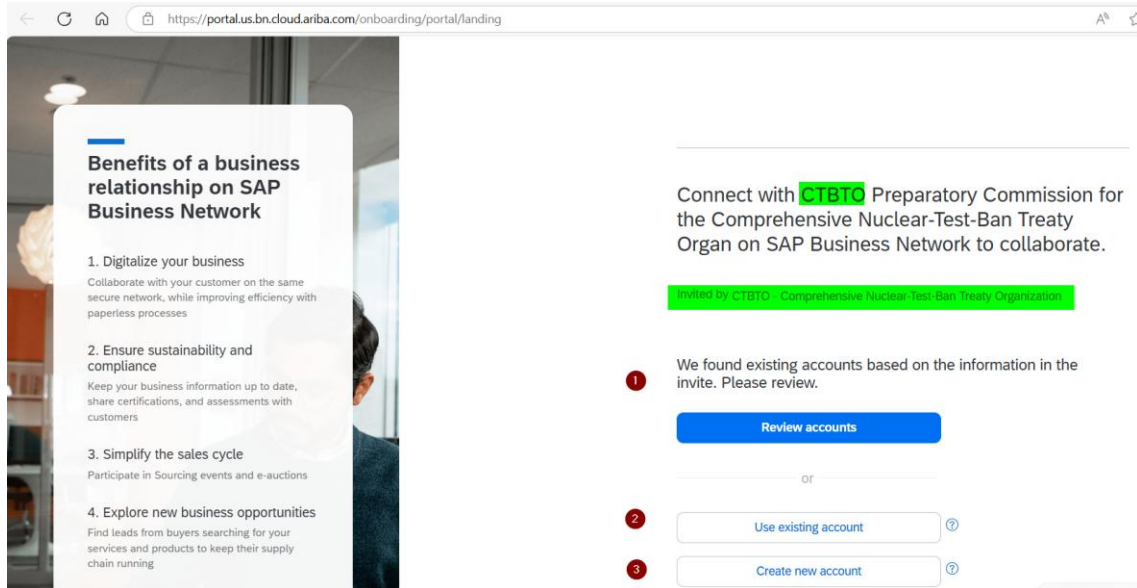
CTBTO Procurement Services

Offices | Data Policy | Contact Us | Customer Support

Powered by **SAP Ariba** 



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.

→ Suppliers who do not use the newest release of the SAP Business Network (release “NextGen”) have reported problems with this step and cannot use their existing accounts. **Create a new Business Network account or open a support ticket with SAP, to migrate your existing account to the new release. See “important notes” below.**

- 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.



IMPORTANT NOTE: If you have any issues with the SAP Business Network registration or accessing your SAP Business Network account you should contact the [SAP Ariba Help Center](#) - > Ariba Sourcing - > Get Support -> Contact Support. Typically, SAP will provide a response within 48 hours. CTBTO cannot support vendors with any SAP Business Network administration.

Here is some official content, published by SAP, about the implications of the SAP Business Network upgrade:

[A complete guide: How the BTP upgrade changes the ... - SAP Community](#)

Review matched accounts

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

Search Criteria | Edit

Company Name

CTBTO Council

E-mail address

ariba@ctbto.org

Top recommendations (1)

CTBTO Council ...

AN123456789

Match Criteria

Email domain	✓
AUT	✗
Vienna	✗
DUNS number	✗

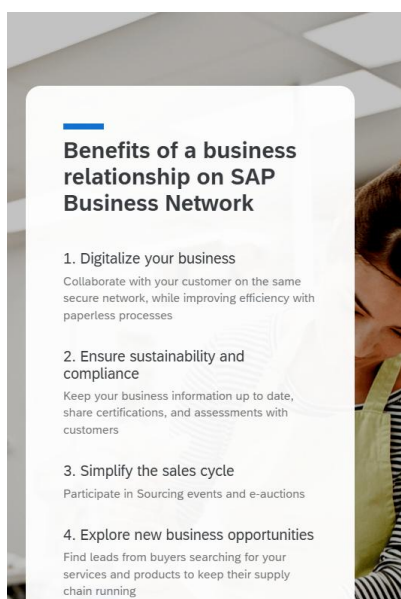
Use this account

Other existing accounts (0)

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



IMPORTANT NOTE: The email address you register with CTBTO must match the email address used to register with the SAP Business Network. If you have a SAP Business Network account, and already a registered supplier with CTBTO, but you are unsure which email address is on the CTBTO system, kindly provide the registered SAP Business Network email address to supplier.registration@ctbto.org. As a reminder, complete the first registration using a generic company email address e.g. office@company.com. Additional, personalized email addresses can be added at a later stage (if necessary).


[< Back](#)

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

Please login to the account: [SAP Ariba 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.

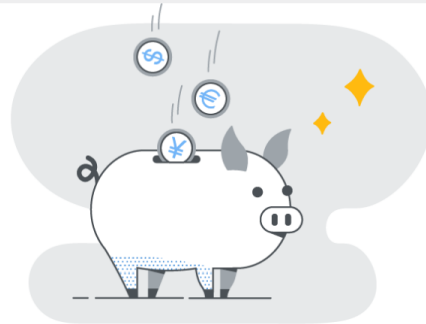
Please provide the information below and you will be discovered by more customers looking for companies like yours.

Product and Service Categories

- or - [Browse](#)

Ship-to or Service Locations

- or - [Browse](#)



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

After creation of your SAP Business network account, you should be redirected to the “Ariba Proposals and Questionnaires” page. You will have to complete a supplier registration questionnaire.

If the automatic redirection does not happen, please do this:

- Go back to the invitation e-mail
- Open the link to register in an **incognito browser window**
- Logon with your account username and password

Then you should see the registration questionnaire. Please fill out the questionnaire. Fields marked with * are mandatory. If we already have data in our master data record (like address data) they will show up here and can be updated by you.

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.

SAP ARIBA SUPPLIER MANUAL



Doc3095015013 - Supplier Registration Questionnaire

🕒

Time remaining
28 days 16:42:54

All Content

Name 1

▼ 1 General Information

1.1 Legal/Registered Name ⓘ

1.2 Legal Status/Form ⓘ

1.3 Country of incorporation/registration ⓘ

1.4 Year Established ⓘ

1.5 Legal/Registered Address

*

*

* (select a value) select

*

+ Show More

Street:

Street 2:

Street 3:

District:

Postal Code:

Country/Region: Austria (AT)

Time Zone: CET

House Number:

City: Vienna

State/Province/Region: (no value)

1.6 Website URL ⓘ

1.7 Country code (main and mobile telephone numbers)

1.8 Telephone

1.9 Corporate E-mail address ⓘ

1.10 Number of Employees

▼ 1.11 Account Manager Information

1.11.1 Name
(Authorized point of contact for the purpose of this form)

1.11.2 Position

1.11.3 Address (if different to above) ⓘ

1.11.5 Account Manager E-mail address

1.12 Type of goods and/or services
(e.g., Engineering/Civil Works/IT/Furniture)

*

* AT

*

*

*

*

* No

*

*

▼ 2 Other Information

2.1 License Number (on Certificate of Incorporation) or Tax ID Number

2.2 UNGM registration number

2.3 Member of the United Nations Global Compact
<https://unglobalcompact.org/>

2.4 Women-Owned Business (WOB) ⓘ

2.5 Disability-inclusive supplier ⓘ

▼ 3 Attachments

3.1 Certificate of Incorporation ⓘ

3.2 Other (optional)

4 Banking Information (Populate only after CTBTO had explicitly requested for Bank Details)

5 Additional Details (Populate only after CTBTO had explicitly requested for Bank Details and if applicable.)

6 Privacy Disclaimer for Suppliers Registering via the CTBTO OptiBuy Portal

Any personal data provided to the Preparatory Commission for the Comprehensive Nuclear-Test-Ban Treaty Organization (CTBTO) through the OptiBuy portal, which is required for assessing your request for registration, will be treated by the CTBTO as confidential and used on a "need to know" basis. The personal data that you provide within your company profile through the OptiBuy registration process will be processed by the CTBTO for the specific purpose of procurement activities in performance of the CTBTO mandate. This data includes, but is not limited to, the following:

- First and last name;
- Contact information, such as telephone numbers, or mailing addresses; and
- Email addresses.

Subsequent to registration via the portal, you may access, verify or rectify personal data provided to the CTBTO via the portal for a period up to three (3) years following the last transactional activity in the portal. Otherwise, you may request information regarding the processing of your personal data at any time by sending a request to supplier.registration@ctbto.org. The CTBTO will assess such requests on a case-by-case basis, in accordance with its internal policies.

Suppliers are solely responsible for protecting the confidentiality of their CTBTO OptiBuy portal username and password, and solely liable for any harm resulting from disclosing it or allowing its disclosure. Suppliers shall notify immediately the CTBTO Supplier Registration at the email indicated above of any known or suspected unauthorized use of their username, password or OptiBuy account, as well as any known or suspected breach of security, including loss, theft, or unauthorized disclosure. Any fraudulent, abusive or otherwise illegal activity in connection with the use of the CTBTO OptiBuy portal may constitute grounds for termination of your CTBTO OptiBuy account, at the sole discretion of the CTBTO.

Nothing in this disclaimer shall constitute a waiver, either express or implied, of the privileges and immunities of the CTBTO and its employees, which are specifically reserved.

7 Suppliers are responsible to maintain their record information accurate and up-to-date. In case of changes, suppliers are required to resubmit this form indicating the reasons of the change and providing any relevant documentation supporting the change, if applicable. The CTBTO reserves the right to independently verify any information furnished by suppliers, to request additional information, documentation or supporting documentation and to reject any request for supplier's registration without thereby incurring any liability towards the supplier or having any obligation to inform the grounds of the CTBTO decision.

8 By submitting this form, the supplier certifies that all above information and any attached documentation are true and correct. In case of changes, suppliers are required to resubmit this form indicating the reasons of the change and providing any relevant documentation supporting the change, if applicable. The CTBTO reserves the right to independently verify any information furnished by suppliers, to request additional information, documentation or supporting documentation and to reject any request for supplier's registration without thereby incurring any liability towards the supplier or having any obligation to inform the grounds of the CTBTO decision.

You can save drafts while you complete the questionnaire.



The last question (8) requires acceptance, set the answer to “yes”.

Ensure that you complete the full questionnaire. In some views, the questionnaire can be collapsed. Take note to use the small down arrow at the bottom of the page to display all of the questions.

1.11.5 Account Manager E-mail address

1.12 Type of goods and/or services (e.g., Engineering/Civil Works/IT/Furniture)

2 Other Information

2.1 License Number (on Certificate of Incorporation) or Tax ID Number

2.2 UN/GM registration number

2.3 Member of the United Nations Global Compact <https://unglobalcompact.org/>

2.4 Women-Owned Business (WOB) ⓘ

2.5 Disability-inclusive supplier ⓘ

3 Attachments

3.1 Certificate of Incorporation ⓘ

3.2 Other (optional)

4 Banking Information (Populate only after CTBTO had explicitly requested for Bank Details)

4.1 Bank Details [Bank Details \(0\)](#)

5 Additional Details (Populate only after CTBTO had explicitly requested for Bank Details and if applicable.)

5.1 Additional Details [Additional Details \(0\)](#)

⌵

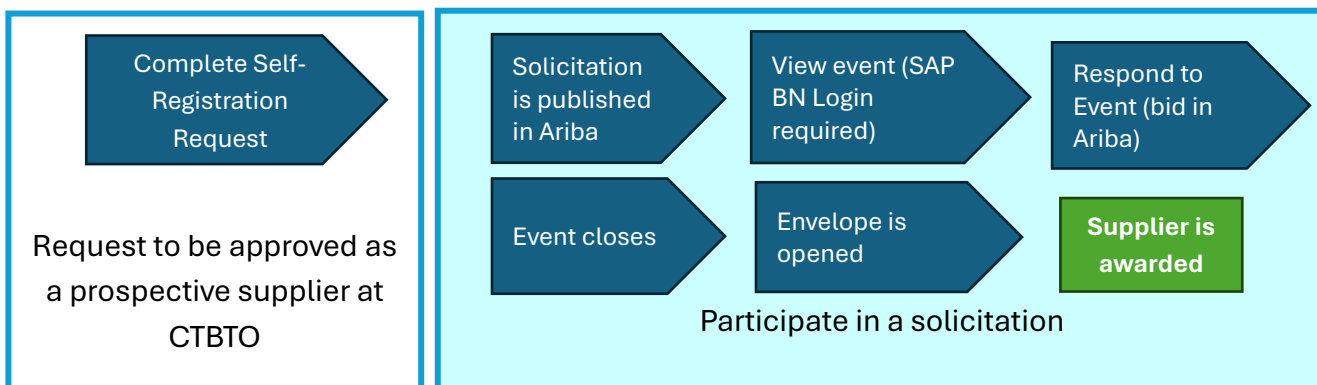
When completed, click “Submit Entire Response”. The Commission will be notified. You will be informed by the Commission if the linking has been successfully established or if additional information is still required. If additional information is required, you will need to log on again to SAP Business 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 associated 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.

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

Complete the primary supplier contact information.



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

Building and Construc... x Commercial and Milit... x Additives x Colorants x

Central America x Belgium x Austria x

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.

CTBTO COMPREHENSIVE NUCLEAR-TEST-BAN TREATY ORGANIZATION-TEST

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.int

Once you have completed the request submission, you will receive an automated email from Ariba 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.priba.com>

An: 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.

[Offices](#) | [Data Policy](#) | [Contact Us](#) | [Customer Support](#)

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 CTBTO solicitation event in Ariba.

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)– 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 Ariba solution.

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

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 Ariba). 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 “Ariba” 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:



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@eusmt.riba.com>
To: [CTBTO](#)



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 24, 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: [CTBTO](#)

[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.

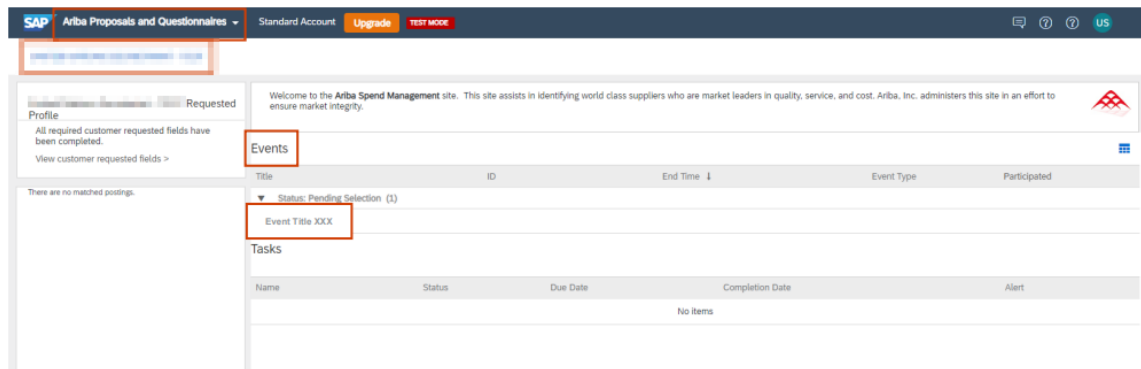
You are receiving this email because your customer, CTBTO - Comprehensive Nuclear-Test-Ban Treaty Organization, has identified you as the appropriate contact for this correspondence. If you are not the correct contact, please contact CTBTO - Comprehensive Nuclear-Test-Ban Treaty Organization.

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](#)

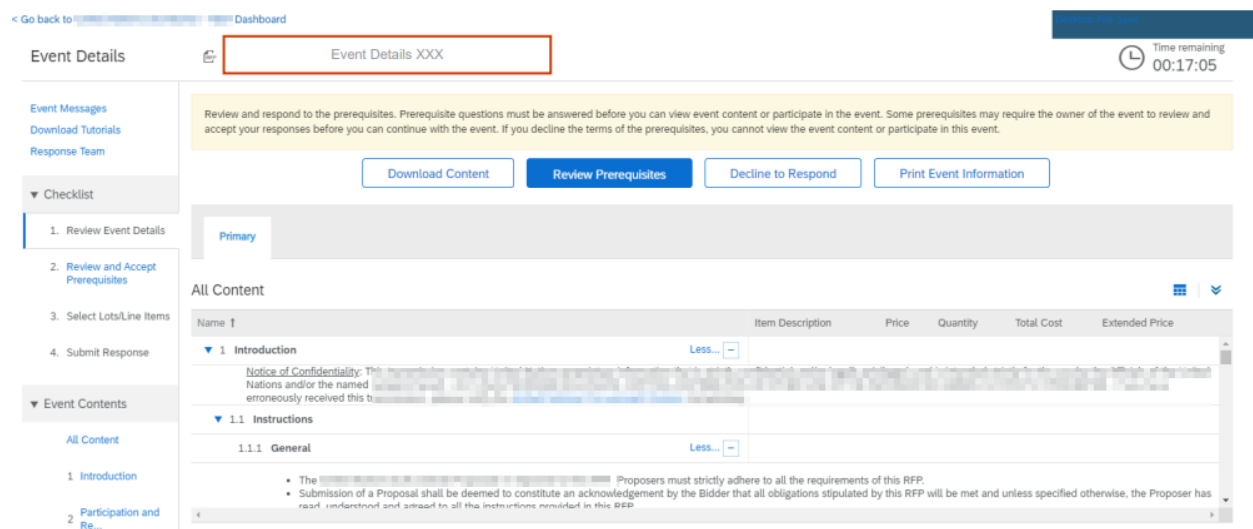
Offices | Data Policy | Contact Us | Customer Support

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).

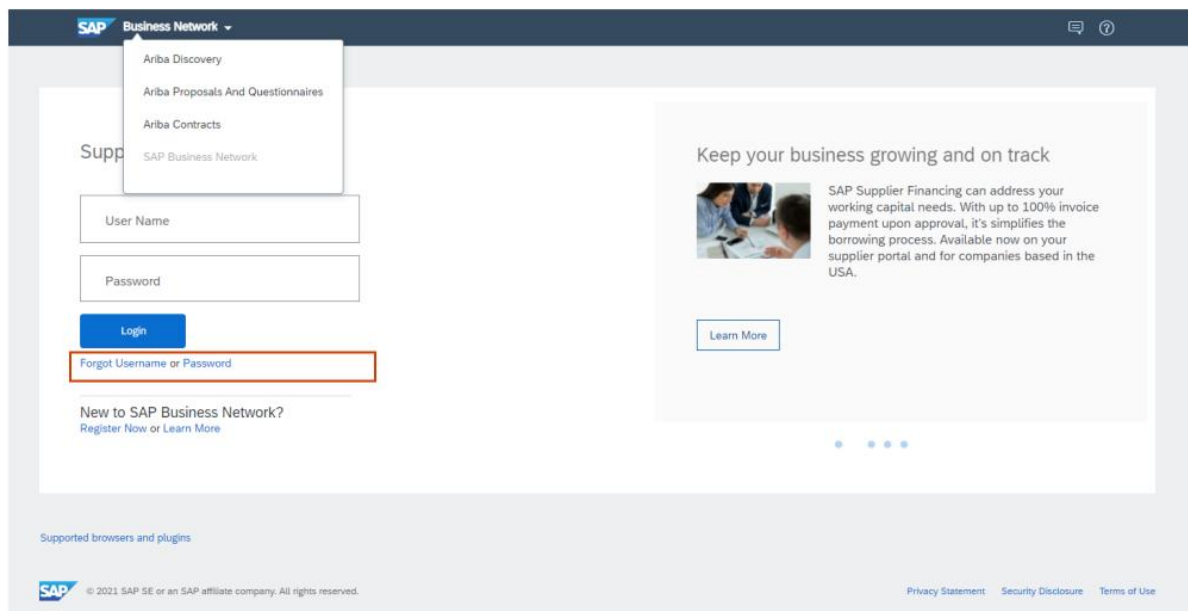
OK

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).



6.3 As a registered supplier you are unable to use your existing SAP Business Network account

If you have an existing SAP Business Network account and you are unable to login to your existing SAP Business Network account, this may be due to your registration not being on the latest release for the SAP Business Network (NextGen).

You have two (2) options:

1. Create a new account

- This will automatically be created in the new release NextGen.
- Your new account is instantly accessible.
- However, this will be a completely new account, with no history or data from your existing account.

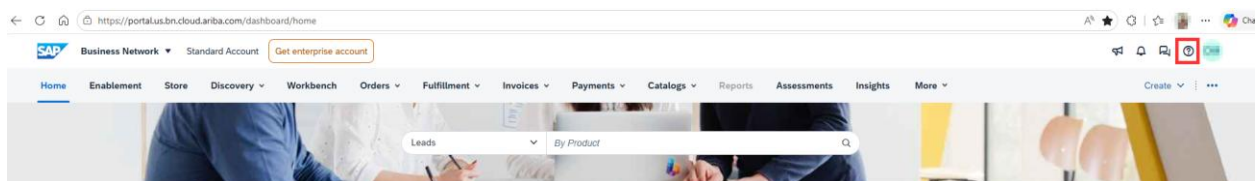
To create a new account, you can follow the “create new account” instructions under section “Register in SAP Business Network (Ariba)” of this document.

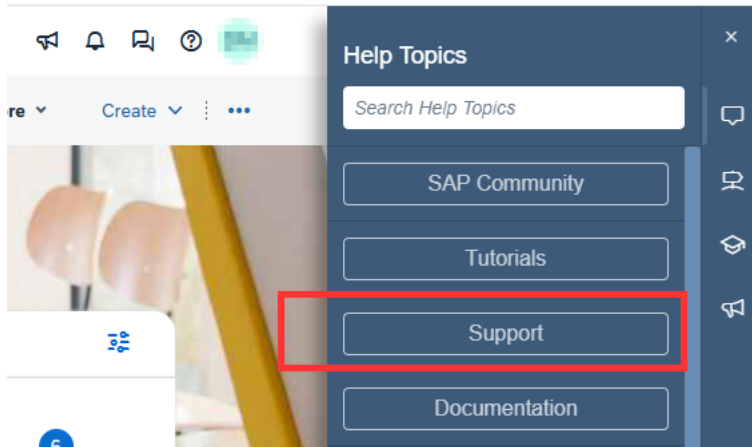
2. Migrate to the new release NextGen

- Contact SAP Business Network Customer Support service to get help.
- This will allow you to maintain your existing account and associated details.
- Typically, SAP will provide a response within 48 hours. CTBTO cannot support you with any SAP Business Network administration.

To obtain assistance via the SAP Business Network Customer Support:

- Log in to the SAP Business Network.
- In the upper-right corner of the page, click the **Question Mark** icon and select **Support**.





- Use the help topics or the search field for relevant information.
- If self-service does not resolve the issue, click **Contact Support** on the left-hand menu.

- Provide a brief description of the migration issue, then follow the guided steps (Next, Something else, etc.) to submit a case.
- Choose the appropriate contact method (phone, chat, or email) based on your account level and issue type.

What you can expect from SAP Business Network Customer Support:

- You can request migration of your legacy supplier account to Business Network NextGen.
- SAP support will guide you through the required steps and confirm the migration.
- Typically, SAP will provide a response within 48 hours.



- Note: CTBTO cannot support you with any SAP Business Network administration. This step must be completed directly with SAP.

REMEMBER: The contact person invited to register must match your username in your SAP supplier network account. Otherwise, there may be errors during registration!

The username of your SAP Supplier Network account and the contact person invited to register the account with CTBTO MUST BE THE SAME. If it is different or has been changed, **immediately inform CTBTO of your new or correct username and e-mail, so that the Commission can re-issue the invite to the current, correct contact person.**

Common example: a contact person for your company in CTBTO's supplier master data is [Mrs.X@company.at](#). But Mrs. X has now left your company.