

[Documentation](#) → [Getting Started](#) → [Provider Tutorial](#) →

# Signing Contracts



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Auto-generated at April 11, 2021

The contract flow consists of two major parts:

- Setting up a partnership with a vendor. For this purpose, you need to create a program agreement and sign a program contract with your Vendor.
- Setting up product distribution with a vendor. For this purpose, you need to create a distribution agreement within your program agreement and set a distribution contract with your vendor.

## Create a Program Agreement



Information

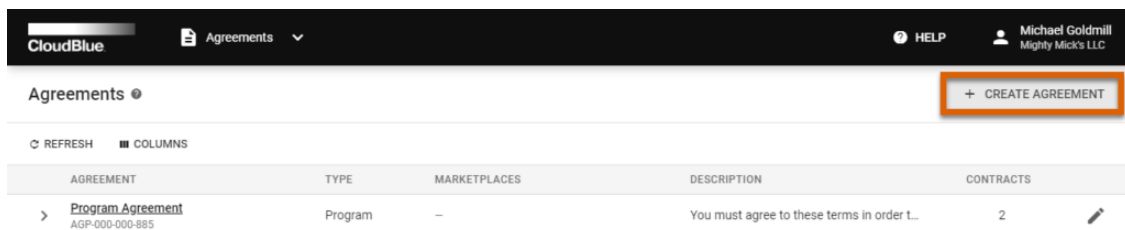
A provider creates a program agreement to sign program contracts with vendors.

### Prerequisites

A program agreement includes a legal document with agreement details created and verified by the provider's legal department. In your test agreement, you can use any text document available locally for upload or available on a web site.

### 1. Start creating a program agreement

Proceed to the **Agreements** module:

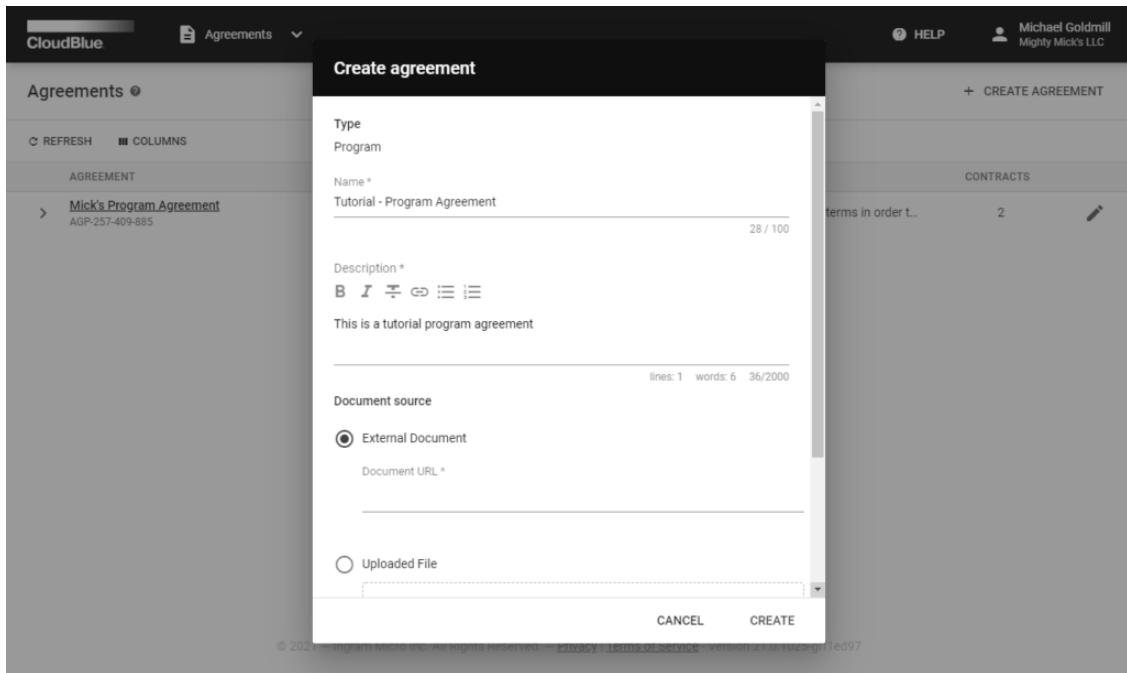


| AGREEMENT  | TYPE    | MARKETPLACES | DESCRIPTION                                 | CONTRACTS |
|--|---------|--------------|---|-----------|
| > <a href="#">Program Agreement</a><br>AGP-000-000-885 | Program | –            | You must agree to these terms in order t... | 2         |

Click the **Create Agreement** button.

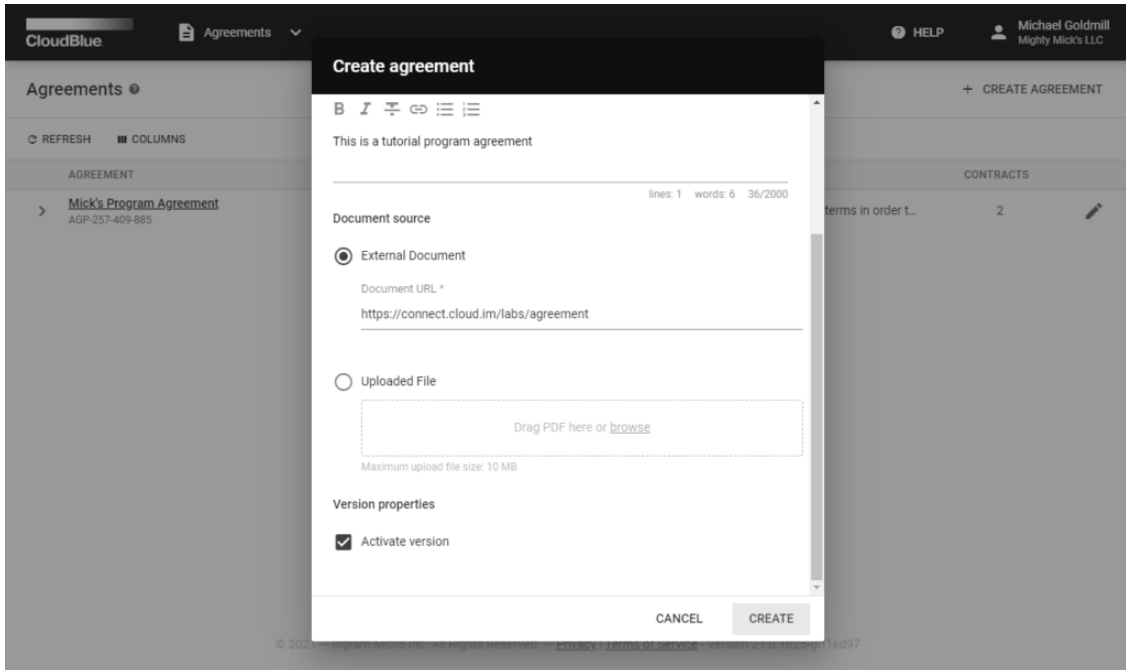
## 2. Specify the agreement properties

In the pop-up window, specify the general properties:



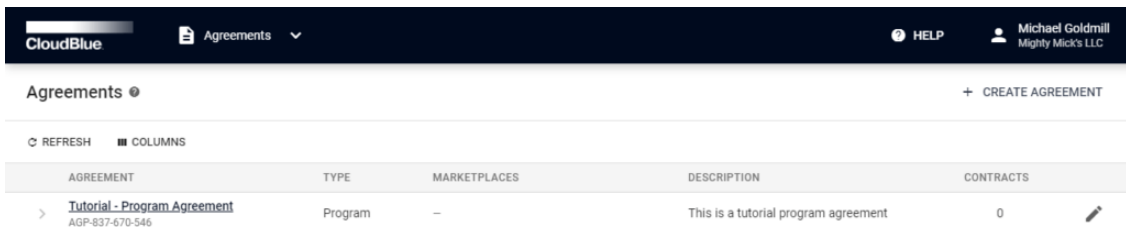
- **Name:** Enter a descriptive name of the agreement.
- **Description:** Enter a short description of the agreement.

Scroll down the pop-up window and specify the rest of properties:



- **Document source:** Provide your agreement text either by uploading a file or referring to a web site.
- **Activate version:** Tick this checkbox to manage the agreement versions.

Click **Create**. Now, the new program agreement is on the list:



| AGREEMENT   | TYPE    | MARKETPLACES | DESCRIPTION                          | CONTRACTS |
|---|---------|--------------|--------------------------------------|-----------|
| > <a href="#">Tutorial - Program Agreement</a><br>AGP-837-670-546 | Program | -            | This is a tutorial program agreement | 0         |

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## Create a Distribution Agreement

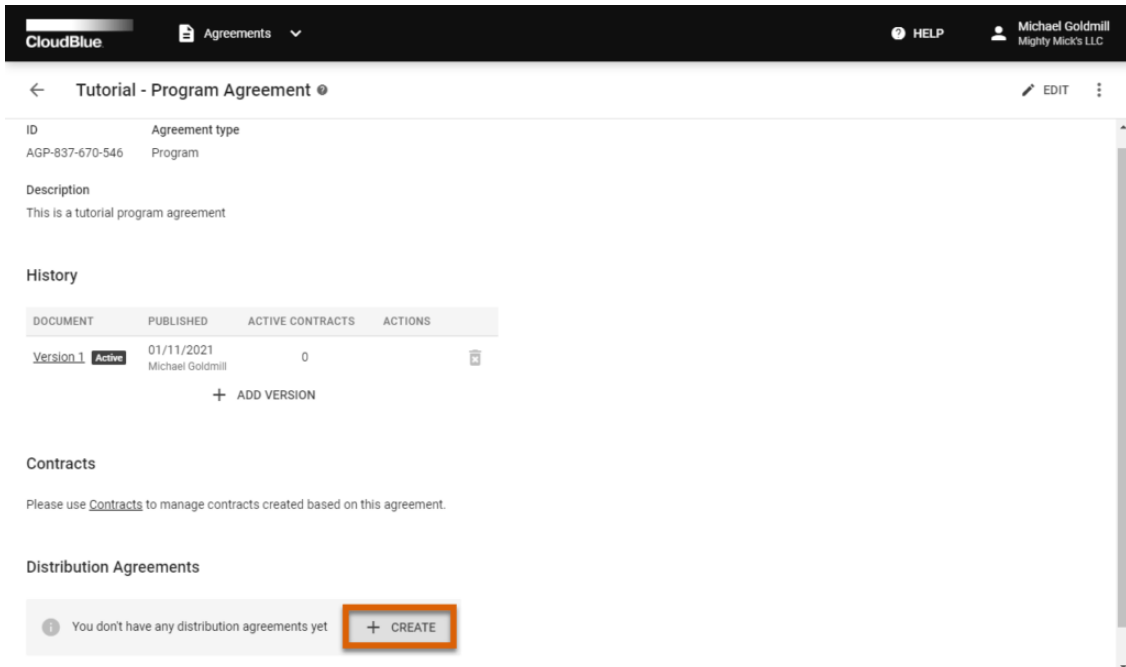


## Information


Within a program agreement, a provider can create several distribution agreements that specify mutual rules for supplying and reselling products through specific marketplaces.

## 1. Start creating a distribution agreement

From the Agreements module, click on the **program agreement** you recently created and scroll down to the bottom:



The screenshot shows the CloudBlue interface for a 'Tutorial - Program Agreement'. The header includes the CloudBlue logo, 'Agreements' dropdown, 'HELP', and user information for Michael Goldmill (Mighty Mick's LLC). The main content area shows the agreement details: ID (AGP-837-670-546), Agreement type (Program), and Description (This is a tutorial program agreement). Below this is a 'History' section with a table:

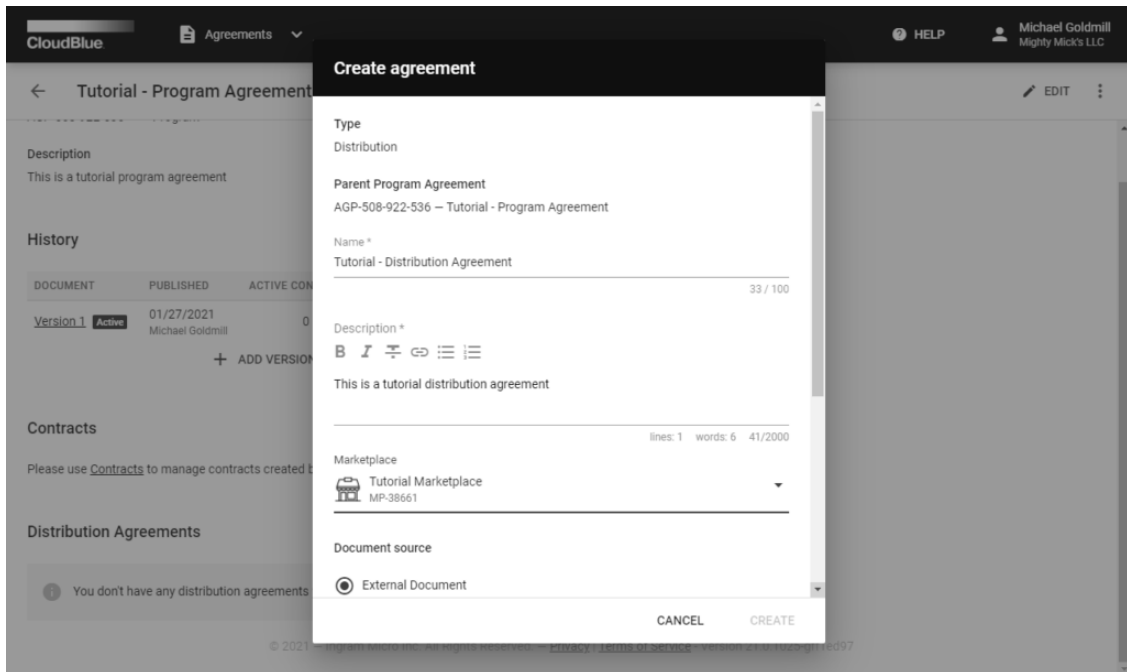
| DOCUMENT                      | PUBLISHED                      | ACTIVE CONTRACTS | ACTIONS   |
|-------------------------------|--------------------------------|------------------|---|
| Version 1 <span>Active</span> | 01/11/2021<br>Michael Goldmill | 0                |  |

Below the table is a '+ ADD VERSION' button. The 'Contracts' section has a link to 'Contracts' and a note: 'Please use [Contracts](#) to manage contracts created based on this agreement.' The 'Distribution Agreements' section shows a message: 'You don't have any distribution agreements yet' and a '+ CREATE' button highlighted with an orange box.

Click the **Create** button under **Distribution Agreements**.

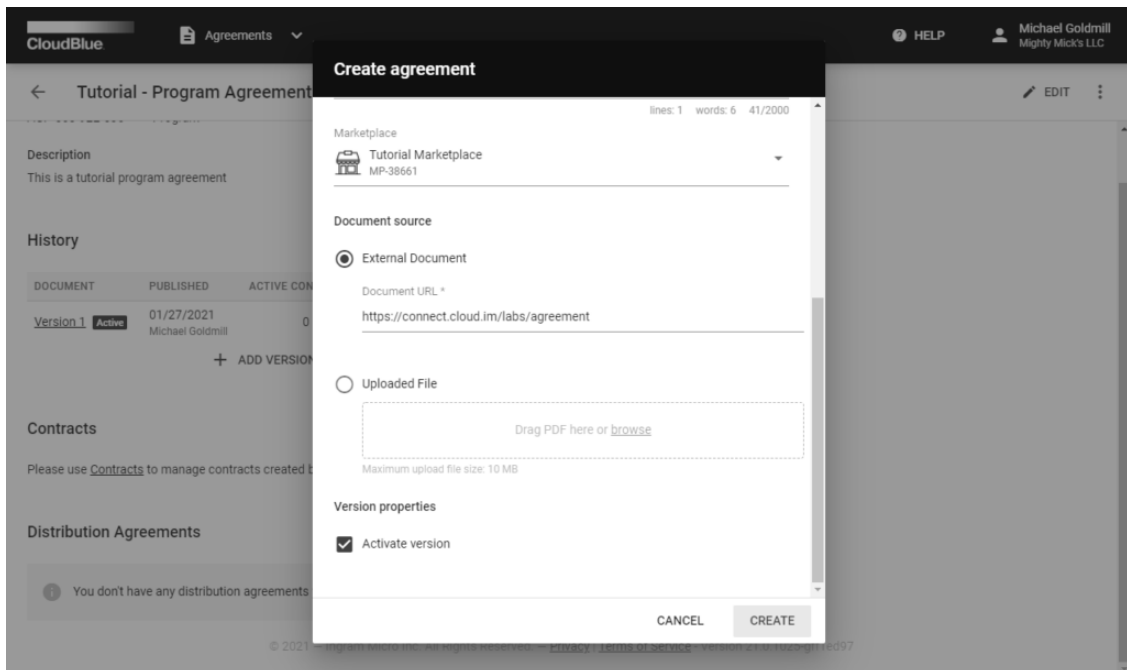
## 2. Specify the agreement properties

In the pop-up window, specify the agreement properties:



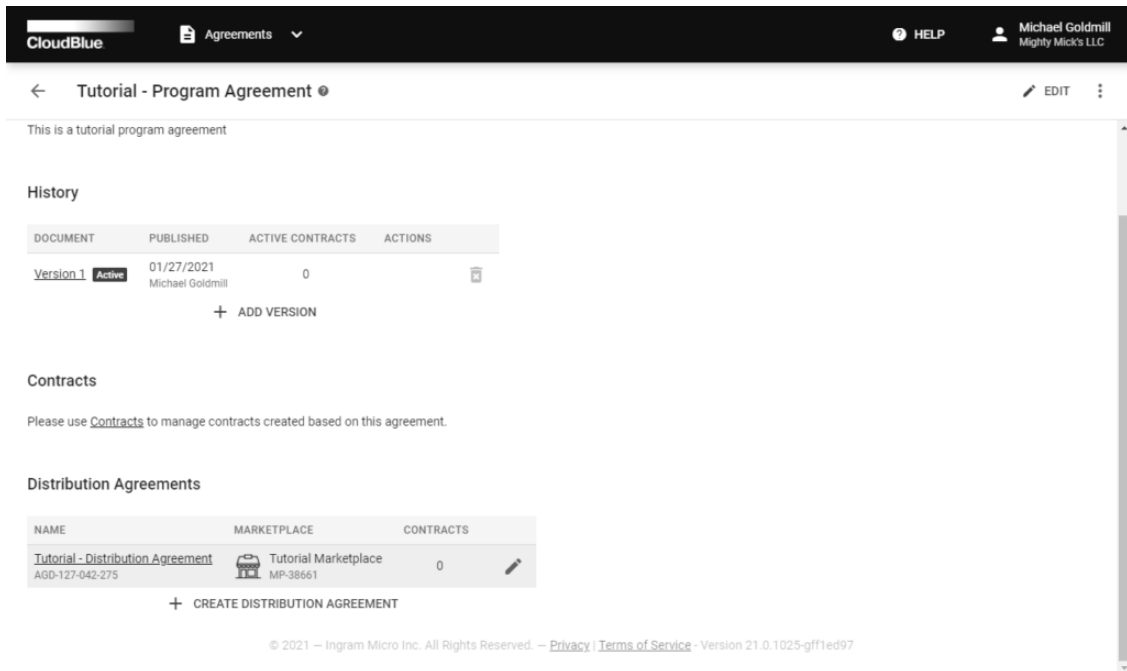
- **Name:** Enter a descriptive name of the agreement.
- **Description:** Enter a short description of the agreement.
- **Marketplace:** Select the marketplace you created earlier in this tutorial

Scroll down to the bottom and specify the rest of properties:



- **Document source:** Provide your agreement text either by uploading a file or referring to a web site.
- **Activate version:** Tick this checkbox to manage the agreement versions.

Click **Create**. Your created distribution agreement will be displayed on the Distribution Agreements list:



This is a tutorial program agreement

### History

| DOCUMENT                                      | PUBLISHED                      | ACTIVE CONTRACTS | ACTIONS |
|---|--------------------------------|------------------|---------|
| <a href="#">Version 1</a> <span>Active</span> | 01/27/2021<br>Michael Goldmill | 0                |         |

[+ ADD VERSION](#)

### Contracts

Please use [Contracts](#) to manage contracts created based on this agreement.

### Distribution Agreements

| NAME   | MARKETPLACE                      | CONTRACTS |
|--|----------------------------------|-----------|
| <a href="#">Tutorial - Distribution Agreement</a><br>AGD-127-042-275 | Tutorial Marketplace<br>MP-38661 | 0         |

[+ CREATE DISTRIBUTION AGREEMENT](#)

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## Sign a Program Contract

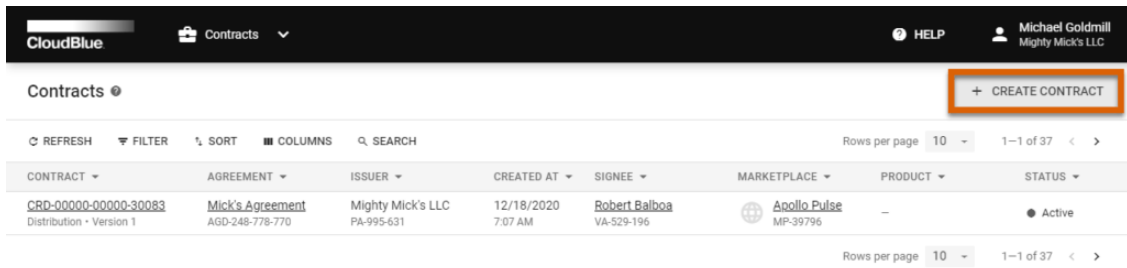


### Information

A program contract sets a partnership between a provider (contract initiator) and a vendor.

### 1. Start creating a program contract

Navigate to the **Contracts** module:



The screenshot shows the CloudBlue interface for managing contracts. At the top, there is a navigation bar with the CloudBlue logo, a 'Contracts' dropdown menu, a 'HELP' icon, and a user profile for Michael Goldmill at Mighty Mick's LLC. Below the navigation bar, the page title is 'Contracts'. A '+ CREATE CONTRACT' button is highlighted with an orange box. Below this, there are controls for 'REFRESH', 'FILTER', 'SORT', 'COLUMNS', and 'SEARCH'. The main content is a table with columns: CONTRACT, AGREEMENT, ISSUER, CREATED AT, SIGNED BY, MARKETPLACE, PRODUCT, and STATUS. The table contains one row of data for contract CRD-00000-00000-30083. At the bottom right, there are 'Rows per page' and '1-1 of 37' controls.

| CONTRACT  | AGREEMENT                           | ISSUER                          | CREATED AT            | SIGNED BY                   | MARKETPLACE              | PRODUCT | STATUS |
|---|-------------------------------------|---------------------------------|-----------------------|-----------------------------|--------------------------|---------|--------|
| CRD-00000-00000-30083<br>Distribution - Version 1 | Mick's Agreement<br>AGD-248-778-770 | Mighty Mick's LLC<br>PA-995-631 | 12/18/2020<br>7:07 AM | Robert Balboa<br>VA-529-196 | Apollo Pulse<br>MP-39796 | -       | Active |

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Click the **Create Contract** button.

## 2. Select the program contract type.

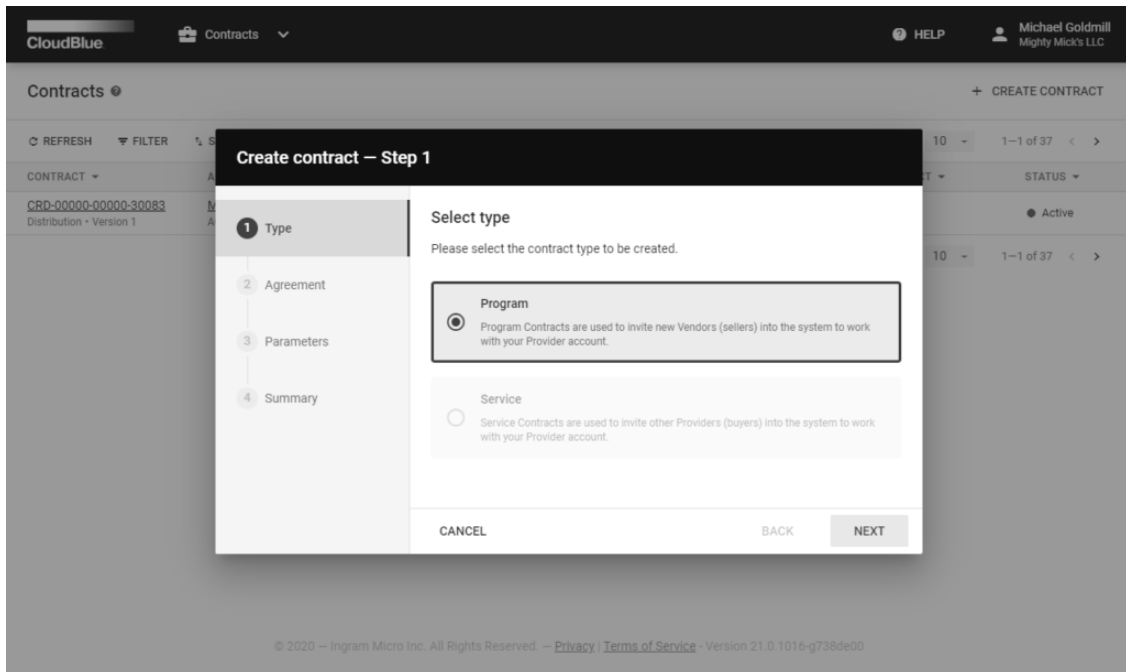
Choose the program contract type in the appeared form.



### Information

A provider creates a program contract for a particular vendor. This is in contrast with an agreement that a provider typically creates for multiple vendors.

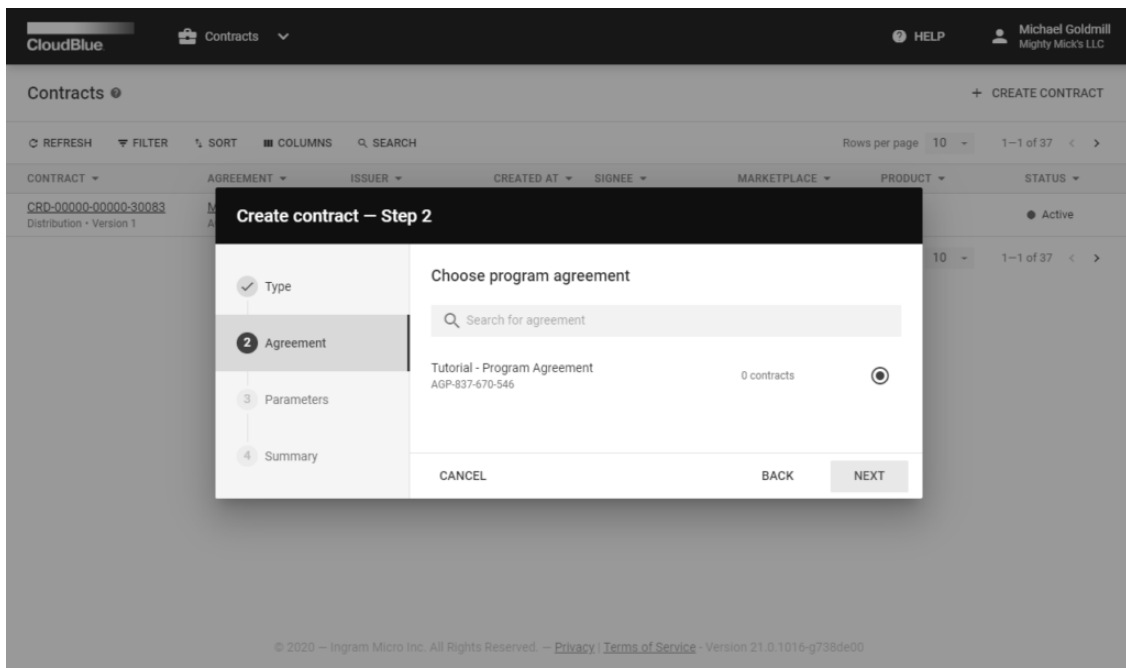




Click **Next** to continue.

### 3. Select a program agreement.

Specify the program agreement you created earlier.

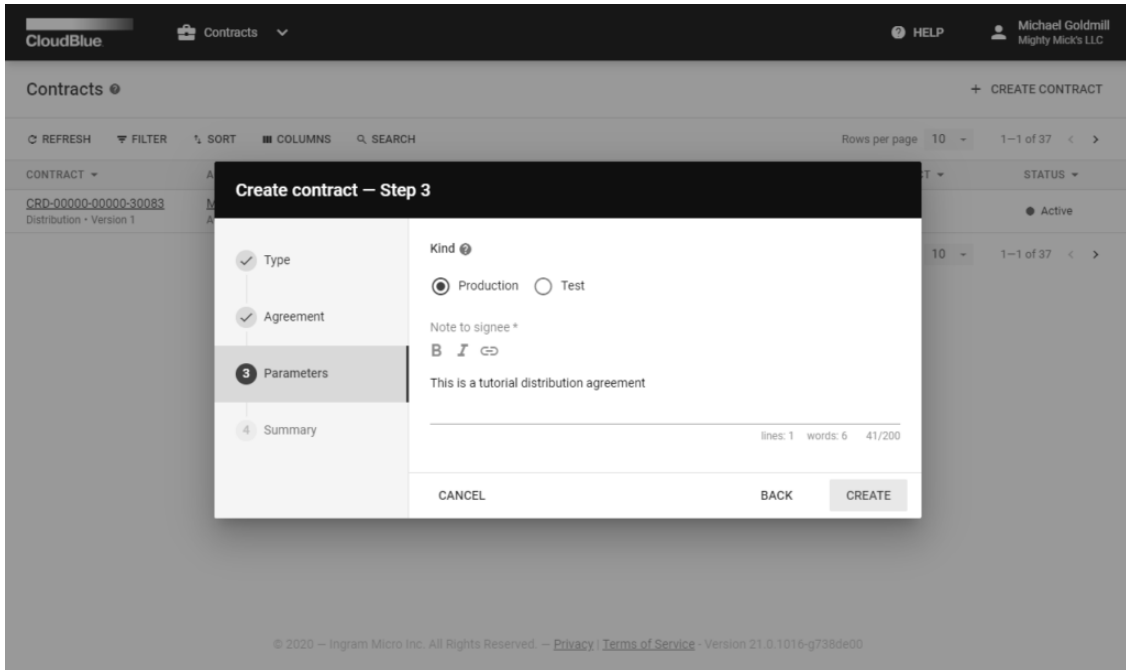


Click **Next** to continue.

### 3. Specify the contract parameters

Fill out the following form:

- **Kind:** Select “Production” for production purposes. Otherwise, choose “Test” for test scenarios.
- **Note to Signee:** Enter a short note to a signee (Vendor).



Click **Create** to finalize your program contract creation.

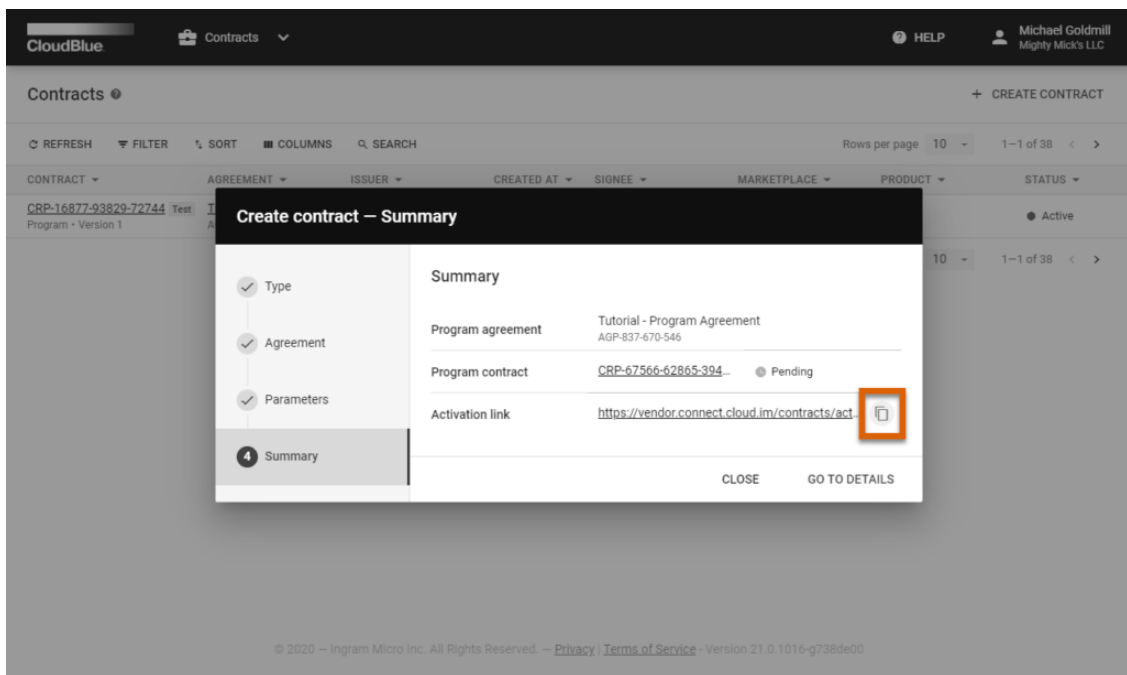
### 3. Invite your vendor



#### Information

A provider invites a vendor to sign a contract by sending a link to the contract to that vendor.

The system will display a summary with an activation link:



Click the **Copy** icon next to the provided activation link. Send this link to your Vendor to sign up this contract and provide the access to the Vendor Portal.

### Switch Point

With the activation link in your buffer, switch to the Vendor Tutorial and follow the Sign a Program Contract instructions.

## Sign a Distribution Contract

Switch to this point after you make your new vendor request the provider to sign a distribution contract.

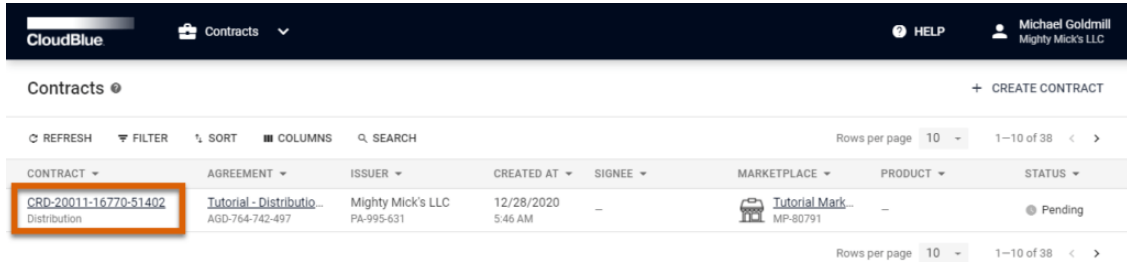




### Information

A distribution contract enables a vendor to publish products on a provider's marketplace. A distribution contract should be bound to a specified marketplace.

## 1. Locate the pending contract

Go to the **Contracts** module and locate a distribution contract with the **Pending** status:



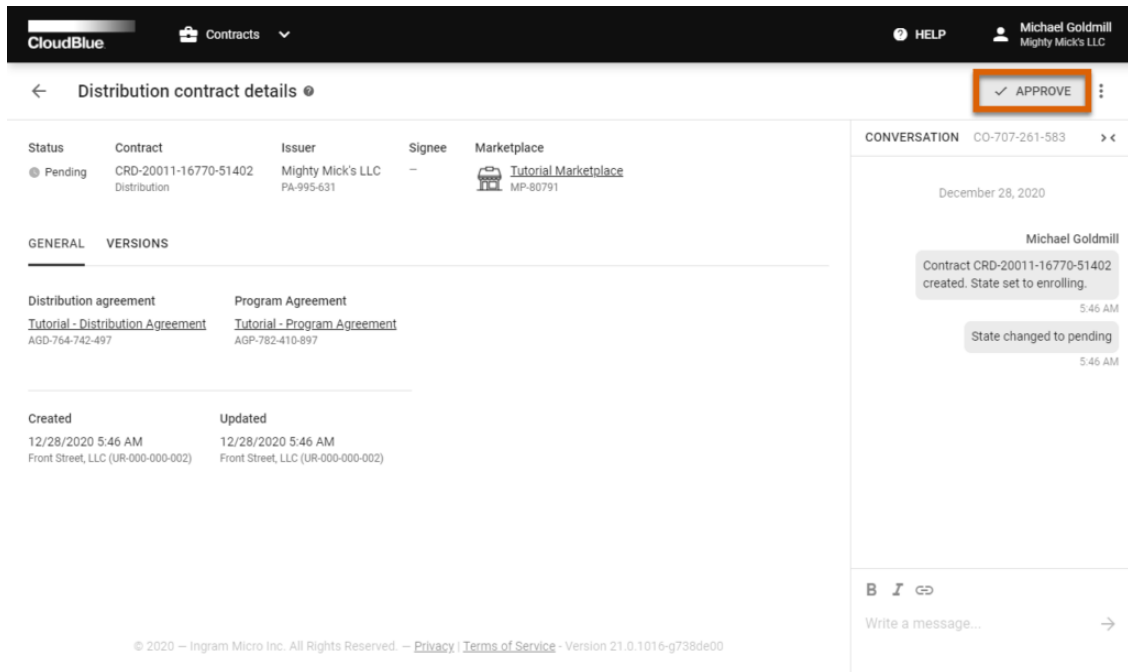
| CONTRACT                                     | AGREEMENT                                  | ISSUER                          | CREATED AT            | SIGNEE | MARKETPLACE  | PRODUCT | STATUS  |
|--|--|---------------------------------|-----------------------|--------|--|---------|---|
| <b>CRD-20011-16770-51402</b><br>Distribution | Tutorial - Distributio-<br>AGD-764-742-497 | Mighty Mick's LLC<br>PA-995-631 | 12/28/2020<br>5:46 AM | -      |  Tutorial Mark-<br>MP-80791 | -       |  Pending |

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Click on the **contract ID** to open this distribution contract.

## 2. Approve the contract

Review the pending contract:



CloudBlue Contracts

Michael Goldmill  
Mighty Mick's LLC

← Distribution contract details ●

APPROVE

| Status  | Contract                              | Issuer                          | Signee | Marketplace                      |
|---------|---------------------------------------|---------------------------------|--------|----------------------------------|
| Pending | CRD-20011-16770-51402<br>Distribution | Mighty Mick's LLC<br>PA-995-631 | —      | Tutorial Marketplace<br>MP-80791 |

GENERAL    VERSIONS

| Distribution agreement                               | Program Agreement                               |
|--|---|
| Tutorial - Distribution Agreement<br>AGD-764-742-497 | Tutorial - Program Agreement<br>AGP-782-410-897 |

| Created  | Updated  |
|--|--|
| 12/28/2020 5:46 AM<br>Front Street, LLC (UR-000-000-002) | 12/28/2020 5:46 AM<br>Front Street, LLC (UR-000-000-002) |

CONVERSATION CO-707-261-583

December 28, 2020

Michael Goldmill  
Contract CRD-20011-16770-51402 created. State set to enrolling. 5:46 AM

State changed to pending 5:46 AM

Write a message...

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Click **Approve**. In the pop-up window, click **OK** to confirm your decision.

## Conclusion

Thus, you completed the contract flow. After the distribution contract is signed and approved, Vendors can present the product information to the marketplace that is specified in this contract.

Switch Point

Proceed to the **Product Definition** from the Vendor Tutorial to start the product flow.