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# Vendor Tutorial



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## Introduction

The following tutorial help Vendors learn how to perform basic operations on the CloudBlue Connect platform. Note that this tutorial might be also particularly useful for all Connect users since the provided guidelines showcase required operations and available activities on the platform from the Vendor perspective.

Before you get started with the tutorial, it is recommended to familiarize yourself with the Getting Started article first. This article introduces and describes the key concepts and business flows of the CloudBlue Connect platform.

Furthermore, refer to the Portals Interface article to get familiar with the provided graphical user interface.

## Tutorial Structure

The Vendor Tutorial contains instructions that showcases how to perform general operations from the Vendor Portal. Follow the provided guidelines to collaborate with your partners via the Connect platform:

1. Vendor Portal Activation.
2. Product Definition.
3. Listings Creation.
4. Subscription Processing.

The following tutorial introduces *Front Street Inc* vendor organization that collaborates with Distributor *Mighty Mick's LLC*. Front Street Inc just received an activation link from the Distributor. Therefore, Front Street Inc should activate the Vendor Portal first.



Your partners actions may be required!

Some operations and actions are impossible to perform without prior activities of your partner. For instance, Vendors cannot access the Connect platform until Distributors generate an activation link or create a Vendor account. In future, please pay attention to these notifications before following provided instructions.

## Portal Activation

The following steps showcase how to activate the Vendor Portal via an activation link received from Distributors. By activating this Portal, Vendors should also review and sign the *program contract* that is based on a corresponding *agreement* created by Distributors.





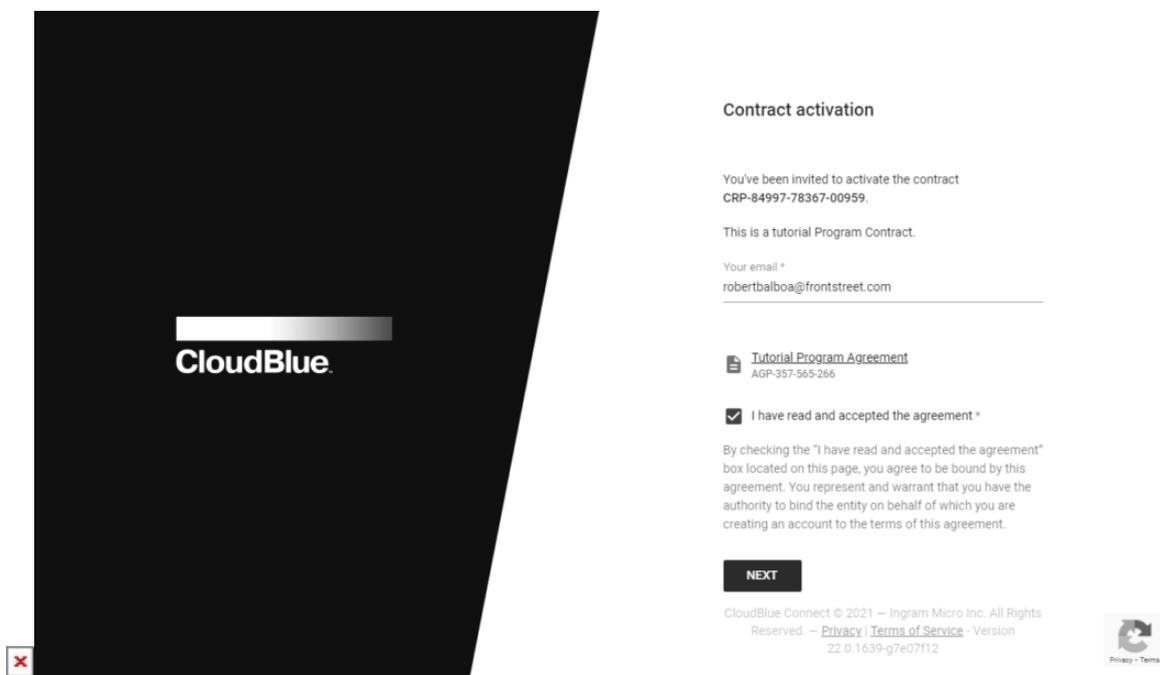
### Information

Note that Distributors can create an account for Vendors and add a Vendor representative to this account. Therefore, Vendors can instantly access the Connect platform and the actions below are not required.

## 1. Review the document

Paste your received *activation link* to access the **Contract Activation** screen.

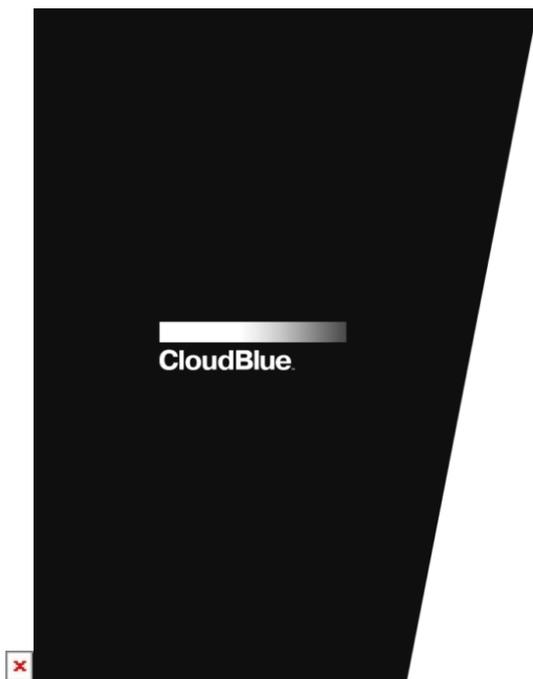
Review the provided agreement, enter your **email** and check **I have read and accepted** the agreement checkbox.



Thereafter, click the **Next** button to continue.

## 2. Configure the user properties

Enter your full name and specify your password in the following form.



Activation – Create User  
 ← robertbalboa@frontstreet.com

We are going to create a new user for robertbalboa@frontstreet.com. Please specify the password you will use to access the Vendor Portal.

Your full name\*  
 Robert Balboa

New password\*  
 .....

**1 Password policy**

- Can't be the same as any of the last 10 passwords
- ⊙ Must be at least 7 symbols length
- ⊙ Must contain at least 2 of the following: a letter (case sensitive), a number, one of the special characters
- ⊙ Must not contain more than 2 identical characters sequentially (111, aaa)

Confirm password\*  
 .....

Enter your password once again

**NEXT**

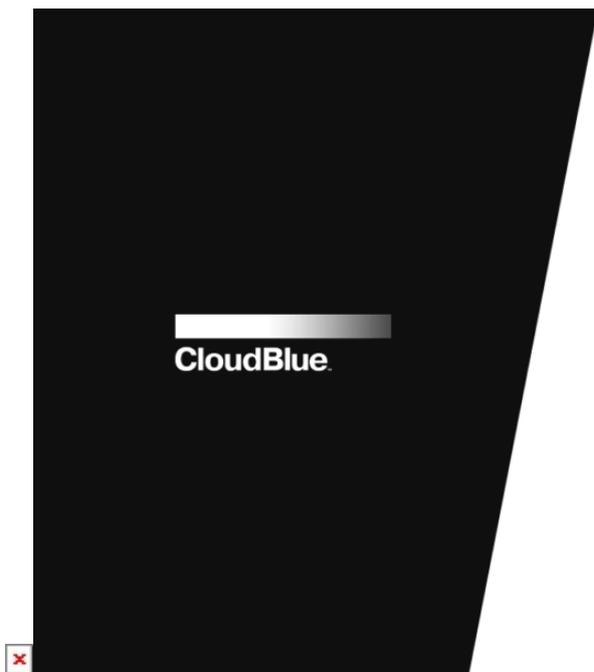
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Click **Next** to continue.

### 3. Configure the company properties

Enter your company name in the following form. It should represent a legal entity name. Include the entity type, such as Inc., LLC, GmbH, etc.



← **Create account**

We are going to create a new account for robertbalboa@frontstreet.com. Please complete the information below.

Company name\*  
 Front Street Inc.

Legal entity name. Include the entity type, such as Inc., LLC, GmbH, etc.

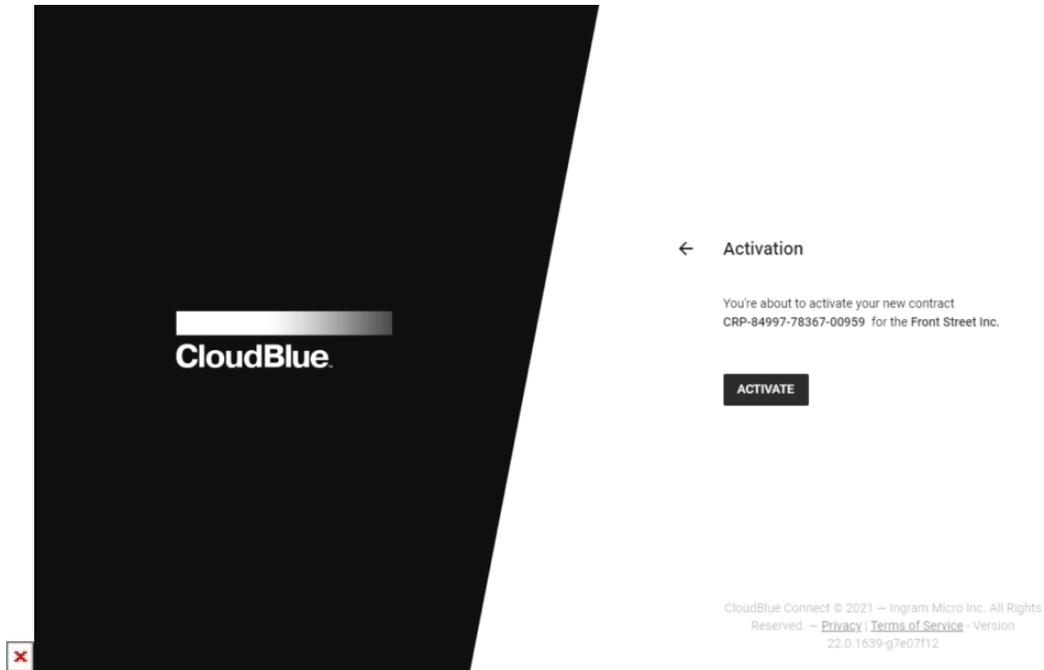
**NEXT**

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Click **Next** to continue.

#### 4. Activate the contract

Sign up the program contract and activate the Vendor portal by clicking the **Activate** button.



Therefore, Vendors can proceed to the Vendor Portal and perform further operations on the platform.

### Distribution Agreement

*Distribution agreements*, as the name implies, defines terms and conditions on distributing specified products via a Distributor's marketplace. Vendors require an active distribution agreement and an active distribution contract to collaborate with Distributors on the Connect platform.

In this scenario, *Front Street Inc* activated the Vendor Portal and signed the program contract. Therefore, this Vendor also accepted and activated the distribution agreement since Mighty Mick's LLC enabled the agreement auto accept option.

Access the **Partners** module and navigate to the **Agreements** section to make sure that your distribution agreement is in the *Active* state.



**CloudBlue** Partners HELP Front Street Inc Vendor - Robert Balboa

Partners DIRECTORY CONTRACTS AGREEMENTS

**Front Street Inc Agreement**  
AGP-352-703-311

Program Contract ID: CRP-37504-85069-30852 Provider: Mighty Mick's LLC  
PA-995-631

The following represents the agreement for the Front Street Inc vendor company.

DISTRIBUTION AGREEMENT	MARKETPLACE	DISTRIBUTION CONTRACT ID	STATUS	ACTIONS
<u>Front Street Inc Agreement (Tutorial)</u> AGD-280-467-304	Tutorial Marketplace MP-46927	<u>CRD-45786-66975-31682</u>	● Active	—



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In case your Distributor disabled this option (and the distribution agreement is not active), it is necessary to enroll your *distribution agreement* and *distribution contract* as described in the Distribution Contract documentation.

## Your Next Step

Once Vendors activate their Portal and sign all required agreements and contracts, the Contract Flow will be successfully completed. Access the Product Definition instructions to continue with the Vendor Tutorial.

In case you need more information on available contracts and agreements types on the Connect platform, please refer to the Agreements documentation and the Contracts documentation.