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Distribution Agreements



This article has been generated from the online version of the documentation and might be out of date. Please, make sure to always refer to the online version of the documentation for the up-to-date information.

Auto-generated at May 17, 2022

Overview

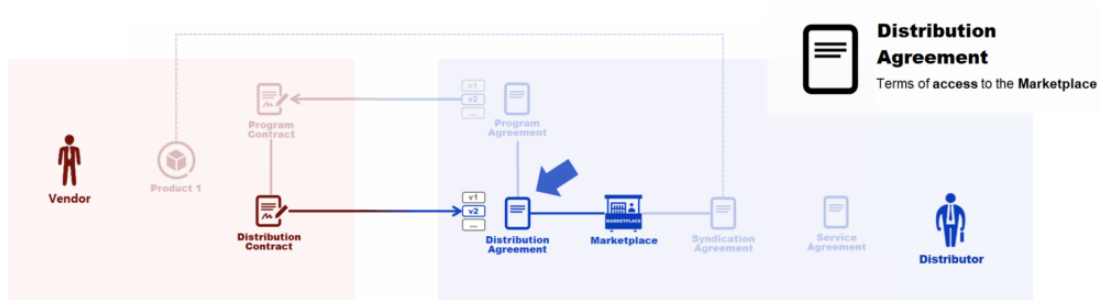
Distribution agreements define terms and conditions that Vendors must accept to supply their products through specified Marketplaces. For each marketplace that a Distributor wants to use, it is necessary to create and enroll a distribution agreement on the CloudBlue Connect platform.



Program Agreement is required

Note that distribution agreements are created within a certain Program Agreement. Thus, before following the guidelines below, it is necessary to create at least one program agreement.

The following diagram schematically illustrates the distribution agreement data model:



A program agreement can contain several distribution agreements. However, a distribution agreement is interconnected with a certain program agreement, a concrete Vendor and a specific marketplace.

In general, Distributors require individual distribution agreements for each Vendor. For instance, physical goods and consulting services can be provisioned via the same marketplace. In this case the distribution agreement for the physical goods Vendor should be drastically different from the consulting services Vendor's agreement. Therefore, the Connect platform enables Distributors that have a variety of products to provide individual terms of access to their Marketplace.

Distributor Portal

Creating Distribution Agreements

Before creating a distribution agreement, Distributors must ensure that at least one Program Agreement on the CloudBlue Connect platform. In addition, at least one Marketplace should be specified and interconnected with Distributor's Hub.



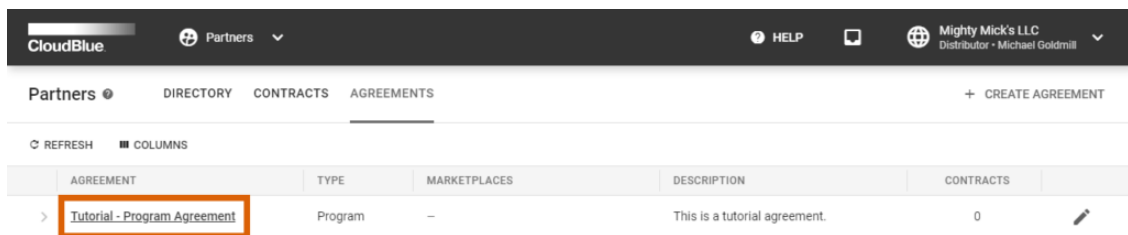
Note


Distribution agreements can be generated along with a program agreement during your Partner account creation via the **Directory** tab from the **Partners** module. Refer to the Partners module documentation for more details.

Distribution agreements are generated within your **created program agreement**. Follow the steps below to successfully create a new distribution agreement.

1. Access your program agreement

Click on your program agreement name from the **Agreements** tab to access your program agreement details screen.

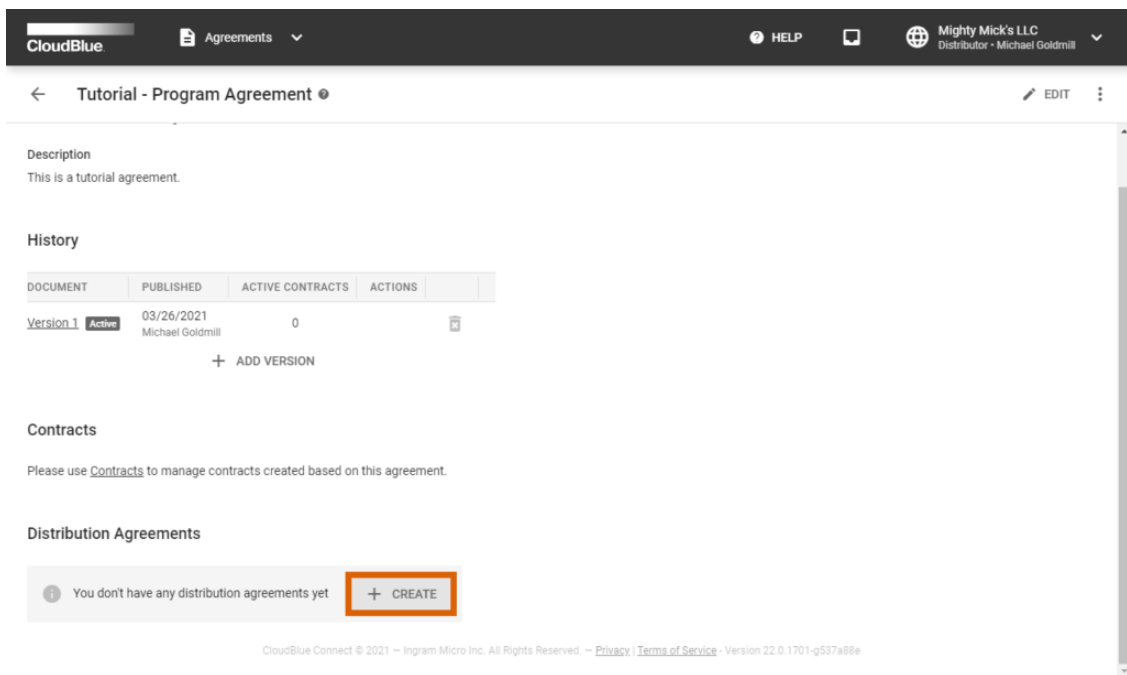


AGREEMENT	TYPE	MARKETPLACES	DESCRIPTION	CONTRACTS	
> Tutorial - Program Agreement	Program	-	This is a tutorial agreement.	0	

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2. Click Create button

Click the **Create** button under **Distribution Agreements** from your program agreement details screen.



CloudBlue

Agreements

HELP

Mighty Mick's LLC
Distributor - Michael Goldmill

Tutorial - Program Agreement

EDIT

Description
This is a tutorial agreement.

History

DOCUMENT	PUBLISHED	ACTIVE CONTRACTS	ACTIONS
Version 1 <input checked="" type="checkbox"/> Active	03/26/2021 Michael Goldmill	0	

+ ADD VERSION

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

Distribution Agreements

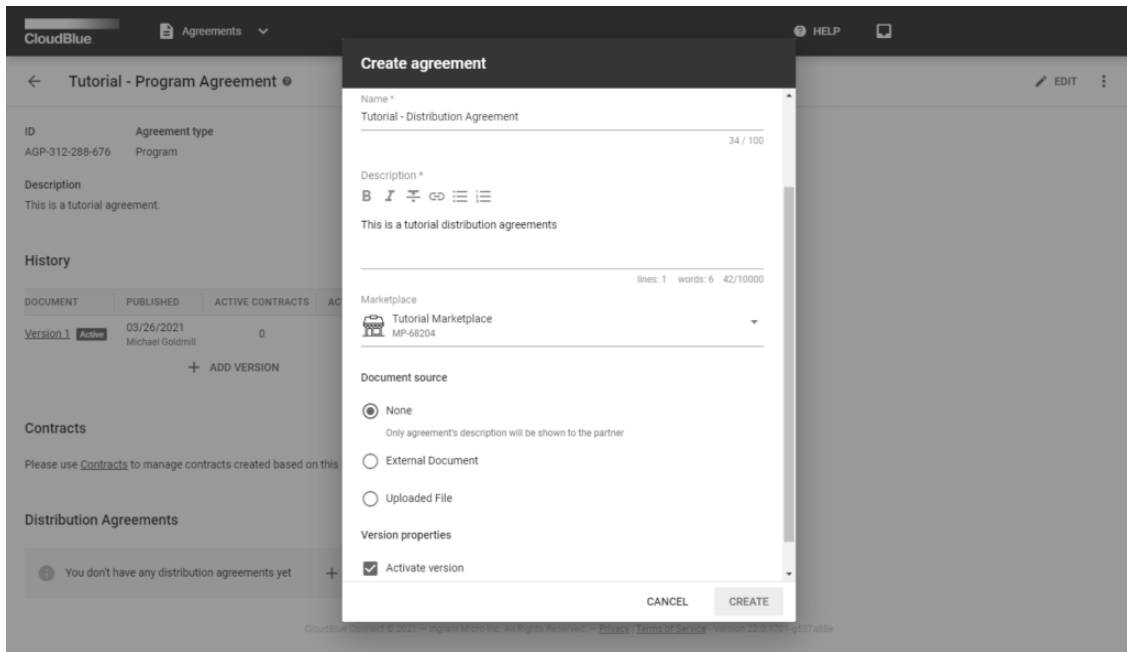
You don't have any distribution agreements yet **+ CREATE**

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3. Specify agreement attributes

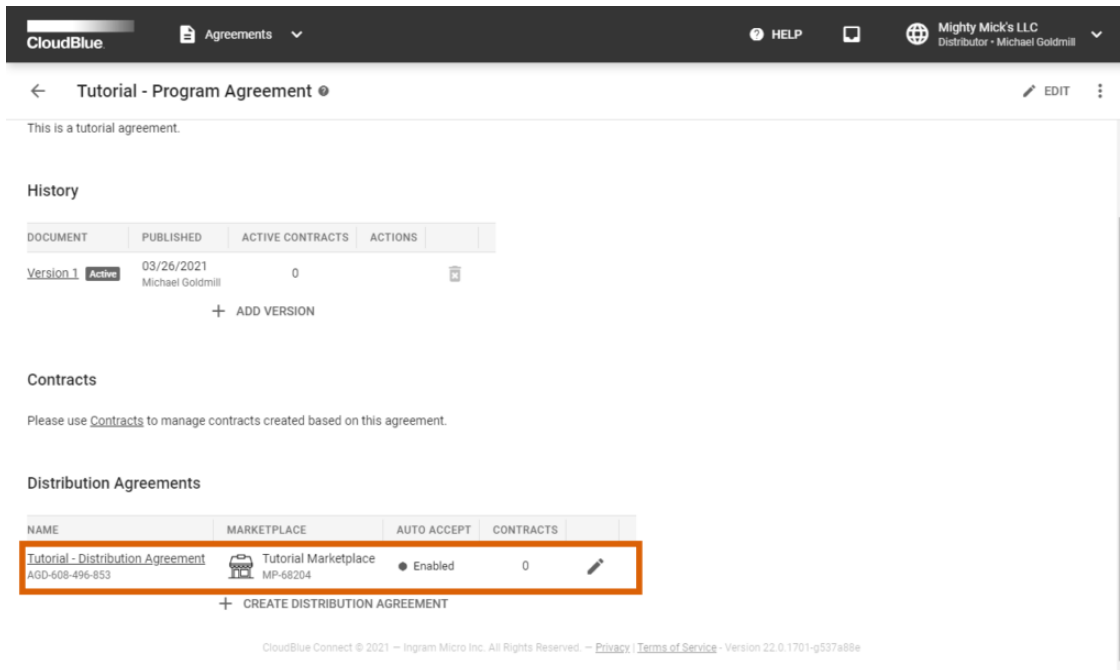
Fill out the following agreement form:

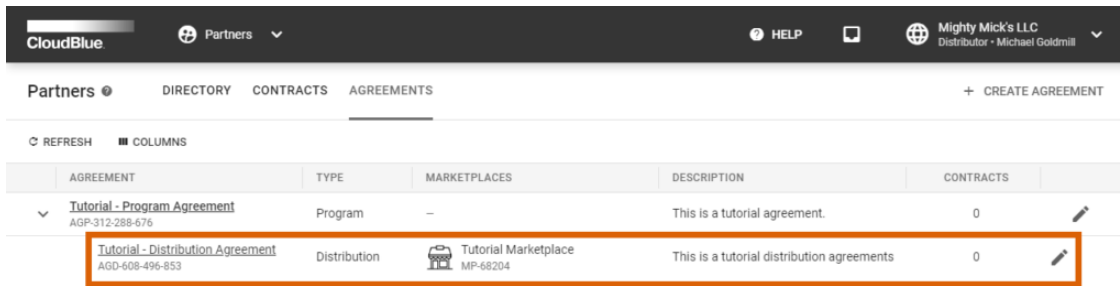
- **Name:** Enter a name for your agreement.
- **Description:** Provide a description for your agreement.
- **Marketplace:** Select a marketplace that your agreement should be associated with.
- **Document source:** Select *External Document* to provide a link to your agreement document or choose *Uploaded File* to upload a document file (in the PDF format). Otherwise, select *None* to show your Partner only the text from the *description* field.
- **Activate version:** Activate your agreement version by checking this checkbox. In case this checkbox is left unchecked, your agreement version can be specified and activated from the agreement details screen.






Click the **Create** button to finalize your agreement creation.

Therefore, your generated distribution agreement will be displayed on the **Agreements** tab within your program agreement and under **Distribution Agreements** within the program agreement details screen.





AGREEMENT	TYPE	MARKETPLACES	DESCRIPTION	CONTRACTS	
Tutorial - Program Agreement <small>AGP-312-288-676</small>	Program	-	This is a tutorial agreement.	0	
Tutorial - Distribution Agreement <small>AGD-608-496-853</small>	Distribution	 Tutorial Marketplace <small>MP-68204</small>	This is a tutorial distribution agreements	0	

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You can review your created agreement details by clicking on the [agreement name](#). Furthermore, you can edit your distribution agreement by clicking the corresponding **edit** icon.



Auto Accept

Note that the system enables the **Auto-Accept** option by default. If this option is enabled, the system activates your distribution agreement automatically once your Vendor activates a Program Contract. Furthermore, in this case, the system automatically generates and activates a **distribution contract**. If this option left disabled, Vendors need to manually enroll a distribution agreement and Distributors are required to approve this contract to activate an agreement. Refer to the Distribution Contracts documentation and learn how to activate enrolled distribution contracts.

Updating Distribution Agreements

Distributors can revise or manage distribution agreements by creating and activating agreement versions. Create a new version for your distribution agreement by following the steps below.

1. Access distribution agreement details

Click on your [distribution agreement name](#) from the **Agreements** tab to access the distribution agreement details screen.

AGREEMENT	TYPE	MARKETPLACES	DESCRIPTION	CONTRACTS	
Tutorial - Program Agreement AGP-312-288-676	Program	-	This is a tutorial agreement.	0	
Tutorial - Distribution Agreement AGD-608-496-853	Distribution	Tutorial Marketplace MP-68204	This is a tutorial distribution agreements	0	

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CloudBlue Agreements HELP Mighty Mick's LLC
Distributor - Michael Goldmill

← **Tutorial - Program Agreement** EDIT

This is a tutorial agreement.

History

DOCUMENT	PUBLISHED	ACTIVE CONTRACTS	ACTIONS
Version 1 Active	03/26/2021 Michael Goldmill	0	

+ ADD VERSION

Contracts

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

Distribution Agreements

NAME	MARKETPLACE	AUTO ACCEPT	CONTRACTS	
Tutorial - Distribution Agreement AGD-608-496-853	Tutorial Marketplace MP-68204	<input checked="" type="checkbox"/> Enabled	0	

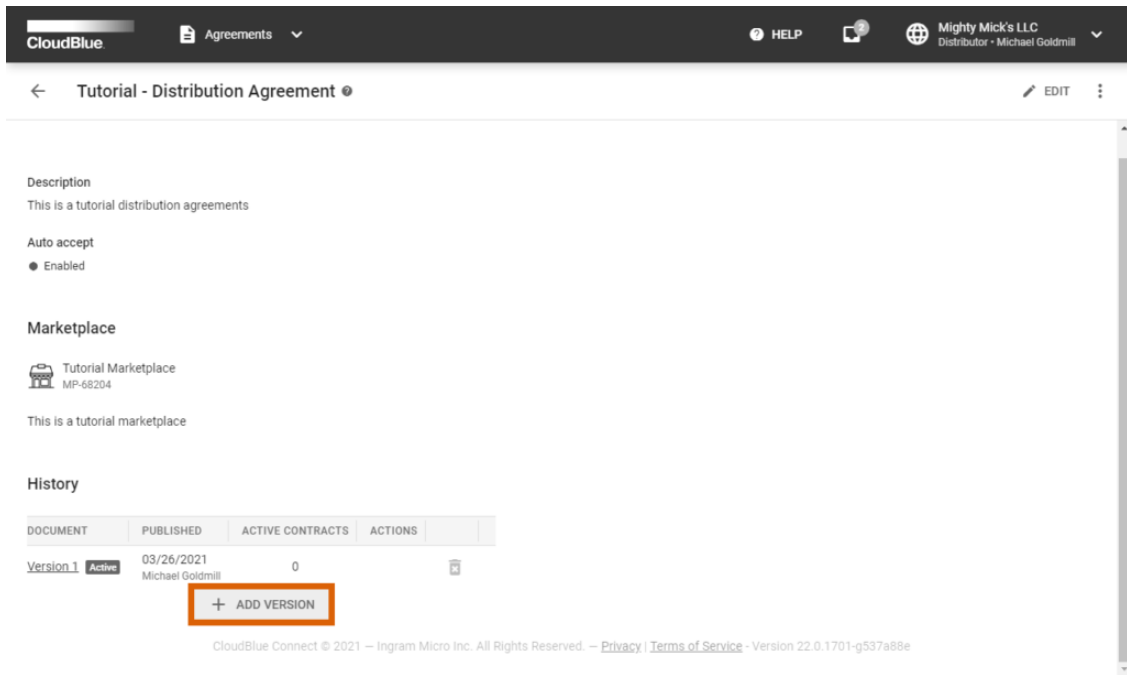
+ CREATE DISTRIBUTION AGREEMENT

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Alternatively, click on your distribution agreement name under **Distribution Agreements** from the program agreement details.

2. Add a version

Click the **Add Version** button from the distribution agreement details screen.



CloudBlue

Agreements

HELP

Mighty Mick's LLC
Distributor - Michael Goldmill

Tutorial - Distribution Agreement

EDIT

Description
This is a tutorial distribution agreements

Auto accept
● Enabled

Marketplace
Tutorial Marketplace
MP-68204
This is a tutorial marketplace

History

DOCUMENT	PUBLISHED	ACTIVE CONTRACTS	ACTIONS
Version 1 Active	03/26/2021 Michael Goldmill	0	

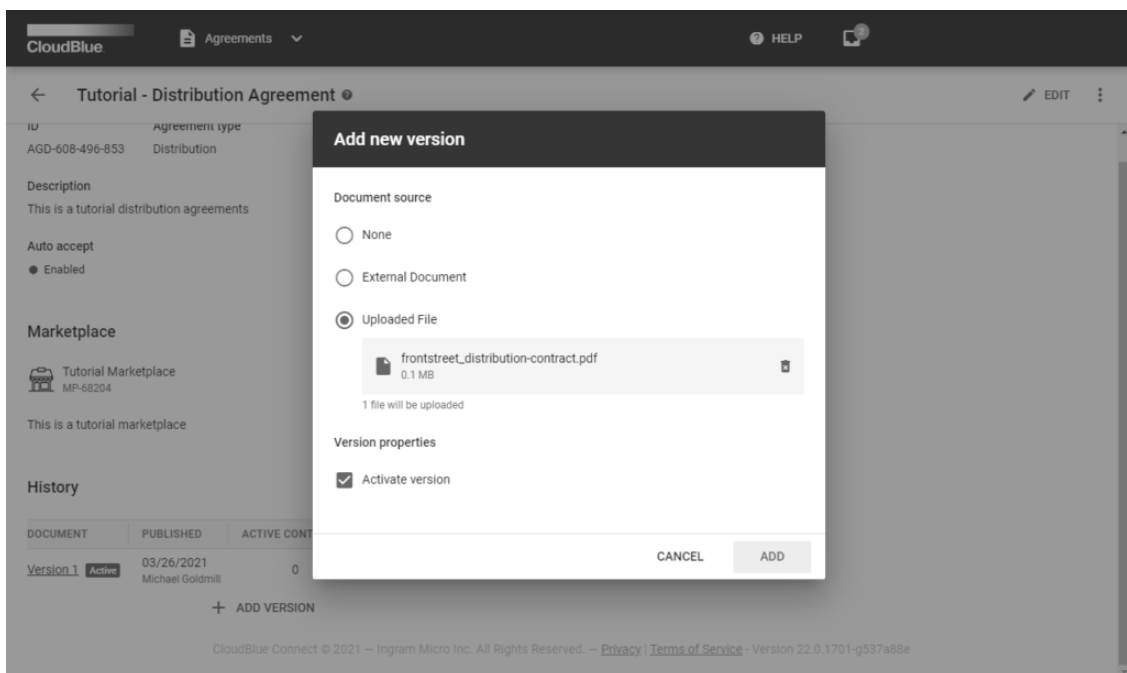
+ ADD VERSION

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3. Specify new attributes

Fill out the following agreement version form:

- **Document source:** Select *External Document* to provide a link to your agreement document or choose *Uploaded File* to upload a document file (in the PDF format). Otherwise, select *None* to show your Partner only the text from the *description* field.
- **Activate version:** Activate your agreement version by checking this checkbox.



CloudBlue

Agreements

HELP

Mighty Mick's LLC
Distributor - Michael Goldmill

Tutorial - Distribution Agreement

EDIT

AGD-608-496-853 Distribution

Description
This is a tutorial distribution agreements

Auto accept
● Enabled

Marketplace
Tutorial Marketplace
MP-68204
This is a tutorial marketplace

History

DOCUMENT	PUBLISHED	ACTIVE CONTRACTS
Version 1 Active	03/26/2021 Michael Goldmill	0

+ ADD VERSION

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Add new version

Document source

None

External Document

Uploaded File

frontstreet_distribution-contract.pdf
0.1 MB

1 file will be uploaded

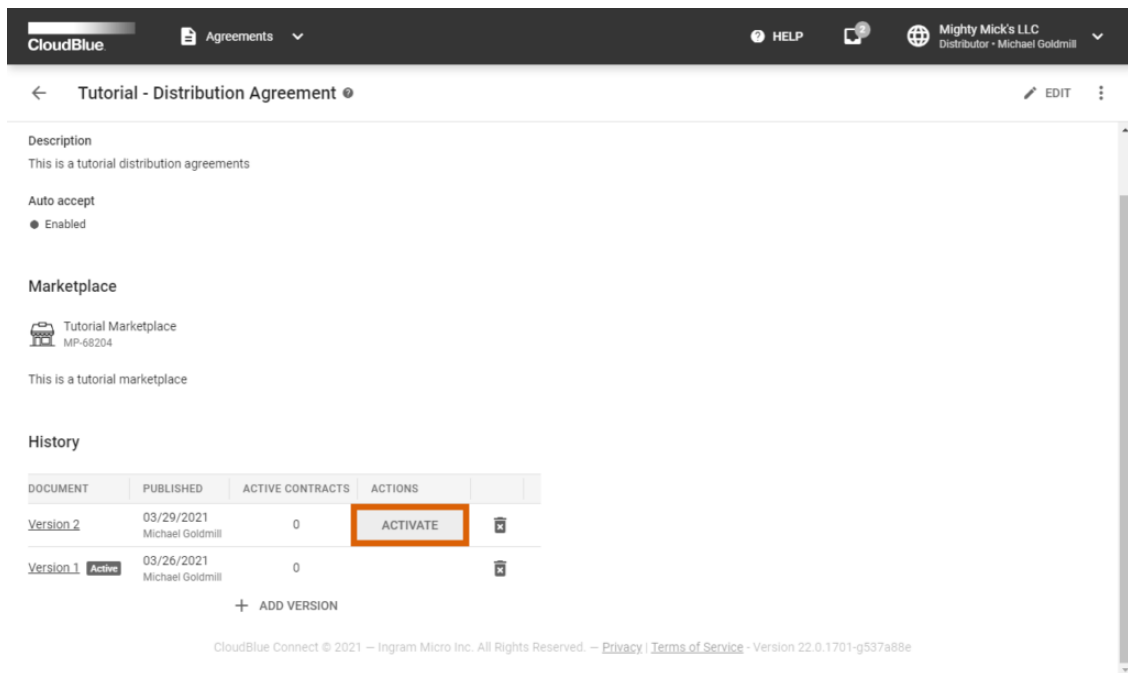
Version properties

Activate version

CANCEL ADD

Click the **Add** button to finalize your version creation.

Therefore, your created version will be displayed under **History**. Note if the **Activate version** checkbox is checked, your agreement version is activated automatically. In case this checkbox is left unchecked, click the **Activate** button to manually activate selected version.



CloudBlue Agreements

HELP

Mighty Mick's LLC
Distributor - Michael Goldmill

← Tutorial - Distribution Agreement

EDIT

Description
This is a tutorial distribution agreements

Auto accept
● Enabled

Marketplace
Tutorial Marketplace
MP-68204
This is a tutorial marketplace

History

DOCUMENT	PUBLISHED	ACTIVE CONTRACTS	ACTIONS
Version 2	03/29/2021 Michael Goldmill	0	ACTIVATE
Version 1 Active	03/26/2021 Michael Goldmill	0	

+ ADD VERSION

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By activating a new version, the system notifies Vendors that enrolled distribution contracts associated with this agreement about this new version. These Vendors can sign your updated distribution agreement as described in Accepting Agreement Updates.

Attaching Forms

Distributors can attach a custom form to a created distribution agreement. Once a specific custom form is attached, Vendors should provide additional information before enrolling a distribution contract and before submitting a listing request.

Click the **Edit** button next to **Attached Forms** and select your *Product* form, *Agreement* form, or *Item* form.

The screenshot shows the CloudBlue interface for a Distribution Agreement. The top navigation bar includes the CloudBlue logo, an 'Agreements' dropdown, a 'HELP' icon, a notification icon, and the user profile 'Mighty Mick's LLC Distributor - Michael Goldmill'. The main content area is titled 'Tutorial - Distribution Agreement' and features an 'EDIT' button. Below this, there are three sections: 'Marketplace' (Tutorial Marketplace, MP-80791), 'History' (a table with columns for Document, Published, Active Contracts, and Actions), and 'Attached forms' (with an orange-bordered 'EDIT' button). The 'Attached forms' section shows a table with columns for Product, Agreement, and Item, and a note at the bottom: 'Please use [Forms](#) module to manage forms objects.'

DOCUMENT	PUBLISHED	ACTIVE CONTRACTS	ACTIONS
Version 1 Active	12/25/2020 Michael Goldmill	1	

Refer to the Forms module documentation for more information about custom forms.

Vendor Portal

Enrolling Distribution Agreements

In case the Auto Accept option is disabled, Vendors need to manually enroll their distribution agreement. Once a distribution agreement is enrolled, the system generates a distribution contract that should be then approved by Distributors. By approving distribution contracts, Distributors also activate their associated distribution agreements.

Refer to the Distribution Contracts documentation and learn how to enroll distribution contracts.

Accepting Agreement Updates

Once a Vendor receives a notification about a new distribution agreement version, this Vendor can sign and activate the updated distribution agreement. Follow the steps below to successfully update your distribution agreement.

1. Access your Agreements

Navigate to the **Partners** module and proceed to the **Agreements** tab

CloudBlue Partners HELP Front Street Inc Vendor - Robert Balboa

Partners DIRECTORY CONTRACTS **AGREEMENTS**

Tutorial - Program Agreement
AGP-312-288-676

Program Contract ID: CRP-56736-33724-94392
Provider: [Mighty Mick's LLC](#)
PA-469-206

This is a tutorial agreement.

DISTRIBUTION AGREEMENT	MARKETPLACE	DISTRIBUTION CONTRACT ID	STATUS	ACTIONS
Tutorial - Distribution A... AGD-608-496-853	Tutorial Marketplace MP-68204	CRD-62680-95677-17516	● Active	SIGN

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2. Locate your updated distribution agreement

Locate a new version of your distribution agreement and click the **Sign** action button.

CloudBlue Partners HELP Front Street Inc Vendor - Robert Balboa

Partners DIRECTORY CONTRACTS **AGREEMENTS**

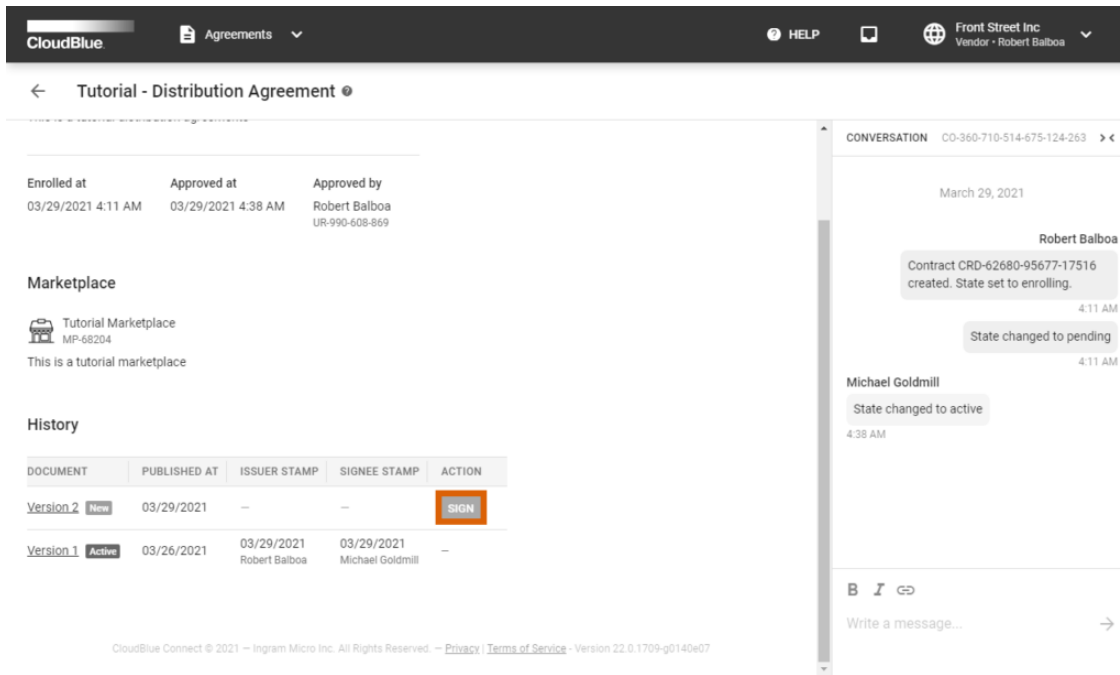
Tutorial - Program Agreement
AGP-312-288-676

Program Contract ID: CRP-56736-33724-94392
Provider: [Mighty Mick's LLC](#)
PA-469-206

This is a tutorial agreement.

DISTRIBUTION AGREEMENT	MARKETPLACE	DISTRIBUTION CONTRACT ID	STATUS	ACTIONS
Tutorial - Distribution A... AGD-608-496-853	Tutorial Marketplace MP-68204	CRD-62680-95677-17516	● Active	SIGN

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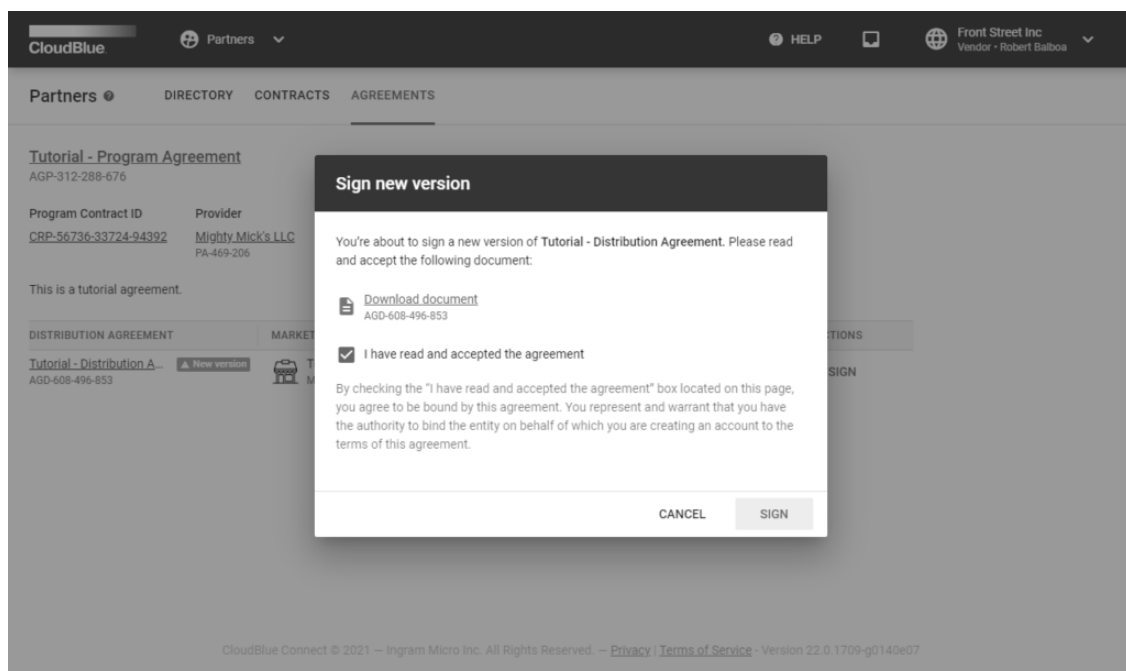


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Alternatively, access your agreement details screen by clicking on your distribution agreement name and click **Sign** next to a new agreement version.

3. Sign the new version

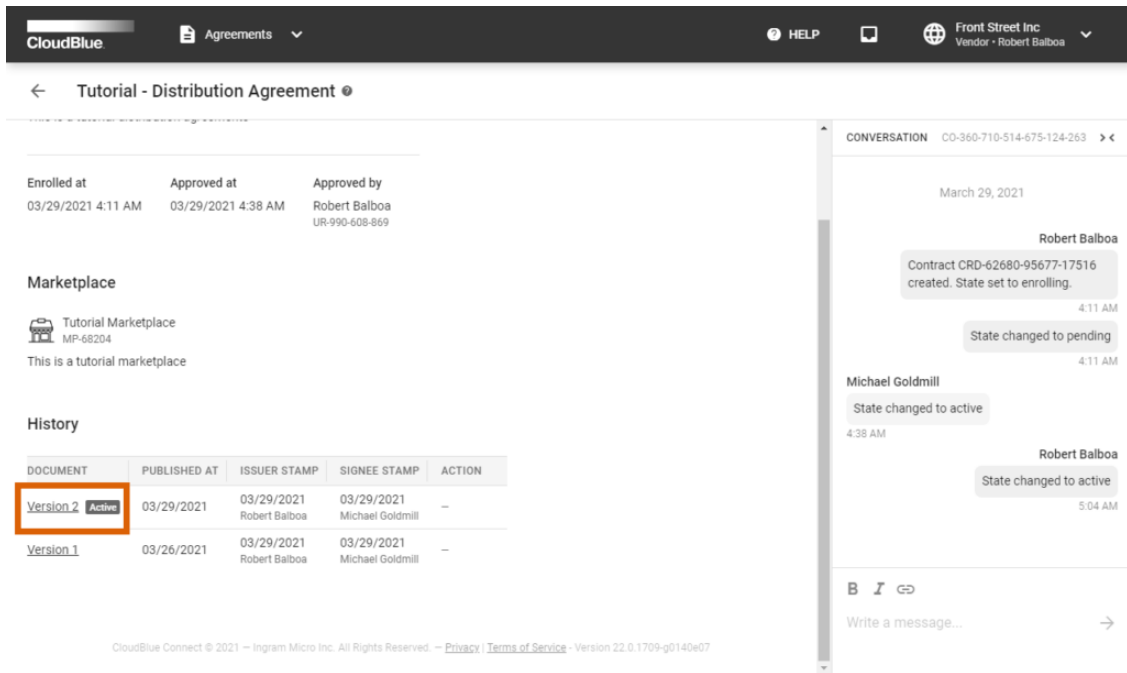
Review the provided document and check the **I have read and accepted the agreement** checkbox.



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Click **Sign** to sign and activate your updated agreement.

Therefore, the system will mark your new activated distribution agreement with the **Active** tag.



The screenshot displays the CloudBlue interface for a Distribution Agreement. The top navigation bar includes the CloudBlue logo, 'Agreements' dropdown, 'HELP', and user information for 'Front Street Inc' (Vendor: Robert Balboa). The main heading is 'Tutorial - Distribution Agreement'.

Key details for the agreement include:

- Enrolled at:** 03/29/2021 4:11 AM
- Approved at:** 03/29/2021 4:38 AM
- Approved by:** Robert Balboa (UR-990-608-869)

The **Marketplace** section shows 'Tutorial Marketplace' (MP-68204) with the note 'This is a tutorial marketplace'.

The **History** section contains a table with the following data:

DOCUMENT	PUBLISHED AT	ISSUER STAMP	SIGNEE STAMP	ACTION
Version 2 Active	03/29/2021	03/29/2021 Robert Balboa	03/29/2021 Michael Goldmill	-
<u>Version 1</u>	03/26/2021	03/29/2021 Robert Balboa	03/29/2021 Michael Goldmill	-

The 'Version 2' row is highlighted with an orange border, and the 'Active' tag is also highlighted. The footer of the table lists 'CloudBlue Connect © 2021 - Ingram Micro Inc. All Rights Reserved. - Privacy | Terms of Service - Version 22.0.1709-g0140e07'.

On the right, a **CONVERSATION** log for ID 'CD-360-710-514-675-124-263' shows messages from March 29, 2021:

- Robert Balboa** (4:11 AM): Contract CRD-62680-95677-17516 created. State set to enrolling.
- State changed to pending** (4:11 AM)
- Michael Goldmill** (4:11 AM): State changed to active.
- Robert Balboa** (5:04 AM): State changed to active.

The conversation log includes a 'Write a message...' input field at the bottom.

Note that your Distribution Contract will be also associated with your new distribution agreement version.