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Documentation Modules Partners Agreements

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This article has been generated from the online version of the documentation and might be out of date.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.

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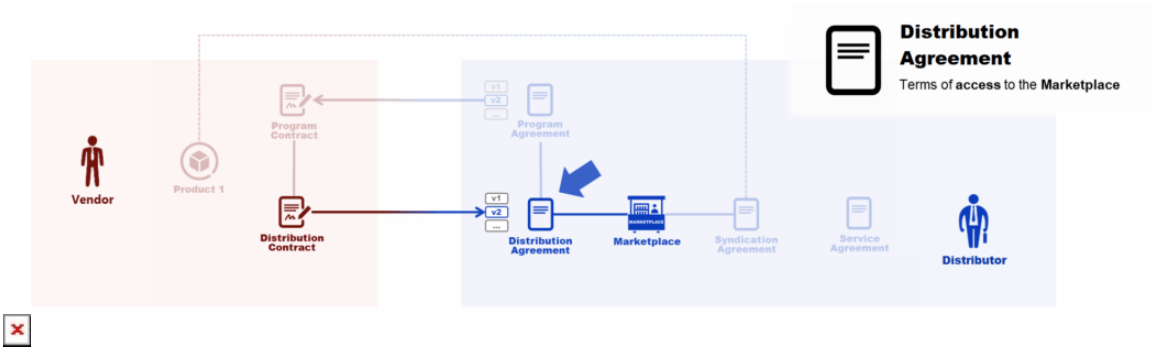
Overview

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.

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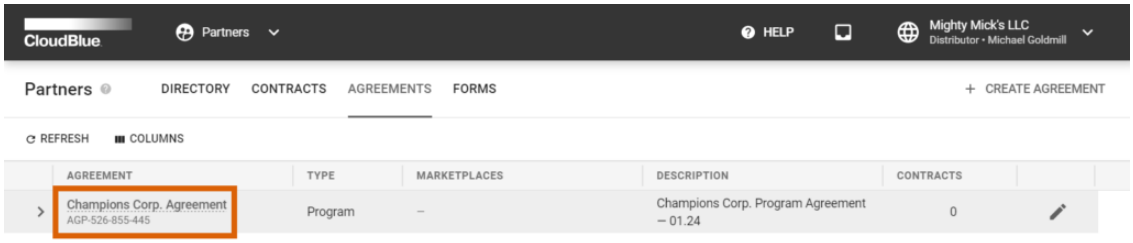
> **Note**
>
> Distribution agreements can be generated along with a program agreement during your Partner account creation via the **Directory** tab from the **Partners** module. Refer to the Partners module documentation for more details.

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.



2. Switch to Distribution Agreements

Access the **Distribution Agreements** tab and start configuring your agreement by clicking **Add Distribution Agreement**.

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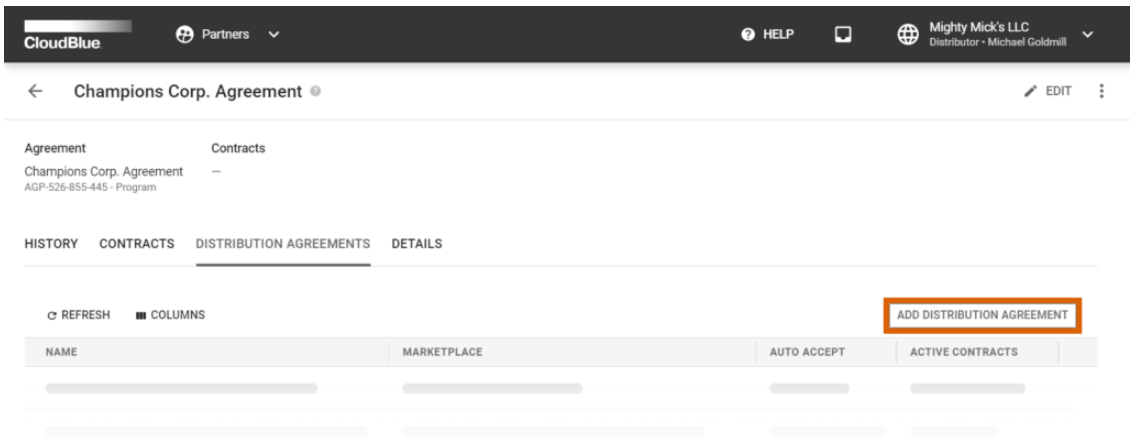

3. Specify agreement attributes

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.

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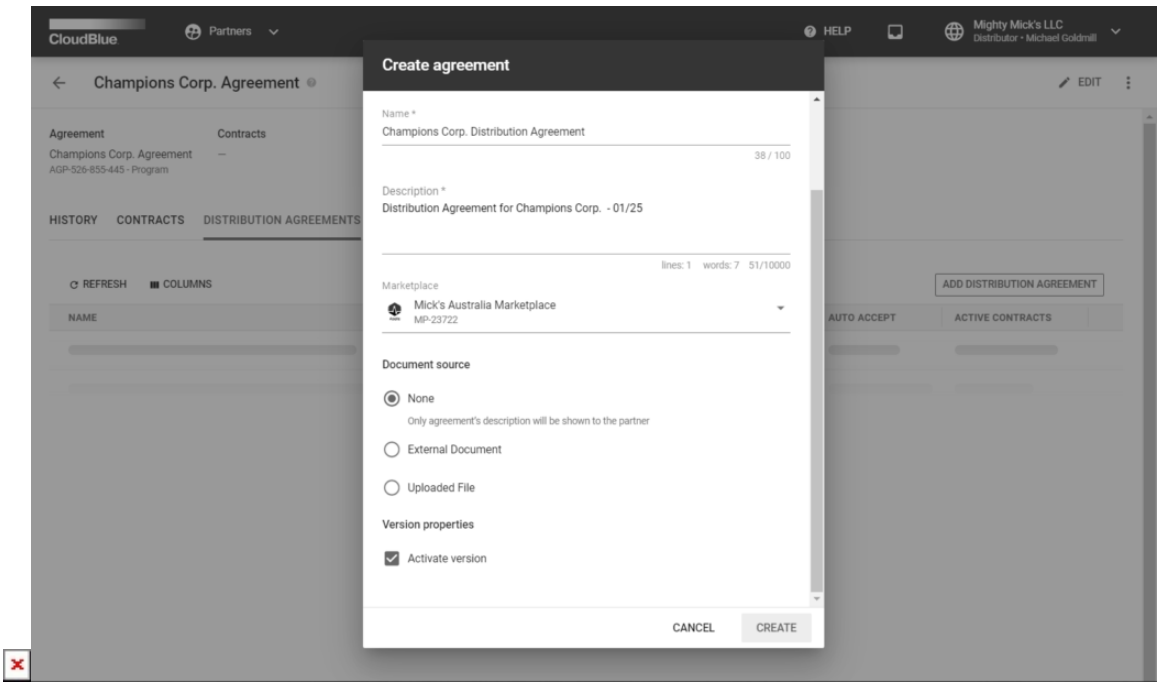

Click the **Create** button to finalize your agreement creation.

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.

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.

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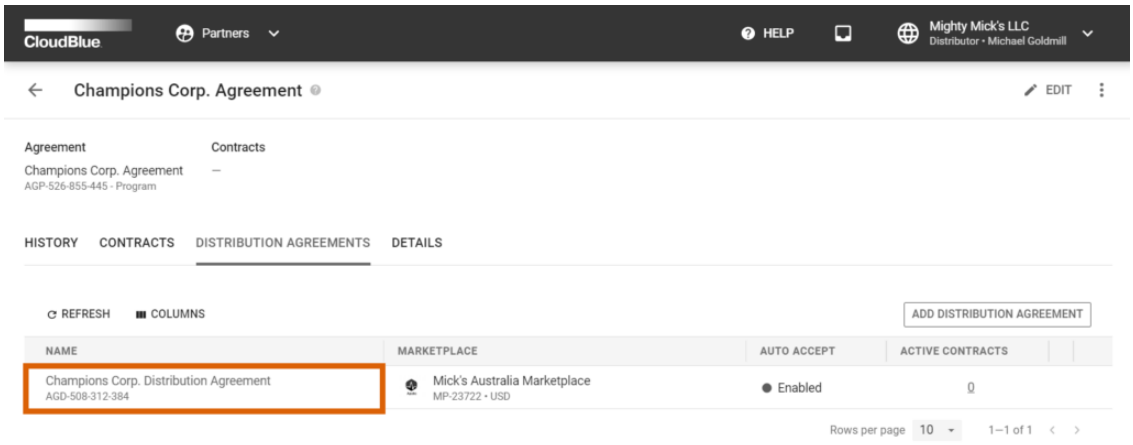
1. Access distribution agreement details

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



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.

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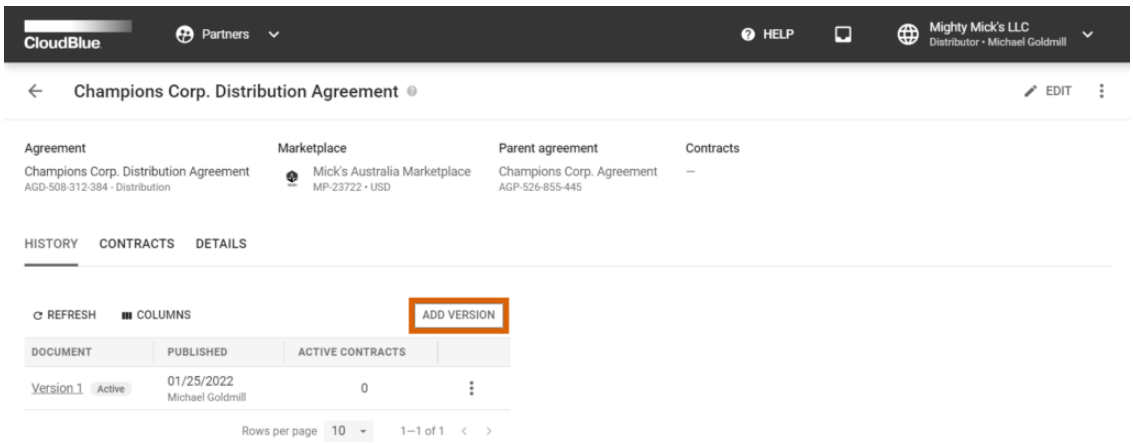
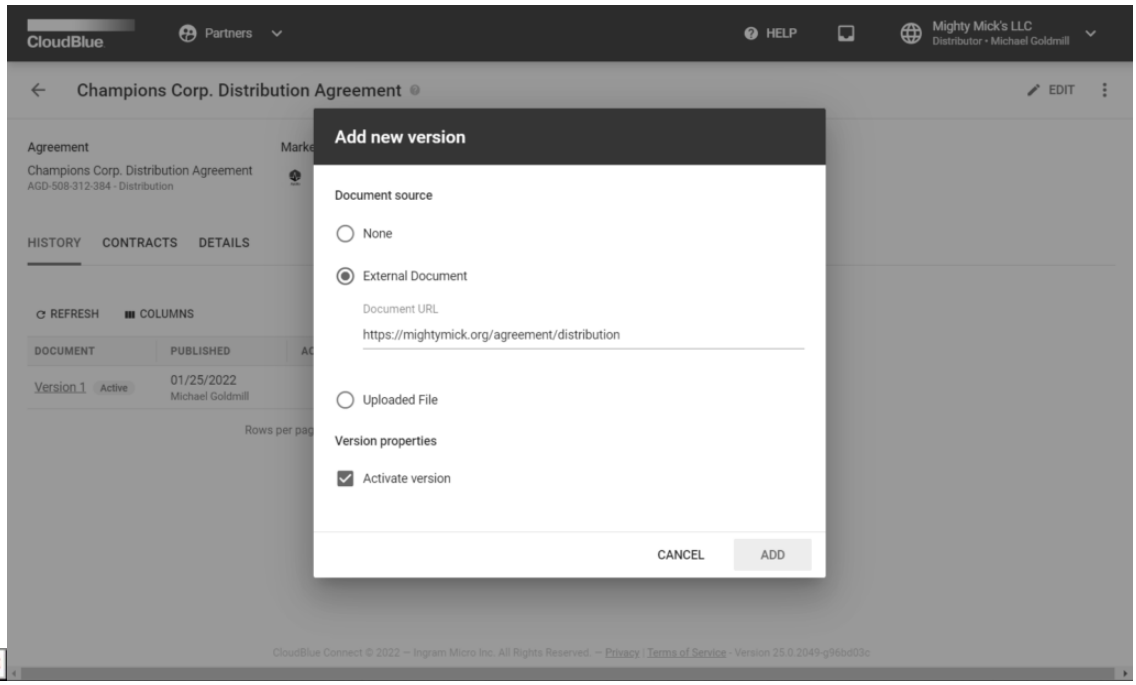


3. Specify new attributes

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.



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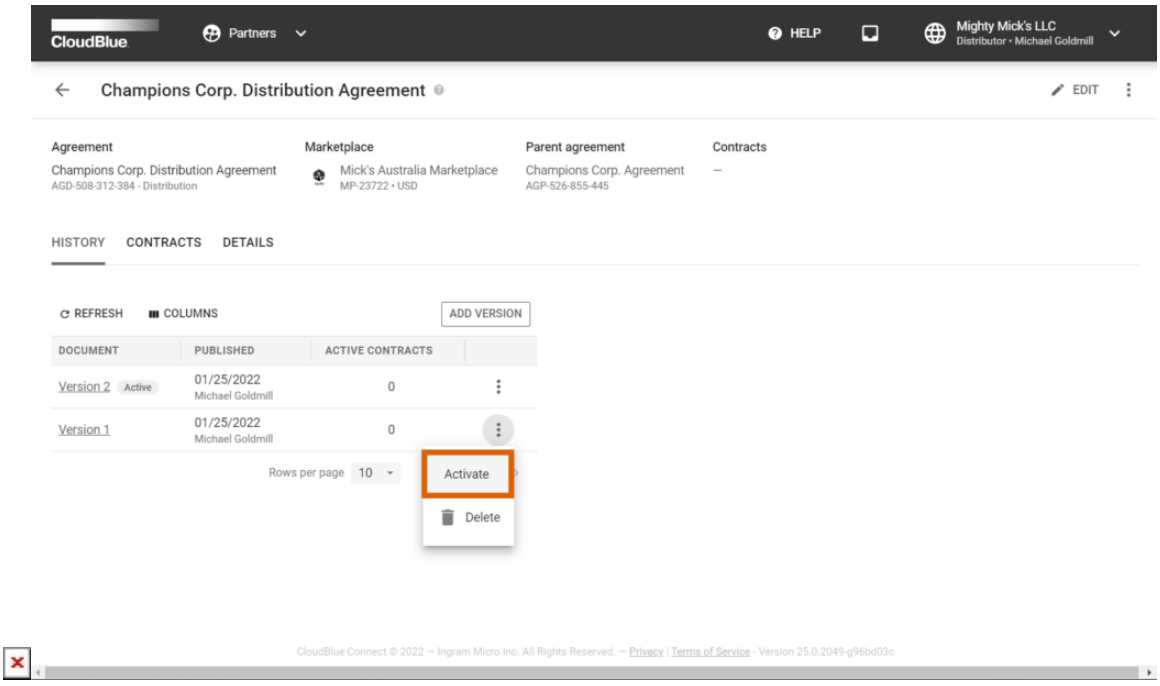
Click the **Add** button to finalize your version creation.

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.



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.

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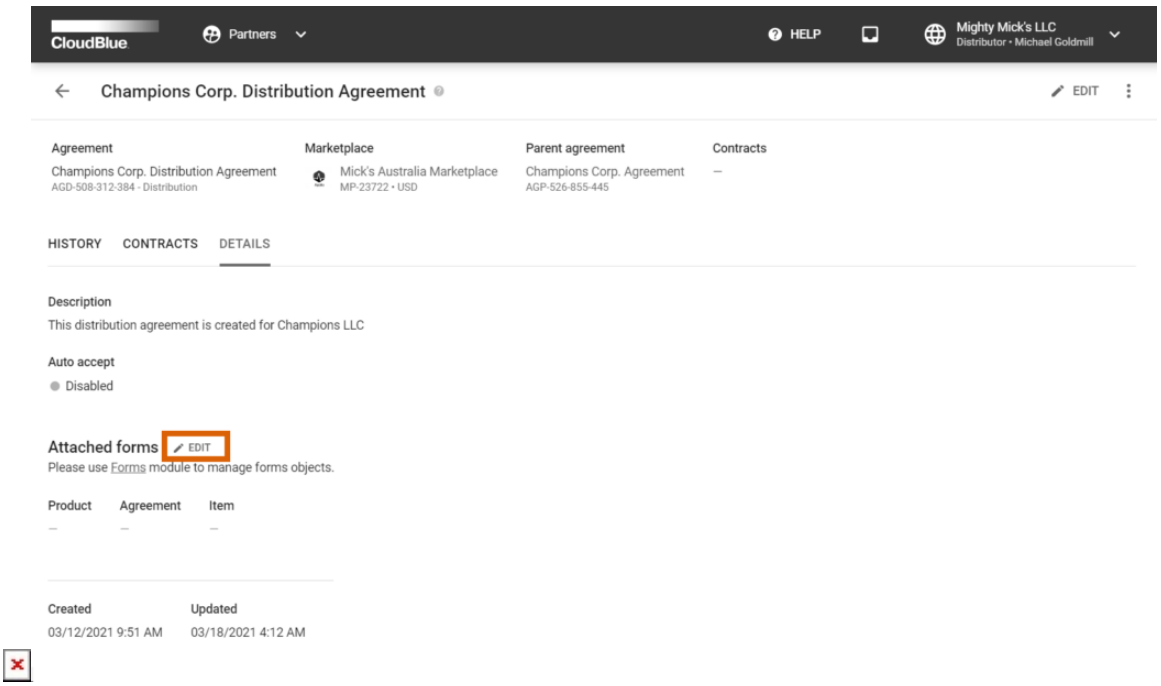

Refer to the Forms module documentation for more information about custom forms.

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

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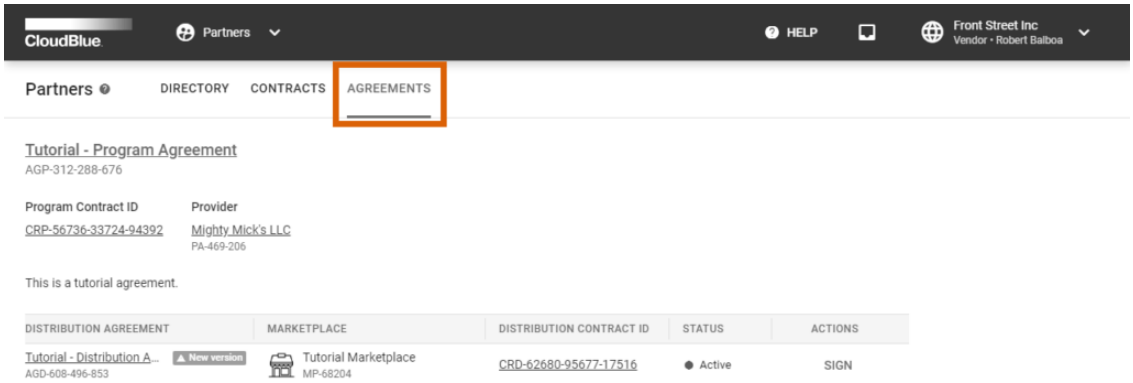

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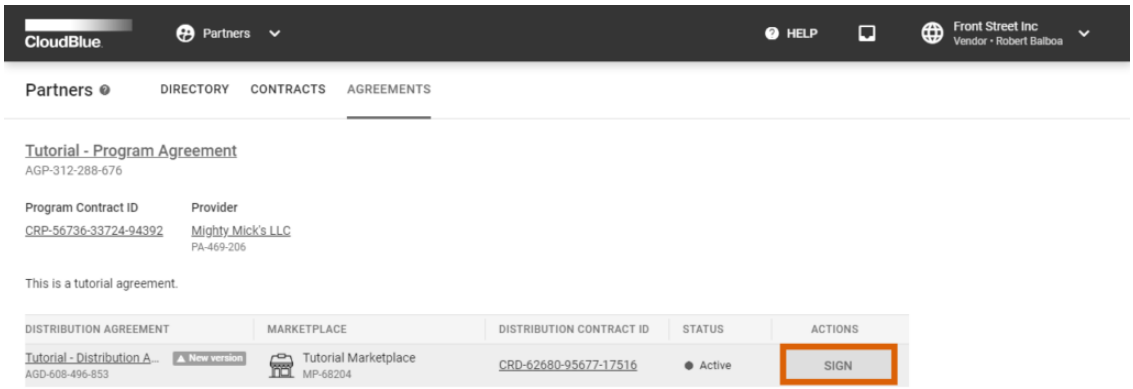
2. Locate your updated distribution agreement

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



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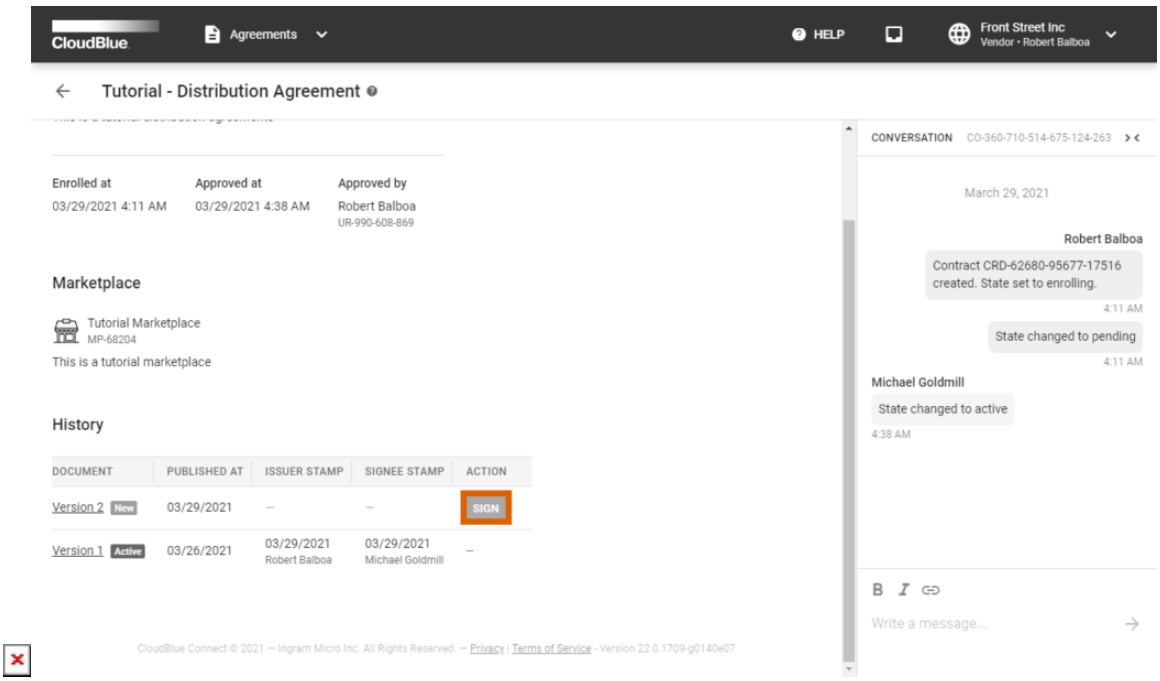

Alternatively, access your agreement details screen by clicking on your distribution agreement name and click **Sign** next to a new agreement version.

3. Sign the new version

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

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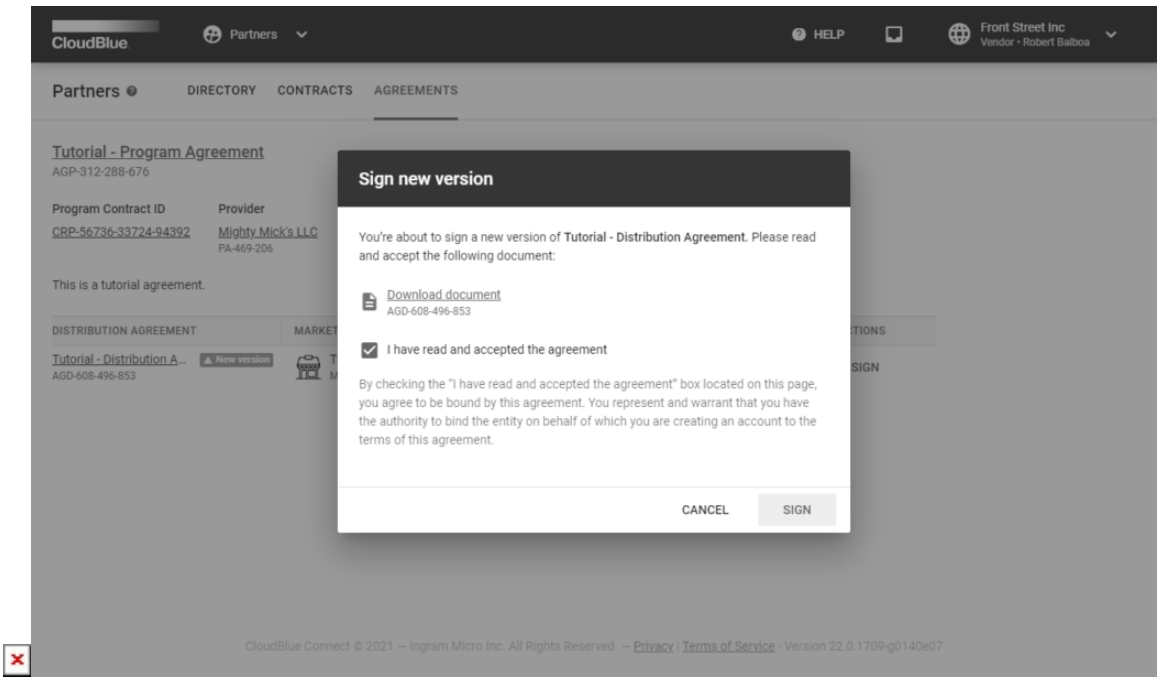
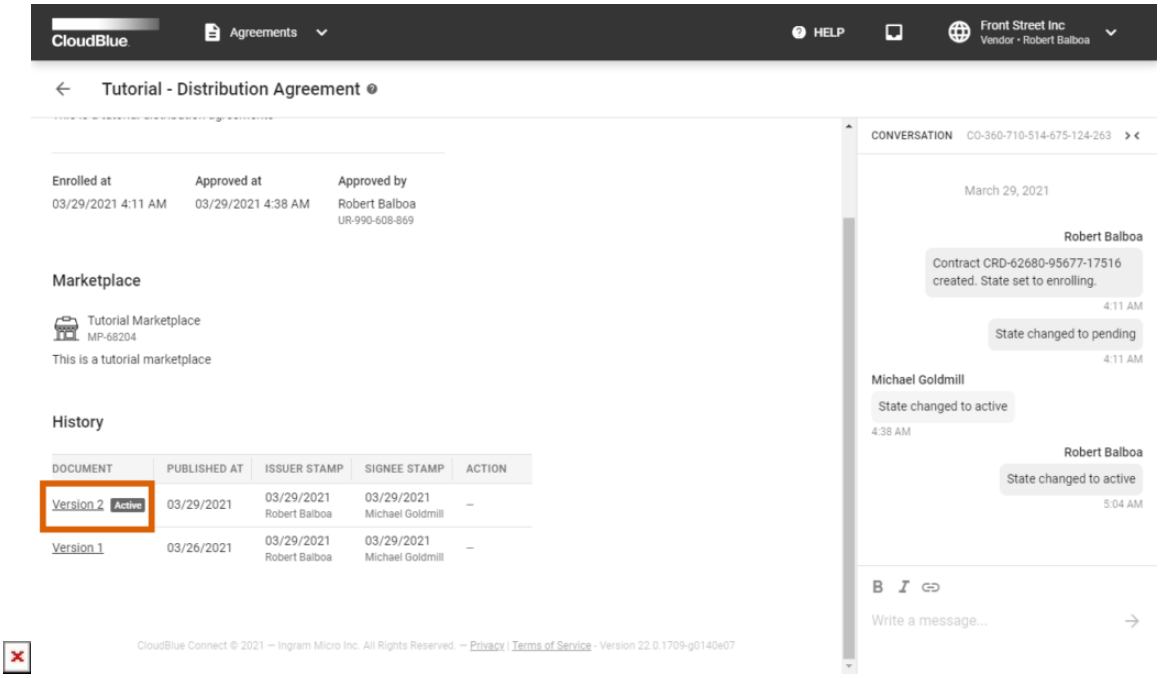


Click **Sign** to sign and activate your updated agreement.

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



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

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