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Program Agreements



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Auto-generated at May 17, 2022

Overview

Distributors create Program Agreements to define terms and conditions that Vendors accept to access the CloudBlue Connect platform. A program agreement represents a versioned template for Program Contract that enables Vendors to activate the Vendor Portal on the Connect platform. Furthermore, a program agreement is required to generate a Distribution Agreement.

A program agreement usually outlines general terms and conditions to access the Vendor Portal. The content of your program agreement may include, but not limited to the following sections:

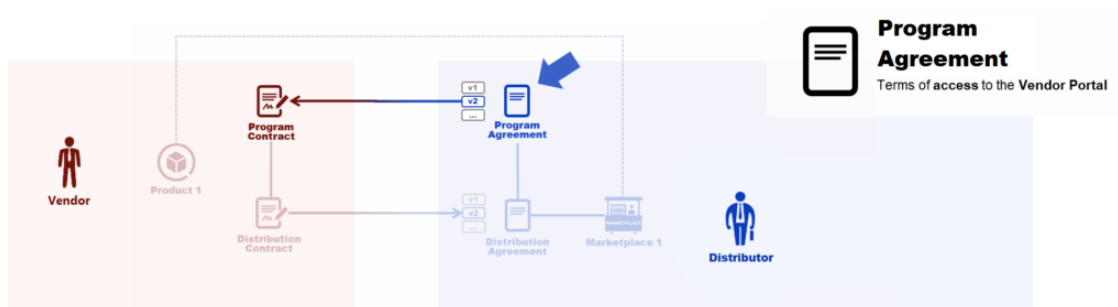
- Definitions and roles for this agreement. First of all, the program agreement usually outlines roles for Vendor and Distributor parties and defines provided terminology within this document.
- Obligations and expectations from both parties. The program agreement usually specifies obligations and expectations from Vendor and Distributor side. Furthermore, this document mentions that signee agrees to the provided terms and conditions.
- Terms of service. Generally, the program agreement describes provided services and specifies required conditions to access them, such as the registration on the provided platform.
- Ownership and restrictions. The program agreement outlines ownership and grant of use rights. Furthermore, this agreement also describes responsibilities on use of the service, customer restrictions, and so on.
- Confidentiality. Next, the program agreement should specify confidential information and provide confidentiality obligations. Furthermore, this agreement may provide exceptions for confidentiality obligations, such as not applying outlined obligations for publicly available information and more.
- Support. Program agreements can also describe technical support conditions. For instance, what kind of services are included and what services are not in the scope of technical support.
- Content and marks. The program agreement outlines content that Vendor can submit to Distributor. Therefore, this agreement ensures that submitted content does not contain any defamatory or obscene materials and it is compliant with copyright laws.
- Termination. Program agreements usually specify termination and ceasing operation terms. For example, refund policy, penalties and so on.
- Privacy. It is necessary to provide privacy statement, outline data privacy, and define personal data within the program agreement.
- Additional terms. Program agreements may outline force majeure, warranty terms, third-party policies, limitation of liability clauses, and more.



Vendor accounts shouldn't be orphaned

Each Vendor account requires an activated program contract that is based on a created program agreement. Therefore, Vendors cannot operate or collaborate with Distributors unless at least one program agreement is created on the CloudBlue Connect platform.

The diagram below illustrates program agreement objects from the Distributor and Vendor perspectives.



Note that Distributors can create a generic program agreement to sign multiple *program contracts* with several Vendors. Alternatively, Distributors are able to create an individual agreement for each contract and each Vendor if necessary.

Distributor Portal

Creating Program Agreements

Before creating a program contract and inviting a Vendor to the Vendor Portal, the Distributor need to create a program agreement. Distributors can create as many agreements as required. Create a generic program agreement for all of your Vendors or create standalone agreements for each Vendor.

Proceed to the **Partners** module and navigate to the **Agreements** tab.

Follow the instructions below to successfully generate a program agreement from the **Agreements** tab.

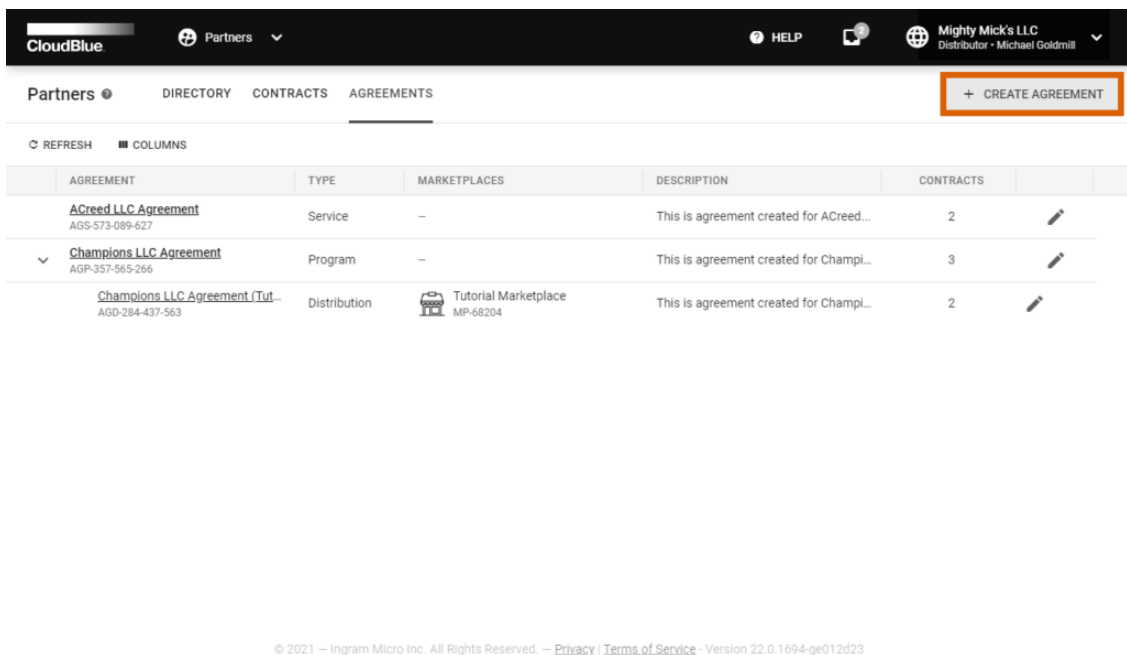



Note

Program agreements can also be generated during your Partner account creation via the **Directory** tab from the **Partners** module. Refer to the Partners module documentation for more details.

1. Start creating a new agreement

Click the **Create Agreement** button to start creating a new agreement.



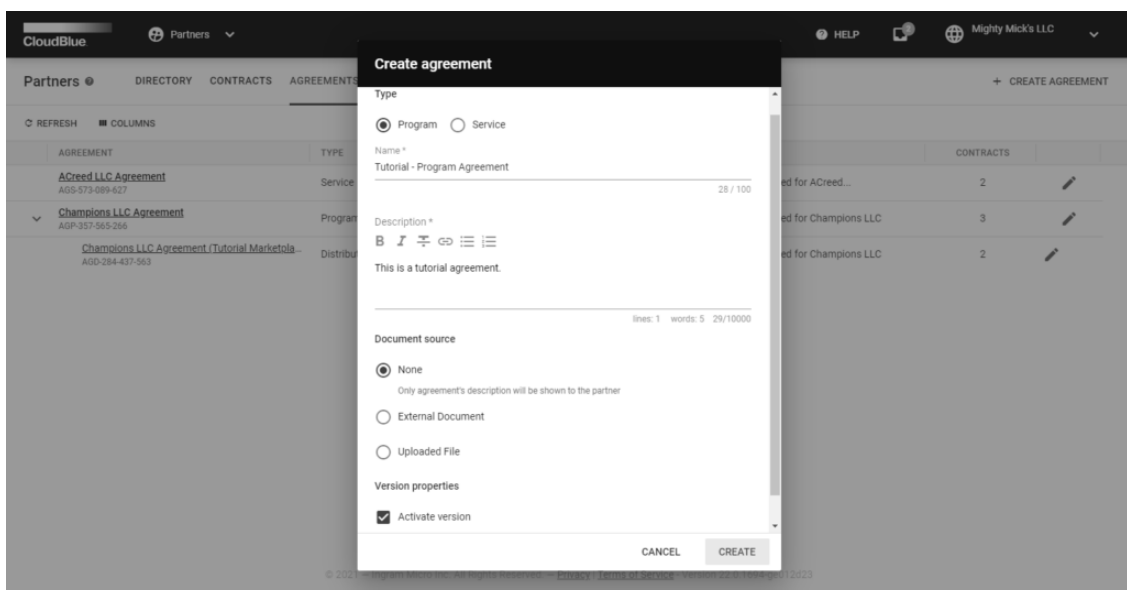
AGREEMENT	TYPE	MARKETPLACES	DESCRIPTION	CONTRACTS
ACreed LLC Agreement AGS-573-089-627	Service	–	This is agreement created for ACreed...	2
<ul style="list-style-type: none"> Champions LLC Agreement AGP-357-565-266 	Program	–	This is agreement created for Champi...	3
<ul style="list-style-type: none"> Champions LLC Agreement (Tutorial Marketplace) AGD-284-437-563 	Distribution	 Tutorial Marketplace MP-68204	This is agreement created for Champi...	2

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2. Specify agreement attributes

Fill out the following agreement form:

- **Type:** Select the *Program* agreement type.
- **Name:** Enter a name for your agreement.
- **Description:** Provide a description for your agreement.
- **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.



Create agreement

Type

Program Service

Name *

Tutorial - Program Agreement

Description *

This is a tutorial agreement.

Document source

None
Only agreement's description will be shown to the partner

External Document

Uploaded File

Version properties

Activate version

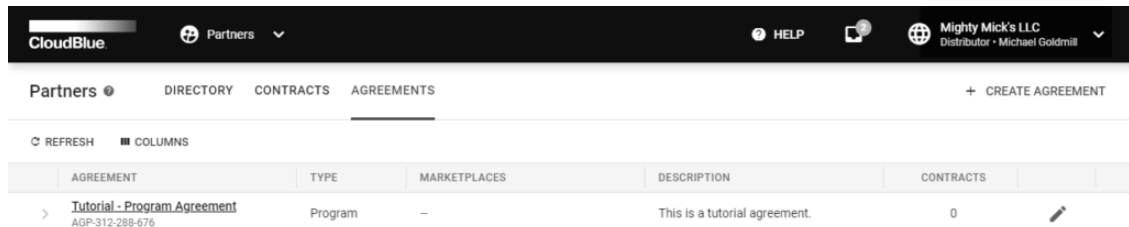
CANCEL CREATE


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CloudBlue

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

Therefore, your generated agreement will be displayed on the list within the **Agreements** tab. Note that you can review your created agreement details by clicking on the agreement name.



AGREEMENT	TYPE	MARKETPLACES	DESCRIPTION	CONTRACTS	
> <u>Tutorial - Program Agreement</u> AGP-312-288-676	Program	-	This is a tutorial agreement.	0	

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Updating Program Agreements

Distributors can revise their program agreements, which generally concerns changes in the agreement document file. It is possible to create a new version for your generated program agreement on the Connect platform. Thereafter, Vendors that previously accepted your program agreement are notified about this new version. Thus, your Vendors can accept these changes and activate this version of your program agreement.

Access the **program agreement versions** by clicking on your program agreement name from the **Agreements** tab. Here, you can examine and manage your agreement versions under **History**.

AGREEMENT	TYPE	MARKETPLACES	DESCRIPTION	CONTRACTS
Tutorial - Program Agreement AGP-312-288-676	Program	–	This is a tutorial agreement.	1

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

← Tutorial - Program Agreement | EDIT

ID: AGP-312-288-676 | Agreement type: Program

Description: This is a tutorial agreement.

History

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

+ ADD VERSION

Contracts

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

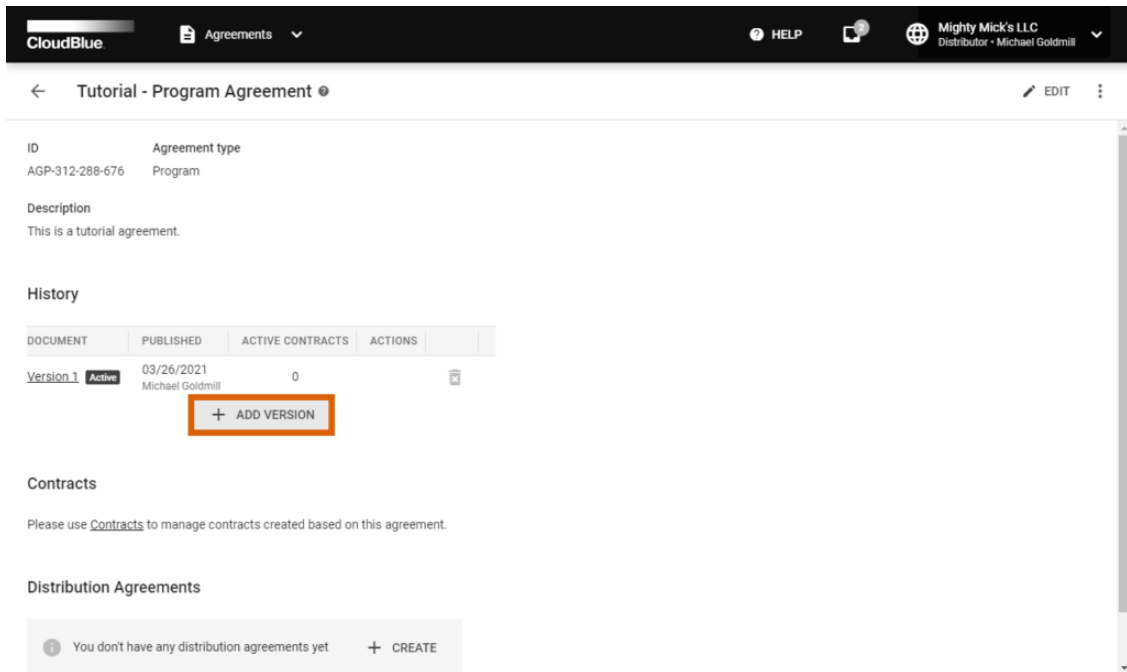
Distribution Agreements

You don't have any distribution agreements yet + CREATE

Follow the steps below to create a new version of your program agreement.

1. Add an agreement version

Click the **Add Version** button under **History** from your program agreement details screen.



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

← Tutorial - Program Agreement | EDIT

ID: AGP-312-288-676 | Agreement type: Program

Description: 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.

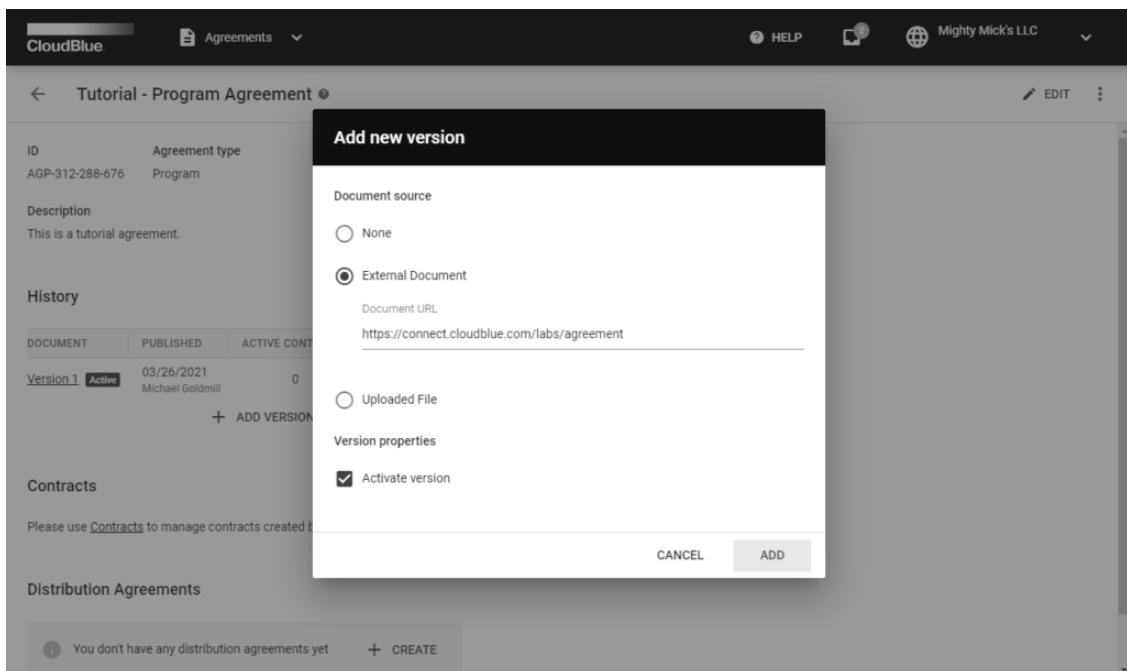
Distribution Agreements

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

2. 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

← Tutorial - Program Agreement | EDIT

ID: AGP-312-288-676 | Agreement type: Program

Description: This is a tutorial agreement.

History

DOCUMENT	PUBLISHED	ACTIVE CONTRACTS
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

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

Add new version

Document source

None

External Document

Document URL

Uploaded File

Version properties

Activate version

CANCEL | ADD

CloudBlue

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.

The screenshot shows the CloudBlue interface for a 'Tutorial - Program Agreement'. The top navigation bar includes 'CloudBlue', 'Agreements', 'HELP', and 'Mighty Mick's LLC Distributor - Michael Goldmill'. The main content area shows the agreement details:

- ID:** AGP-312-288-676
- Agreement type:** Program
- Description:** This is a tutorial agreement.

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

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

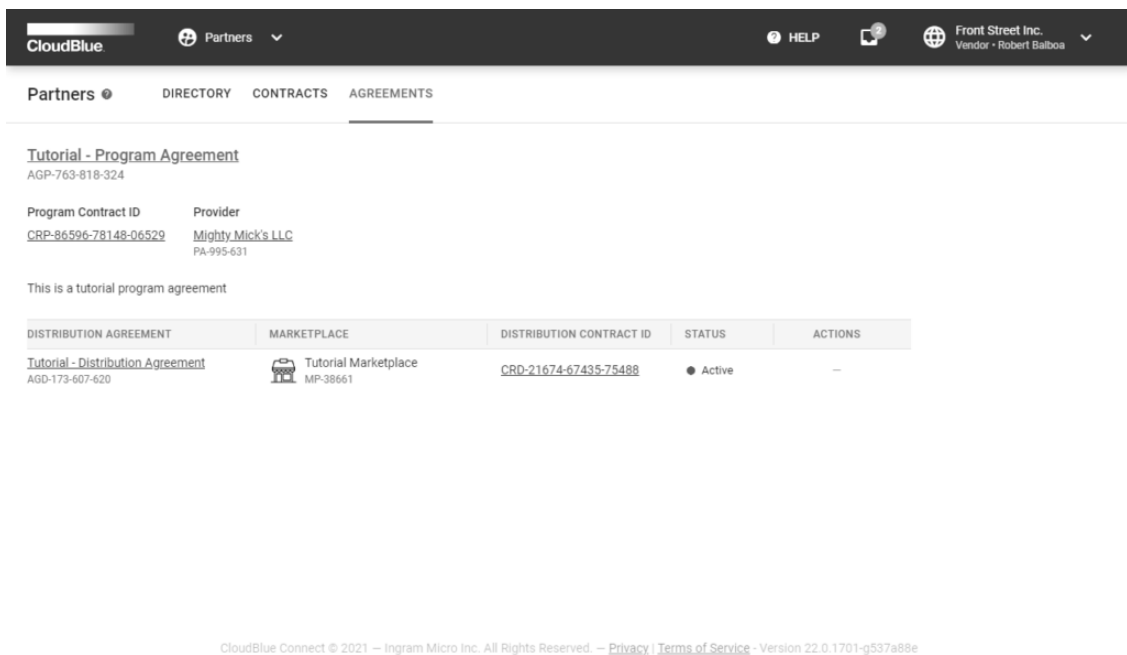
Below the table is a '+ ADD VERSION' button. The **Contracts** section at the bottom states: 'Please use [Contracts](#) to manage contracts created based on this agreement.'

By activating a new version, the system notifies Vendors that signed contracts associated with this agreement about this new version. These Vendors can sign your updated agreement as described in [Accepting Agreement Updates](#).

Vendor Portal

Overview


Access the **Agreements** tab from the **Partners** module from the to examine your activated program agreement.



Tutorial - Program Agreement
AGP-763-818-324

Program Contract ID: CRP-86596-78148-06529
Provider: Mighty Mick's LLC
PA-995-631

This is a tutorial program agreement

DISTRIBUTION AGREEMENT	MARKETPLACE	DISTRIBUTION CONTRACT ID	STATUS	ACTIONS
Tutorial - Distribution Agreement AGD-173-607-620	 Tutorial Marketplace MP-38661	CRD-21674-67435-75488	● Active	—

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Use this section to view your program agreement ID and Distributor's ID. Furthermore, this section allows to locate associated program contract and its ID. Note that the **Agreements** tab also provides your distribution agreement information. Refer to the Distribution Agreement documentation to learn how Vendors can enroll a distribution agreement and consequently enroll a distribution contract.

In case a new version for your program agreement is available, the system marks your agreement with the corresponding tag.

Click on your [program agreement name](#) to access program agreement document and review your activated version. In case an updated version of your program agreement is available, activate this new version by following instructions below.

Accepting Agreement Updates

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

1. Access program agreement details

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

CloudBlue Partners HELP Front Street Inc. Vendor - Robert Balboa

Partners DIRECTORY CONTRACTS AGREEMENTS

Tutorial - Program Agreement New version available

Program Contract ID: CRP-86596-78148-06529 Provider: Mighty Mick's LLC PA-995-631

This is a tutorial program agreement

DISTRIBUTION AGREEMENT	MARKETPLACE	DISTRIBUTION CONTRACT ID	STATUS	ACTIONS
Tutorial - Distribution Agreement AGD-173-607-620	Tutorial Marketplace MP-38661	CRD-21674-67435-75488	● Active	—

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Make sure that your program agreement is marked with the **New version available** tag.

2. Locate your updated agreement

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

CloudBlue Agreements HELP Front Street Inc. Vendor - Robert Balboa

← Tutorial - Program Agreement

Agreement ID: AGP-763-818-324 Provider: Mighty Mick's LLC PA-995-631 Program Contract ID: CRP-86596-78148-06529 New Version Available

This is a tutorial program agreement

History

DOCUMENT	PUBLISHED AT	ISSUER STAMP	SIGNEE STAMP	ACTION
Version 2 New	03/26/2021	—	—	SIGN
Version 1 Active	01/11/2021	01/13/2021 Robert Balboa	01/13/2021 Robert Balboa	—

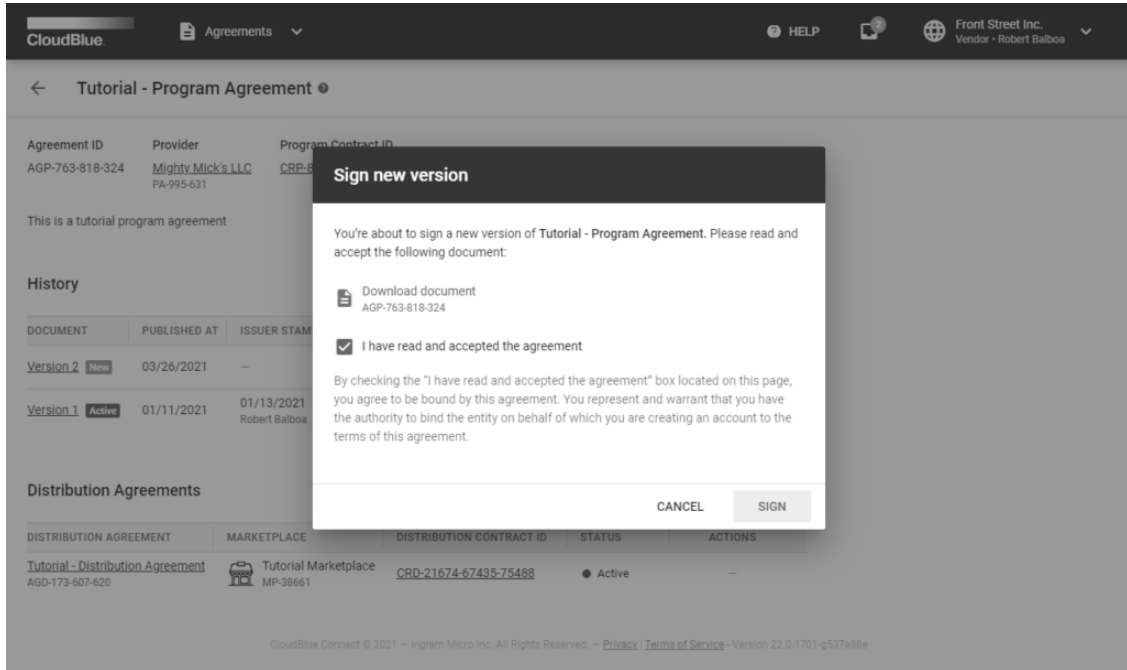
Distribution Agreements

DISTRIBUTION AGREEMENT	MARKETPLACE	DISTRIBUTION CONTRACT ID	STATUS	ACTIONS
Tutorial - Distribution Agreement AGD-173-607-620	Tutorial Marketplace MP-38661	CRD-21674-67435-75488	● Active	—

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3. Sign the new version

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



Sign new version

You're about to sign a new version of Tutorial - Program Agreement. Please read and accept the following document:

- Download document
AGP-763-818-324
- I have read and accepted the agreement

By checking the "I have read and accepted the agreement" box located on this page, you agree to be bound by this agreement. You represent and warrant that you have the authority to bind the entity on behalf of which you are creating an account to the terms of this agreement.

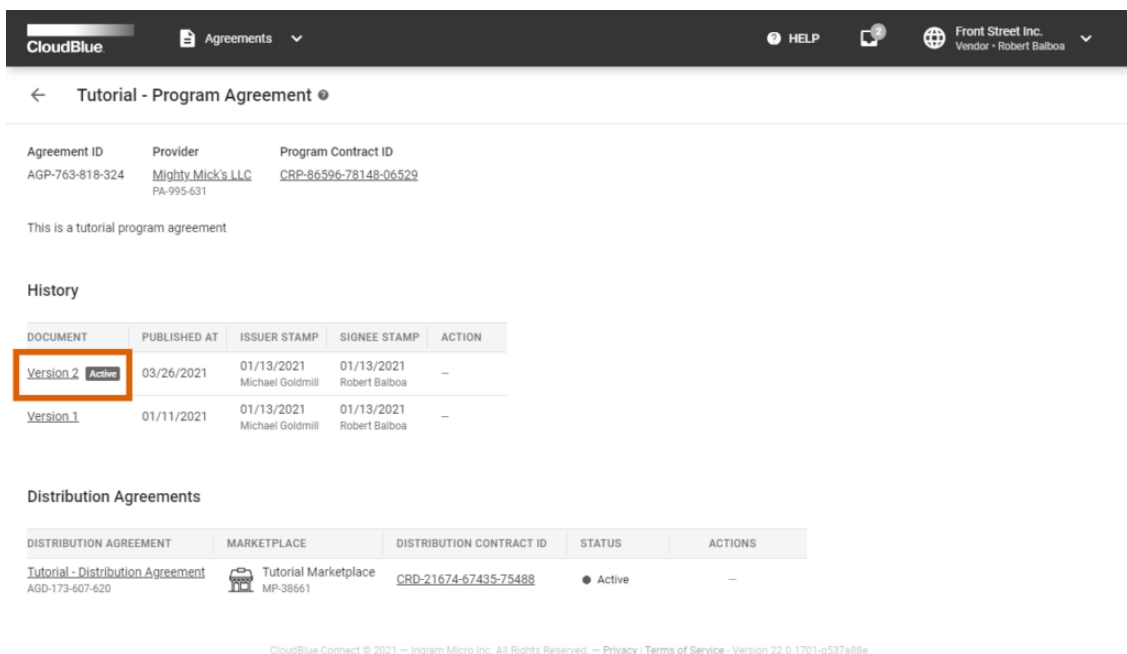
CANCEL SIGN

DOCUMENT	PUBLISHED AT	ISSUER STAMP	SIGNEE STAMP	ACTION
Version 2 New	03/26/2021			
Version 1 Active	01/11/2021	01/13/2021 Robert Balboa		

DISTRIBUTION AGREEMENT	MARKETPLACE	DISTRIBUTION CONTRACT ID	STATUS	ACTIONS
Tutorial - Distribution Agreement AGD-173-607-620	Tutorial Marketplace MP-38661	CRD-21674-67435-75488	● Active	

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

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



Tutorial - Program Agreement

Agreement ID: AGP-763-818-324
 Provider: Mighty Mick's LLC (PA-995-631)
 Program Contract ID: CRP-86596-78148-06529

This is a tutorial program agreement

History

DOCUMENT	PUBLISHED AT	ISSUER STAMP	SIGNEE STAMP	ACTION
Version 2 Active	03/26/2021	01/13/2021 Michael Goldmill	01/13/2021 Robert Balboa	--
Version 1	01/11/2021	01/13/2021 Michael Goldmill	01/13/2021 Robert Balboa	--

Distribution Agreements

DISTRIBUTION AGREEMENT	MARKETPLACE	DISTRIBUTION CONTRACT ID	STATUS	ACTIONS
Tutorial - Distribution Agreement AGD-173-607-620	Tutorial Marketplace MP-38661	CRD-21674-67435-75488	● Active	

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