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Distribution Contracts



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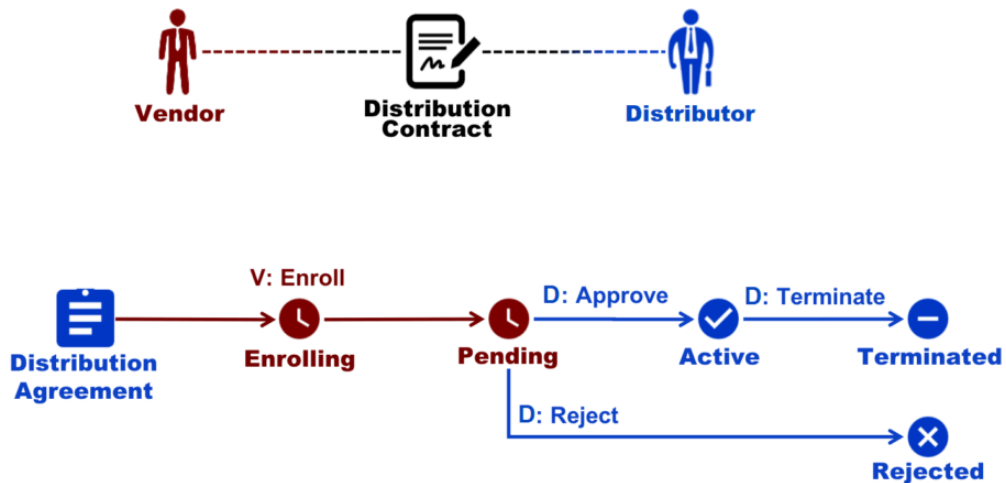
Auto-generated at December 3, 2024



Vendors and Distributors require a distribution contract to outline terms and conditions for product distribution. Namely, signed distribution contracts allows provisioning Vendor products via Distributor marketplaces. Distribution contracts are associated with Distribution Agreements that should be also created and activated on the Connect platform.

State Flow

A distribution contract between a Distributor and Vendor changes its state as follows:



1. **Enrolling:** This state indicates that a Vendor enrolls a distribution agreement (from the Agreements tab of the Partners module). Thus, the platform creates a contract and assigns the *Enrolling* state to it. Thereafter, the system will change its status to *Pending*. In case Distributors create Custom Forms, Vendors should specify required information before enrolling their contract.
2. **Pending:** This state indicates that a Vendor enrolled a distribution agreement and a distribution contract. Therefore, this contract is pending to be *activated* or *rejected* by a Distributor. Note that Distributors can also ask Vendors to complete an attached custom form once again by clicking the **Refined Data** button.
3. **Active:** Once a Distributor approves a distribution contract, the system assigns this status to this contract.
4. **Terminated:** In case a Distributor terminates an *active* distribution contract, the system assigns the corresponding status to this contract.
5. **Rejected:** If a Distributor rejected a pending distribution contract, the system transfers this contract to the *Rejected* state.



Note

Distribution agreements are also generated by Provides during the partner creation via the Partners module. Therefore, distribution contracts can be activated automatically if the **Auto Accept** option from the **distribution agreement details screen** is enabled. In this case, the state flow of distribution contracts is different. Namely, Vendors don't need to enroll automatically accepted distribution contracts and Distributors are not required to



approve (or reject) these contracts. However, Distributors can still terminate these distribution contracts.

Vendor Portal

Enrolling Contracts

If the Auto Accept option is disabled, Vendors need to manually enroll their distribution agreement and a new distribution contract. In this case, an associated program contract should be signed by Vendors and a distribution agreement should be created by Distributors. Follow the steps below to create and enroll your distribution contract.

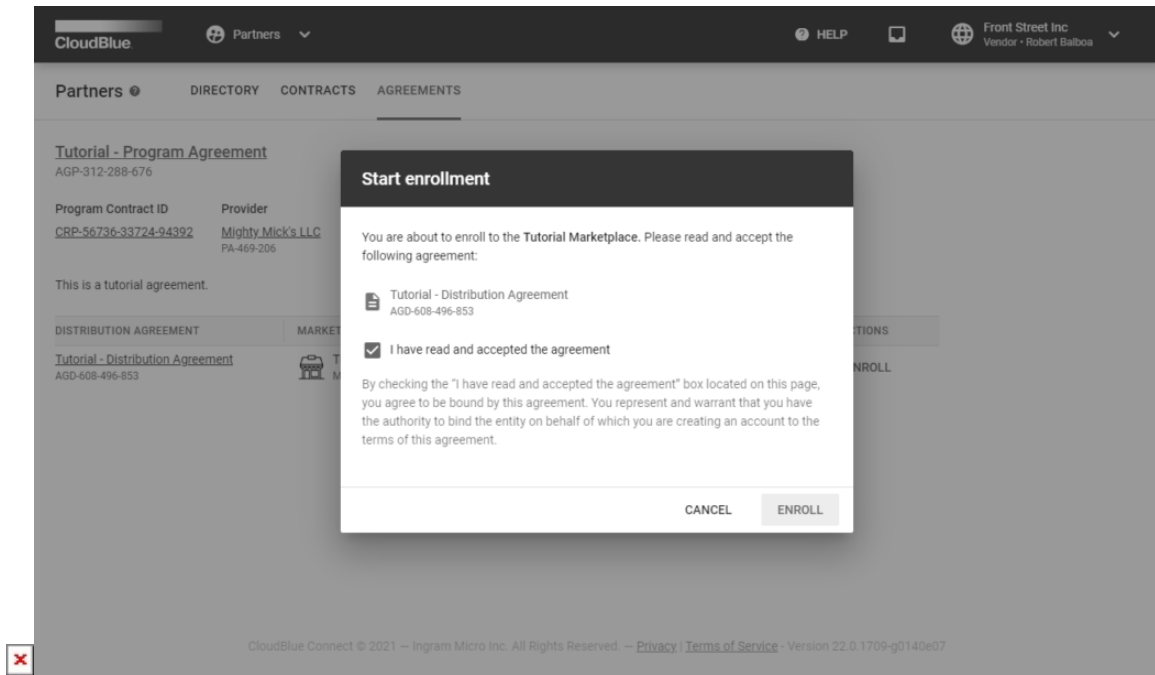
1. Proceed to the **Partners** module and navigate to the **Agreements** tab.

2. Click the **Enroll** action button from your distribution agreement.

The screenshot shows the CloudBlue interface. At the top, there's a navigation bar with 'Partners' selected. Below it, the 'AGREEMENTS' tab is active. The main content area shows a 'Tutorial Agreement' with ID AGP-597-677-302. It lists a Program Contract ID (CRP-84507-07510-09451), a Provider (Mighty Mick's LLC, PA-995-631), and a Document (Download attachment). Below this, there's a table with columns: DISTRIBUTION AGREEMENT, MARKETPLACE, DISTRIBUTION CONTRACT ID, STATUS, and ACTIONS. The first row in the table is 'Tutorial Distribution Agreement' (AGD-928-158-023) associated with 'Tutorial Marketplace' (MP-38661). The 'ENROLL' button in the 'ACTIONS' column is highlighted with an orange border.



3. Review your agreement and check the **I have read and accepted the agreement** checkbox.



4. Click **Enroll** to enroll your distribution agreement and consequently enroll your distribution contract.

As a result, the system creates a distribution contract and transfers it along with your distribution agreement to the *Pending* state. Thereafter, Distributors can approve or reject this pending distribution contract. Once your distribution contract will be approved, your distribution agreement will be also activated.

Distributor Portal

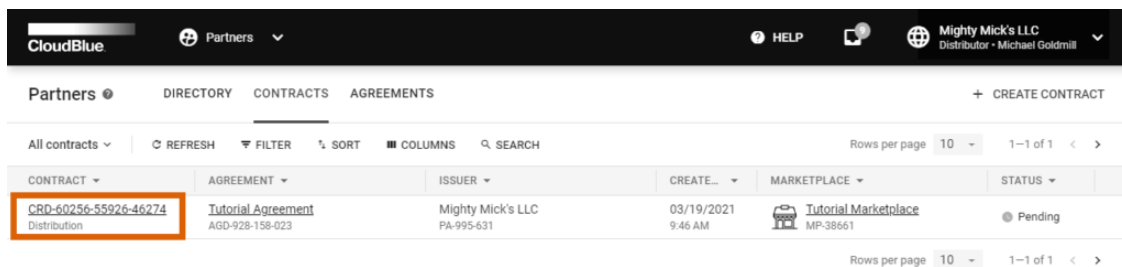
Activating Contracts

In case a distribution contract is created manually and its status is *Pending*, Distributors can approve or reject this contract. The following steps showcase how to activate a pending distribution contract.

1. Locate a pending contract

Navigate to the **Partners** module and go to the **Contracts** tab.

Select a **pending** distribution contract from the list and click on its **Contract ID**.



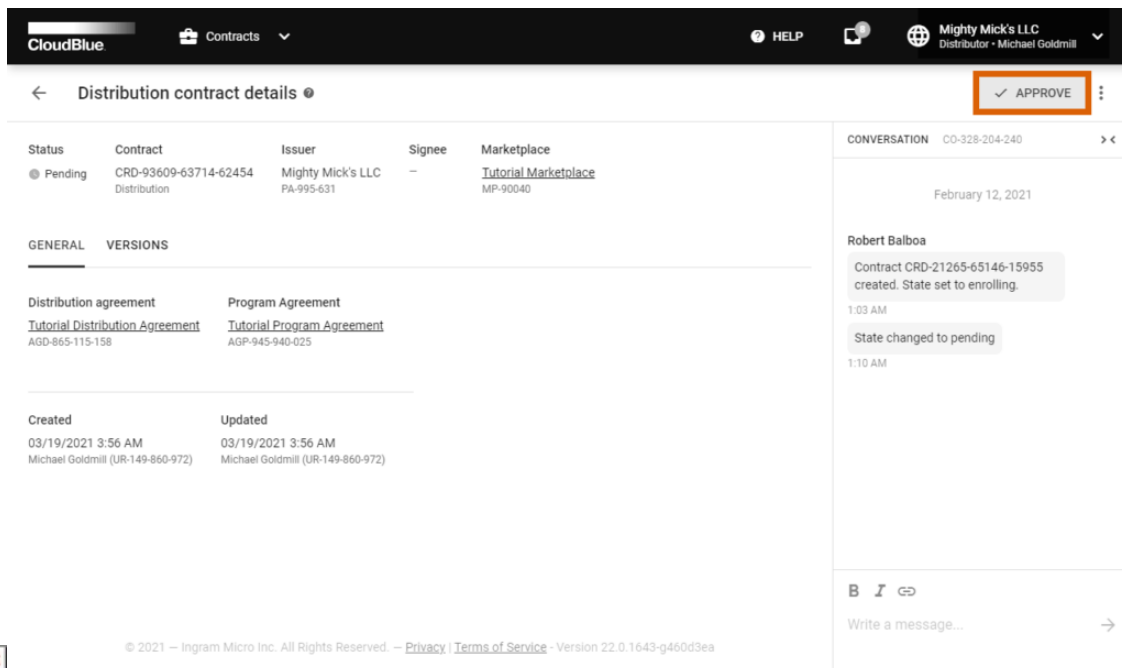
CONTRACT	AGREEMENT	ISSUER	CREATE...	MARKETPLACE	STATUS
CRD-60256-55926-46274 Distribution	Tutorial Agreement AGD-928-158-023	Mighty Mick's LLC PA-995-631	03/19/2021 9:46 AM	Tutorial Marketplace MP-38661	Pending

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Thus, you will access the Distribution Contract Details screen.

2. Approve your contract

Click the **Approve** button to activate your pending distribution contract.



Distribution contract details **APPROVE**

Status	Contract	Issuer	Signee	Marketplace
Pending	CRD-93609-63714-62454 Distribution	Mighty Mick's LLC PA-995-631	-	Tutorial Marketplace MP-90040

GENERAL | **VERSIONS**

Distribution agreement	Program Agreement
Tutorial Distribution Agreement AGD-865-115-158	Tutorial Program Agreement AGP-945-940-025

Created	Updated
03/19/2021 3:56 AM Michael Goldmill (UR-149-860-972)	03/19/2021 3:56 AM Michael Goldmill (UR-149-860-972)

CONVERSATION CO-328-204-240

February 12, 2021

Robert Balboa
Contract CRD-21265-65146-15955 created. State set to enrolling.
1:03 AM

State changed to pending
1:10 AM

B I Write a message...

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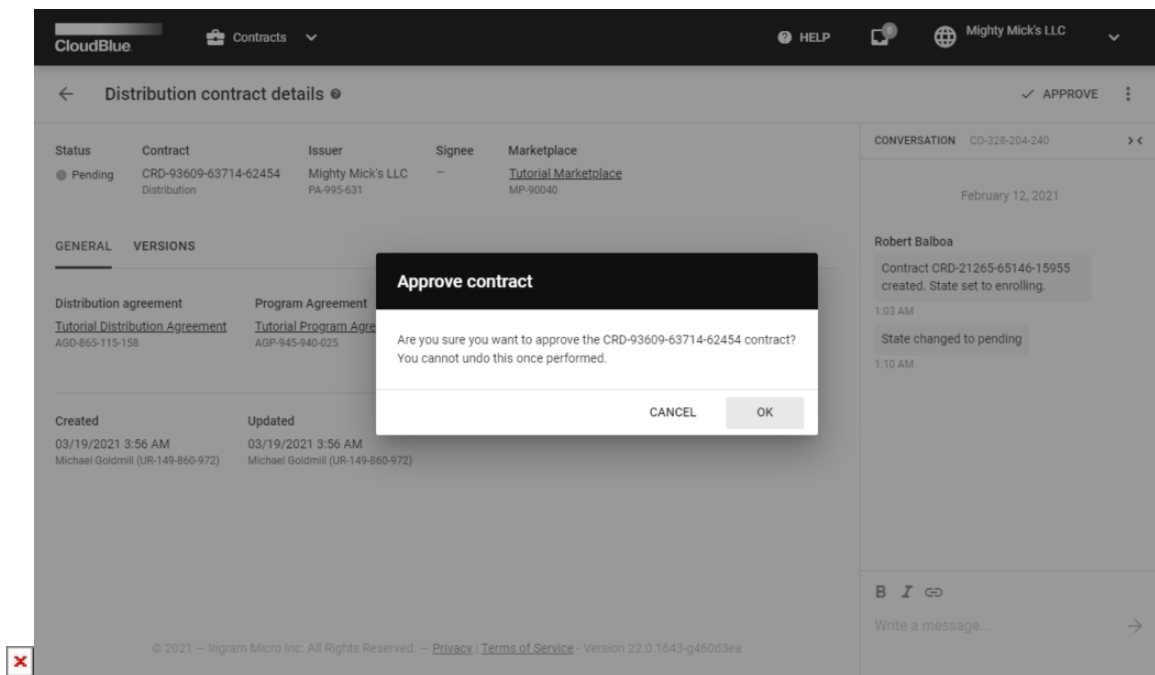


Contract is incorrect

In case of an error, click on the vertical ellipsis (**:**) icon and then click **Reject** to reject a pending distribution contract.

3. Confirm your decision

Click **OK** in the pop-up window to confirm your decision.



As a result, your distribution contract will be approved and the system will assign the *Active* status to it.

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.



CloudBlue Contracts HELP **Mighty Mick's LLC**
Distributor - Michael Goldmill

← **Distribution contract details**

Status	Contract	Issuer	Signee	Marketplace
● Active	CRD-93609-63714-62454 Distribution - Version 1	Mighty Mick's LLC PA-995-631	Front Street Inc. VA-290-846	Tutorial Marketplace MP-90040

GENERAL **VERSIONS**

Distribution agreement	Program Agreement
Tutorial Distribution Agreement AGD-865-115-158	Tutorial Program Agreement AGP-945-940-025

Created	Updated
03/19/2021 3:56 AM Michael Goldmill (UR-149-860-972)	03/19/2021 10:51 AM Michael Goldmill (UR-149-860-972)

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CONVERSATION CO-328-204-240

February 12, 2021

Robert Balboa

Contract CRD-21265-65146-15955 created. State set to enrolling.
1:03 AM

State changed to pending
1:10 AM

B I

Write a message...

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

Refining Data

In case a custom form is attached and a Vendor enroll a distribution contract after filling out this form, Distributors can refine specified data via the distribution contract details screen. Therefore, your Vendor will be asked to specify additional information again.

Access the contract details screen of your pending distribution contract. Click the **Refine Data** button

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

← Distribution contract details REFINE DATA APPROVE

Status	Contract	Issuer	Signee	Marketplace
Pending	CRD-19136-55520-10451 Distribution	Mighty Mick's LLC PA-995-631	-	Tutorial Marketplace MP-22284

GENERAL VERSIONS

Signee has filled enrolling data SHOW

Distribution agreement	Program Agreement
Tutorial Distribution Agreement AGD-377-386-485	Tutorial Program Agreement AGP-257-409-885

Created	Updated
02/11/2021 1:48 PM Michael Goldmill	02/11/2021 1:54 PM Michael Goldmill

CONVERSATION CO-643-696-132

February 11, 2021

Michael Goldmill
Contract CRD-19136-55520-10451 created. State set to enrolling.
1:48 PM

State changed to pending
1:54 PM

Write a message...

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

← Distribution contract details

Status	Contract	Issuer	Signee	Marketplace
Enrolling	CRD-19136-55520-10451 Distribution	Mighty Mick's LLC PA-995-631	-	Tutorial Marketplace MP-22284

GENERAL VERSIONS

Signee is filling enrolling data. It takes some time.

Distribution agreement	Program Agreement
Tutorial Distribution Agreement AGD-377-386-485	Tutorial Program Agreement AGP-257-409-885

Created	Updated
02/11/2021 1:48 PM Michael Goldmill	04/06/2021 4:48 AM Michael Goldmill

CONVERSATION CO-643-696-132

February 11, 2021

Michael Goldmill
Contract CRD-19136-55520-10451 created. State set to enrolling.
1:48 PM

State changed to pending
1:54 PM

April 6, 2021

Michael Goldmill
State changed to enrolling
4:48 AM

Write a message...

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Thus, the system will transfer your distribution contract to the *Enrolling* state. Furthermore, the system will asks your Vendor to revamp your specified custom form.

Contract Details

Click on a distribution [contract ID](#) to access the **Distribution contract details** screen.



CloudBlue Contracts HELP **Mighty Mick's LLC**
Distributor - Michael Goldmill

← **Distribution contract details**

Status	Contract	Issuer	Signee	Marketplace
● Active	CRD-93609-63714-62454 Distribution - Version 1	Mighty Mick's LLC PA-995-631	<u>Front Street Inc.</u> VA-290-846	<u>Tutorial Marketplace</u> MP-90040

GENERAL **VERSIONS**

Distribution agreement	Program Agreement
<u>Tutorial Distribution Agreement</u> AGD-865-115-158	<u>Tutorial Program Agreement</u> AGP-945-940-025

Created	Updated
03/19/2021 3:56 AM Michael Goldmill (UR-149-860-972)	03/19/2021 10:51 AM Michael Goldmill (UR-149-860-972)

CONVERSATION CO-328-204-240 ><

February 12, 2021

Robert Balboa

Contract CRD-21265-65146-15955 created. State set to enrolling.
1:03 AM

State changed to pending
1:10 AM

B I

Write a message... →

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Use the **Distribution contract details** screen to view your contract data, such as contract **Signee**, update/creation date, **Issuer**, associated **Distribution/Program Agreements**, specified **Marketplace**, and contract **Status**.

The **Versions** tab allows accessing agreement document. Furthermore, this tab indicates document **versions** and contains issuer/signee **stamps**. In case a new version of document is available, Vendors can sign the document by clicking the **Sign** button next to an updated distribution agreement.

CloudBlue Contracts HELP **Front Street Inc.**
Vendor - Robert Balboa

← **Distribution contract details**

Status	Contract	Issuer	Signee	Marketplace
● Active	CRD-21674-67435-75488 Distribution - Version 1	<u>Mighty Mick's LLC</u> PA-995-631	Front Street Inc. VA-486-834	Tutorial Marketplace MP-38661

GENERAL **VERSIONS**

DOCUMENT	ISSUER STAMP	SIGNEE STAMP	ACTION
<u>Version 2</u> New	–	–	SIGN
<u>Version 1</u> Active	01/19/2021 Michael Goldmill	01/19/2021 Robert Balboa	–

CONVERSATION

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The **Distribution contracts details screen** also features the **Conversation** log. This log contains automatically generated



messages and enables Partners to interchange messages.

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

← Distribution contract details

Status	Contract	Issuer	Signee	Marketplace
● Active	CRD-93609-63714-62454 Distribution - Version 1	Mighty Mick's LLC PA-995-631	Front Street Inc. VA-290-846	Tutorial Marketplace MP-90040

GENERAL **VERSIONS**

DOCUMENT	ISSUER STAMP	SIGNEE STAMP
Version 1 Active	03/19/2021 Michael Goldmill	03/19/2021 Robert Balboa

CONVERSATION CO-328-204-240

February 12, 2021

Robert Balboa
Contract CRD-21265-65146-15955 created. State set to enrolling.
1:03 AM

State changed to pending
1:10 AM

March 19, 2021

Michael Goldmill
The contract is now activated!
11:34 AM

B I ↻

The contract is now activated! →

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