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Documentation 🗙 Modules 💌 Partners 💌 Contracts 💌

Distribution Contracts

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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

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



- 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.



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.

Partners DIRECTORY					
	CONTRACTS AGREEMENTS				
Tutorial Agreement AGP-597-677-302					
Program Contract ID Provider <u>CRP-84507-07510-09451</u> <u>Mighty Mi</u> PA-995-631	Document ick's LLC @ Download attachment				
test					
Tutorial Distribution Agreement AGD-928-158-023	Tutorial Marketplace	DISTRIBUTION CONTRACT ID	-	ENROLL	
					-
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3. Review your agreement and check the I have read and accepted the agreement checkbox.

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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**.

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All contracts ~ C REFF	RESH T FILTER 1 SORT	COLUMNS Q SEARCH	Rows per page 10 - 1-1 of 1 < >
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 Tutorial Marketplace Pending
			Rows per page 10 - 1-1 of 1 < >

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Thus, you will access the Distribution Contract Details screen.

2. Approve your contract

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

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← Distribution contr	act details @			✓ APPROVE	÷
Status Contract Pending CRD-93609-63714 Distribution	Issuer -62454 Mighty Mick's LLC PA-995-631	Signee Marketplace - <u>Tutorial Marketplac</u> MP-90040	e	CONVERSATION C0-328-204-240 February 12, 2021	> <
GENERAL VERSIONS				Robert Balboa Contract CRD-21265-65146-15955	
Distribution agreement <u>Tutorial Distribution Agreement</u> AGD-865-115-158	Program Agreement Tutorial Program Agreement AGP-945-940-025			created. State set to enrolling. 1:03 AM State changed to pending 1:10 AM	
Created 03/19/2021 3:56 AM Michael Goldmill (UR-149-860-972)	Updated 03/19/2021 3:56 AM Michael Goldmill (UR-149-860-972)				
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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.

Status Contract	Issuer	Signee	Marketplace		CONVERSATI	DN CO-328-204-240	
Pending CRD-93609-63714 Distribution	I-62454 Mighty Mick's LLC PA-995-631		Tutorial Marketplace MP-90040			February 12, 2021	
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03/19/2021 3:56 AM Michael Goldmill (UR-149-860-972)	03/19/2021 3:56 AM Michael Goldmill (UR-149-860-972)						
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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.

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← Di	Contract Issuer Signee Marketplace CRD-93609-63714-62454 Mighty Mick's LLC Front Street Inc. Tutorial Marketplace Distribution - Version 1 PA-995-631 VA-290-846 MP-90040 VERSIONS greement Program Agreement Jutorial Program Agreement Judgated Updated ItS6 AM 03/19/2021 10:51 AM It(UR:149-860-972)						:		
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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



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 <u>contract ID</u> to access the **Distribution contract details** screen.

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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.

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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.

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