



<https://cloudblue.com>

Documentation Modules Partners Contracts

# Distribution Contracts



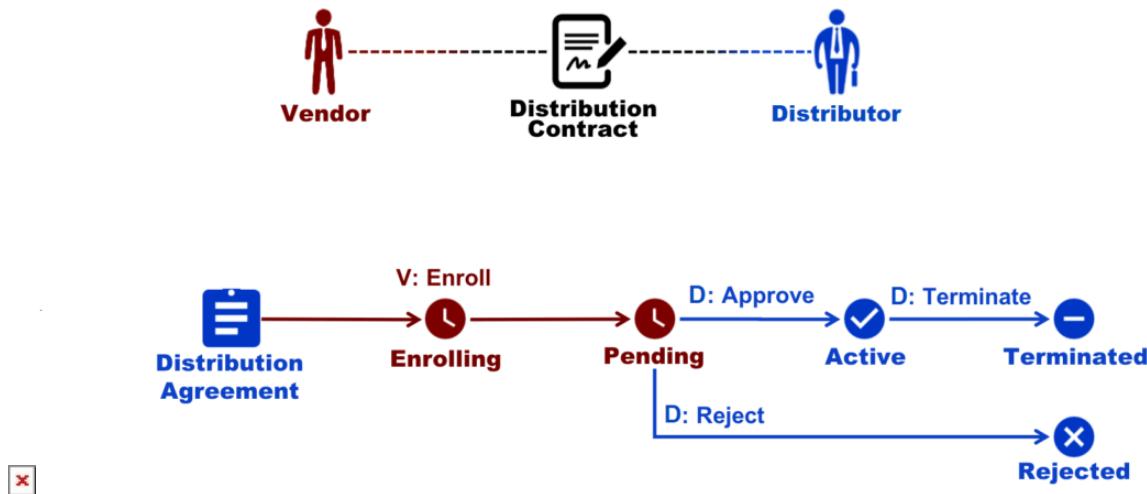
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Auto-generated at January 31, 2026

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:



- 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.
- 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.
- Active:** Once a Distributor approves a distribution contract, the system assigns this status to this contract.
- Terminated:** In case a Distributor terminates an *active* distribution contract, the system assigns the corresponding status to this contract.
- 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.

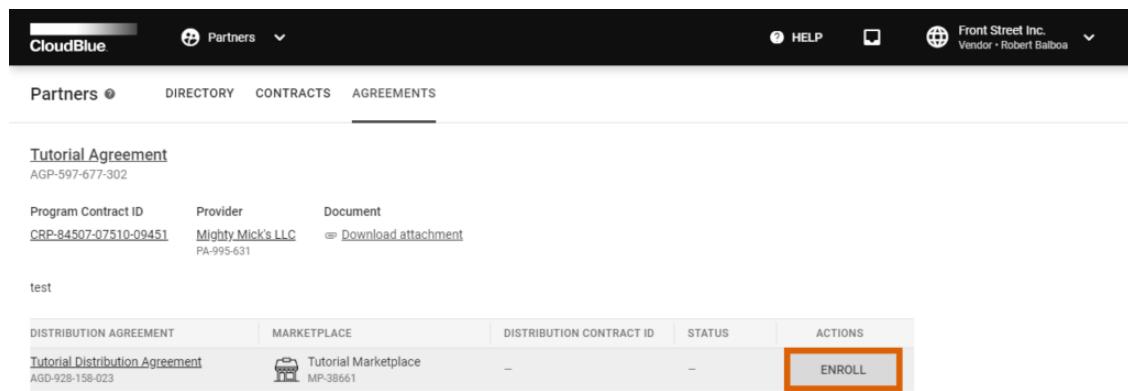
## Vendor Portal

### 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.

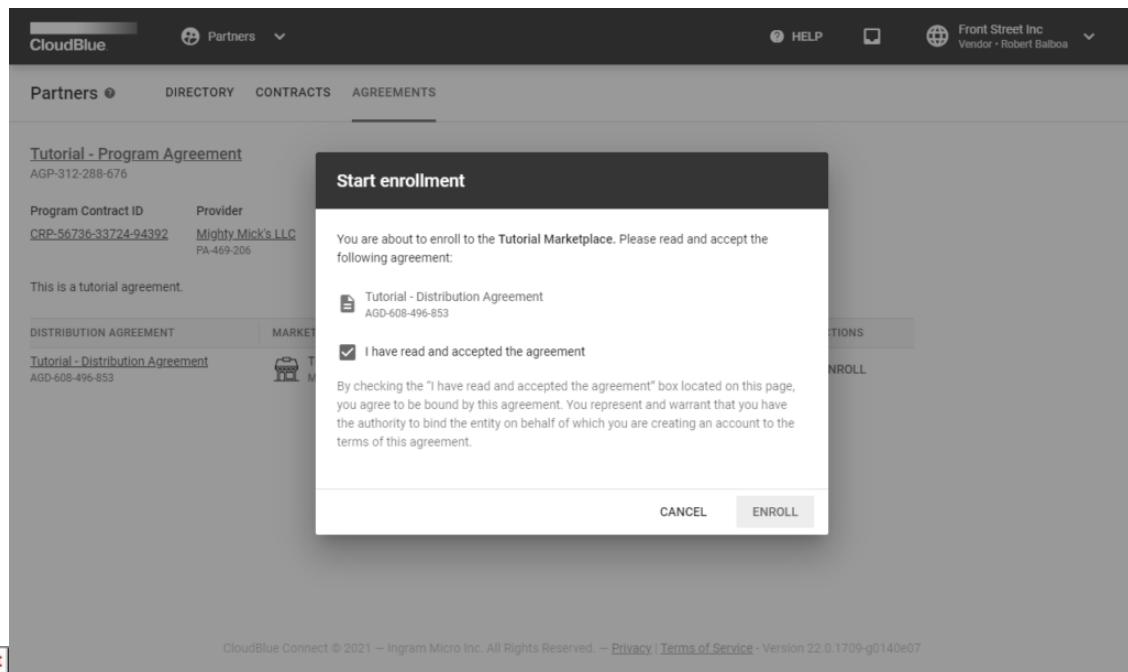
1. Proceed to the **Partners** module and navigate to the **Agreements** tab.

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



The screenshot shows the CloudBlue Partners module interface. The top navigation bar includes 'CloudBlue', 'Partners', 'HELP', and 'Front Street Inc. Vendor - Robert Balboa'. Below the navigation is a sub-menu with 'Partners', 'DIRECTORY', 'CONTRACTS', and 'AGREEMENTS', with 'AGREEMENTS' being the active tab. The main content area displays a distribution agreement for 'Tutorial Agreement' (AGP-597-677-302). It shows details: Program Contract ID (CRP-84507-07510-09451), Provider (Mighty Mick's LLC), and Document (PA-995-631). Below this, a note says 'test'. A table lists distribution agreements, with one row for 'Tutorial Distribution Agreement' (AGD-928-158-023) showing Marketplace (Tutorial Marketplace, MP-38661) and an 'ENROLL' button in the Actions column, which is highlighted with a red box.

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

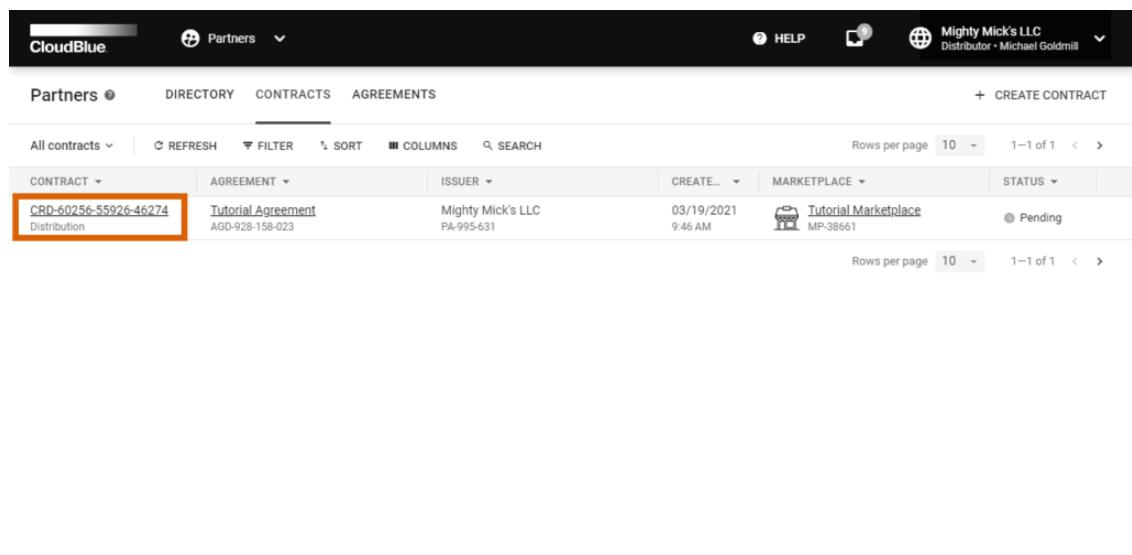
### Activating Contracts

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**.



CloudBlue Partners

Partners  DIRECTORY CONTRACTS AGREEMENTS

REFRESH FILTER SORT COLUMNS 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 9:46 AM	 Tutorial Marketplace MP-38661	Pending

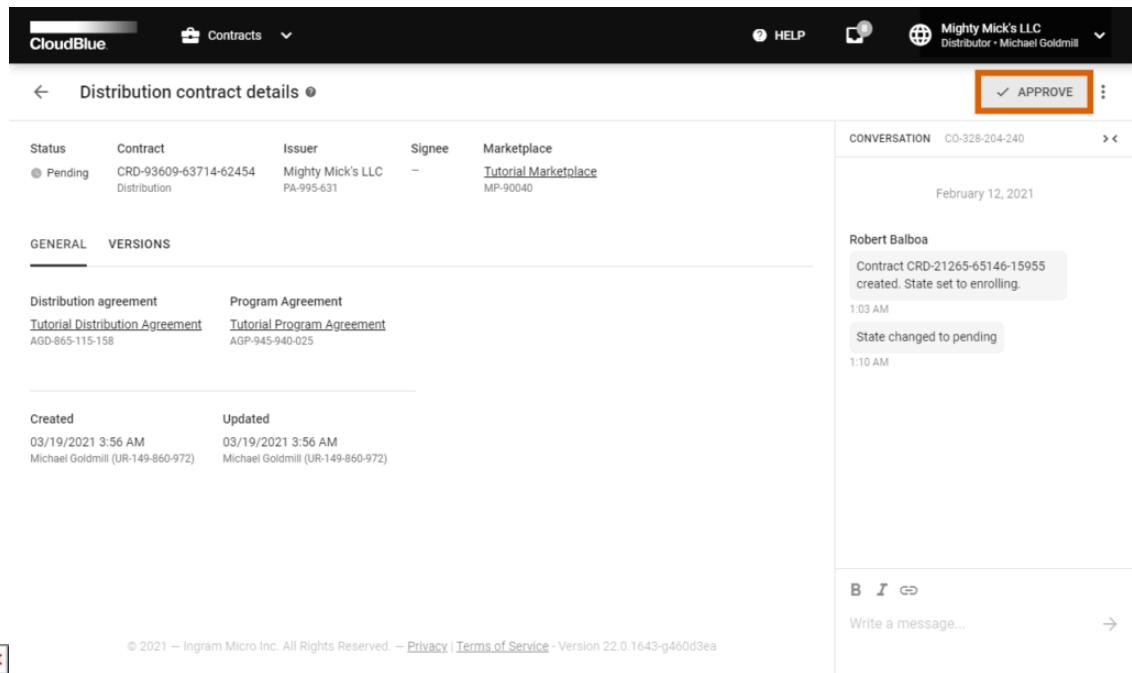
ROWS PER PAGE: 10 | 1-1 of 1

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Thus, you will access the Distribution Contract Details screen.

## 2. Approve your contract

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



CloudBlue Contracts

Distribution contract details 

PENDING

Status	Contract	Issuer	Signee	Marketplace
Pending	CRD-93609-63714-62454 Distribution	Mighty Mick's LLC PA-995-631	–	<a href="#">Tutorial Marketplace</a> MP-90040

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 GO

Write a message...

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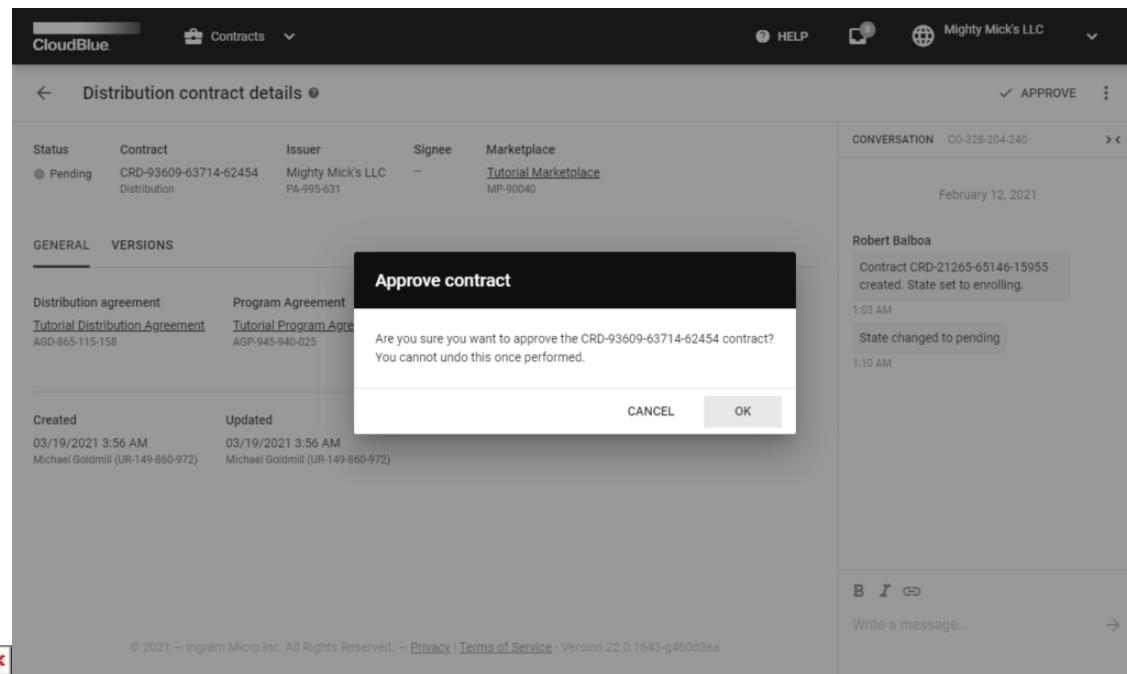


Contract is incorrect

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.



The screenshot shows the 'Distribution contract details' screen. At the top, there are tabs for 'GENERAL' and 'VERSIONS'. The 'GENERAL' tab is selected, displaying the following data:

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

On the right, there is a 'CONVERSATION' sidebar with a list of messages:

- 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)

At the bottom of the sidebar, there is a text input field: 'Write a message...' with a send button.

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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

 Contracts   Mighty Mick's LLC Distributor • Michael Goldmill

← Distribution contract details 

Status: Pending Contract: CRD-19136-55520-10451 Issuer: Mighty Mick's LLC PA-995-631 Signee: — Marketplace: [Tutorial Marketplace](#) MP-22284

GENERAL VERSIONS

 Signee has filled enrolling data [SHOW](#)

Distribution agreement: [Tutorial Distribution Agreement](#) Program Agreement: [Tutorial Program Agreement](#)  
AGD-377-386-485 AGP-257-409-885

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

 Contracts   Mighty Mick's LLC Distributor • Michael Goldmill

← Distribution contract details 

Status: Enrolling Contract: CRD-19136-55520-10451 Issuer: Mighty Mick's LLC PA-995-631 Signee: — Marketplace: [Tutorial Marketplace](#) MP-22284

GENERAL VERSIONS

 Signee is filling enrolling data. It takes some time.

Distribution agreement: [Tutorial Distribution Agreement](#) Program Agreement: [Tutorial Program Agreement](#)  
AGD-377-386-485 AGP-257-409-885

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

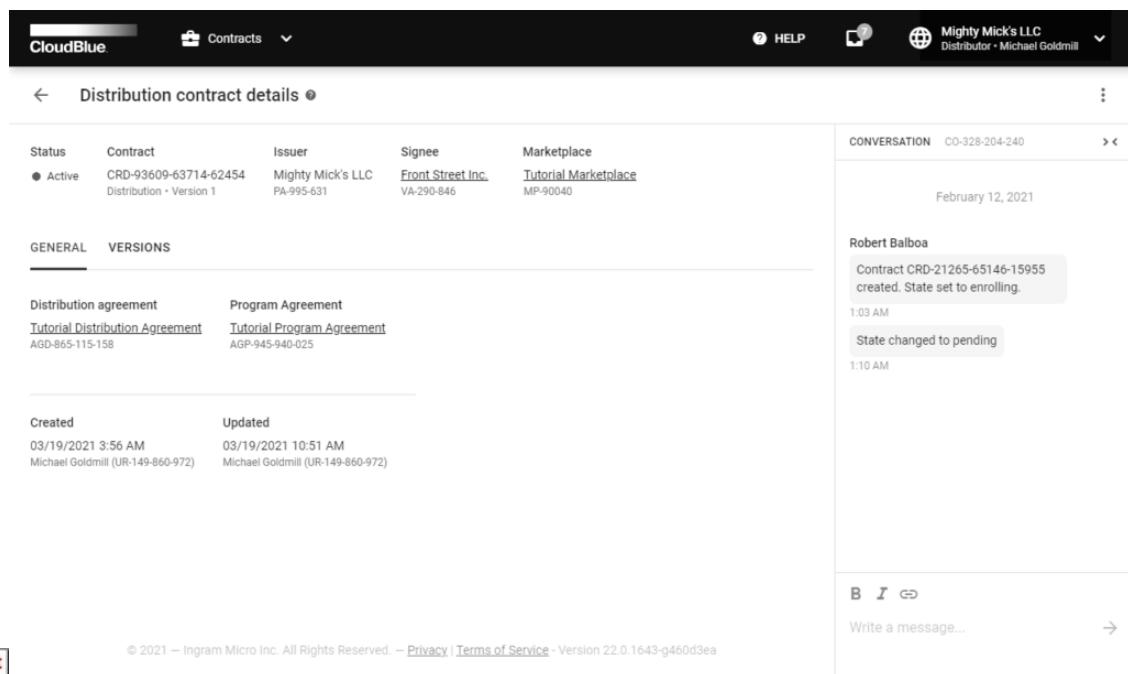
    
Write a message... 

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

## Contract Details

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



The screenshot shows the 'Distribution contract details' screen for a specific contract. The top navigation bar includes 'CloudBlue', 'Contracts', 'HELP', and 'Mighty Mick's LLC'. The main content area displays the following 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

Below this, there are two tabs: 'GENERAL' and 'VERSIONS'. The 'GENERAL' tab is selected, showing:

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)

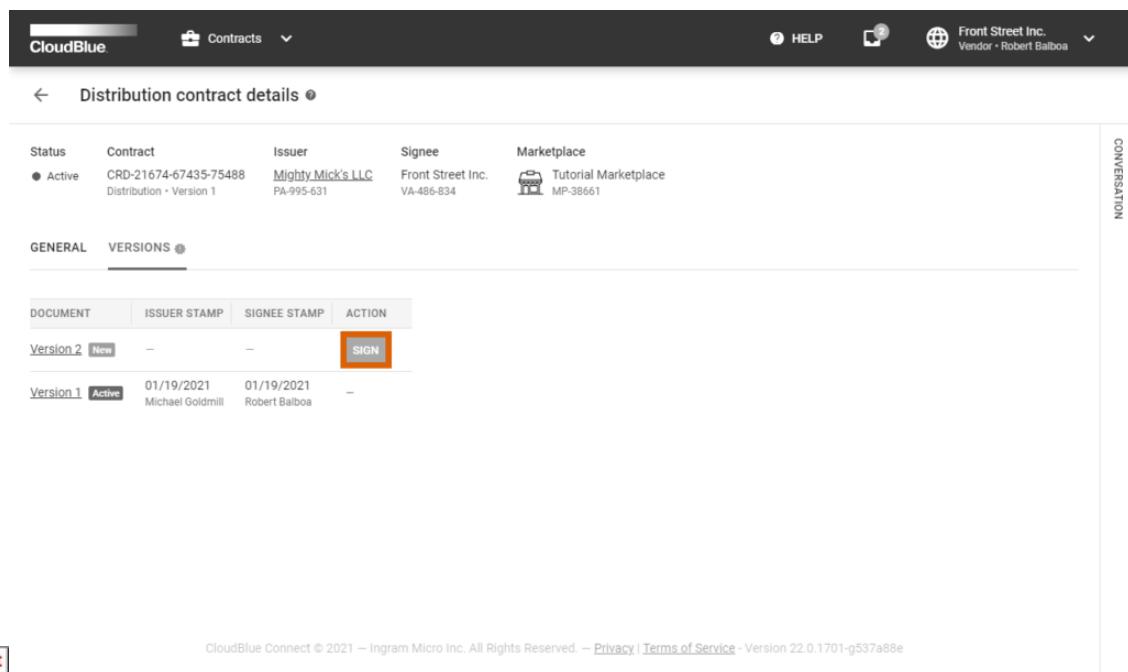
The 'VERSIONS' tab shows a table of document versions:

DOCUMENT	ISSUER STAMP	SIGNEE STAMP	ACTION
Version 2 <span style="background-color: #f0f0f0;">New</span>	—	—	<b>SIGN</b>
Version 1 <span style="background-color: #f0f0f0;">Active</span>	01/19/2021 Michael Goldmill	01/19/2021 Robert Balboa	—

On the right side, a 'CONVERSATION' log is displayed, showing a message from 'Robert Balboa' and a timestamp of 'February 12, 2021'.

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.



The screenshot shows the 'Distribution contract details' screen for a specific contract. The top navigation bar includes 'CloudBlue', 'Contracts', 'HELP', and 'Front Street Inc.'. The main content area displays the following details:

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

Below this, there are two tabs: 'GENERAL' and 'VERSIONS'. The 'VERSIONS' tab is selected, showing a table of document versions:

DOCUMENT	ISSUER STAMP	SIGNEE STAMP	ACTION
Version 2 <span style="background-color: #f0f0f0;">New</span>	—	—	<b>SIGN</b>
Version 1 <span style="background-color: #f0f0f0;">Active</span>	01/19/2021 Michael Goldmill	01/19/2021 Robert Balboa	—

On the right side, a 'CONVERSATION' log is displayed, showing a message from 'Front Street Inc.' and a timestamp of 'February 12, 2021'.

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



messages and enables Partners to interchange messages.

The screenshot shows the CloudBlue Contracts interface. At the top, there are navigation links for Documentation, Modules, Partners, Contracts, and Distribution Contracts, each with a red 'X' icon. The top right shows the user 'Mighty Mick's LLC' and 'Distributor - Michael Goldmill'. The main content area shows a distribution contract with details: Status (Active), Contract (CRD-93609-63714-62454, Distribution - Version 1), Issuer (Mighty Mick's LLC, PA-995-631), Signee (Front Street Inc., VA-290-846), and Marketplace (Tutorial Marketplace, MP-90040). Below this, there are tabs for 'GENERAL' and 'VERSIONS', with 'VERSIONS' being active. It shows one version: Version 1 (Active, 03/19/2021, Michael Goldmill) and Signee (Robert Balboa, 03/19/2021). To the right, a 'CONVERSATION' window is open for CO-328-204-240, dated February 12, 2021. It shows messages from Robert Balboa and Michael Goldmill. A red box highlights the message from Michael Goldmill: 'The contract is now activated!' at 11:34 AM. The bottom of the page has a footer with a red 'X' icon and the text: '© 2021 – Ingram Micro Inc. All Rights Reserved. – [Privacy](#) | [Terms of Service](#) - Version 22.0.1643-g460d3ea'.