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Program Contracts

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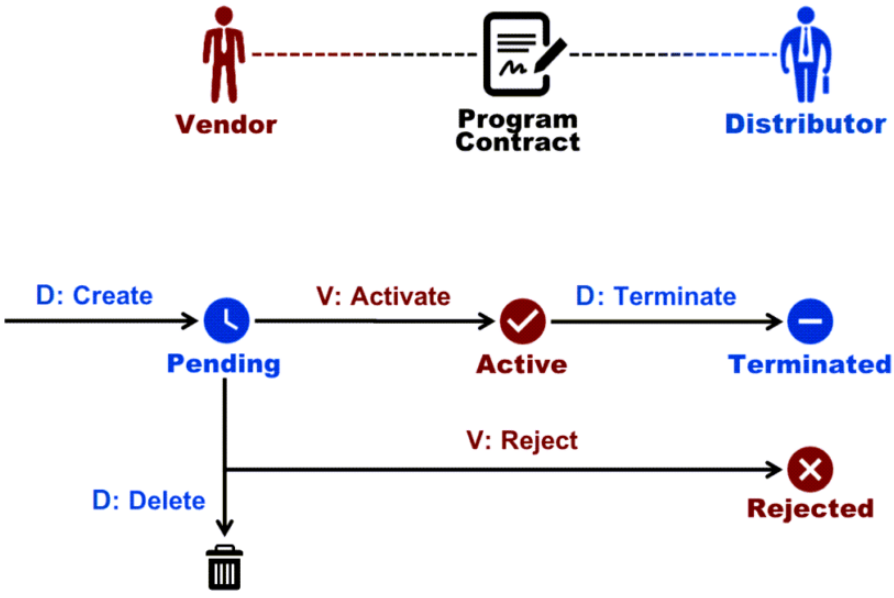
Distributors and Vendors sign their program contracts to set business partnerships through the CloudBlue Connect platform. Signed program contracts enable Distributors to cooperate with Vendors and consequently activate Distribution Contracts. Furthermore, note that signing program contracts allows Vendors to activate the Vendor Portal on the Connect platform.

Program Agreement is Required!

In case a program agreement is not presented, Distributors can create this agreement as described below: Creating Program Agreements. Alternatively, Distributors can generate program agreement and program contracts while creating a **Vendor**-type Partner account via the **Directory** tab.

State Flow

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



1. **Pending**: This state indicates that a Distributor created a new contract for a Vendor.
2. **Active**: This status is shown once Vendor accepted this contract.
3. **Terminated**: In case Distributor terminates this contract, the system displays this contract status.
4. **Rejected**: If a Vendor rejects this contract that is created by a Distributor, the system assigns this status to the contract.

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> Note
>
> Distributors can delete a pending program contract. Thus, the system removes the deleted contract from the database.
> Distributors can also terminate activated contracts. In contrast, Connect stores terminated contracts and enables users to view the contract data.

Distributor Portal

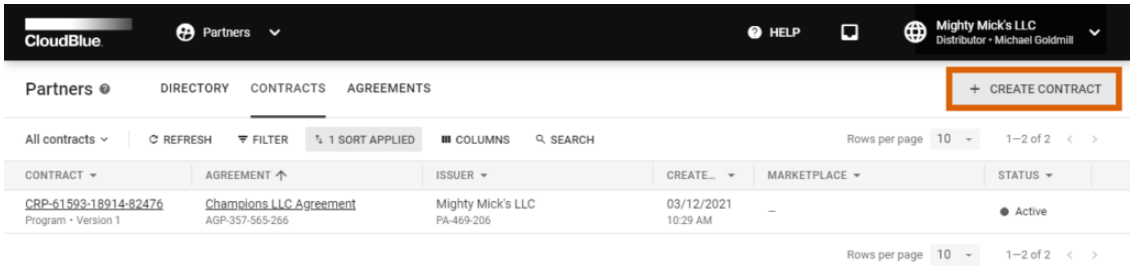
Distributors can create program contracts, invite Vendors and manage their contracts via the **Contracts** tab from the **Partners** module.

The following instructions showcase how to create a program contract, access invitation link and manage created contracts on the Connect platform.

Creating Program Contracts

Once a program agreement is generated, Distributors can create a program contract by accessing the **Partners** module and navigating to the **Contracts** tab.

Click the **Create Contract** button to launch a contract creation wizard.



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Follow the wizard steps to successfully create a new program contract.

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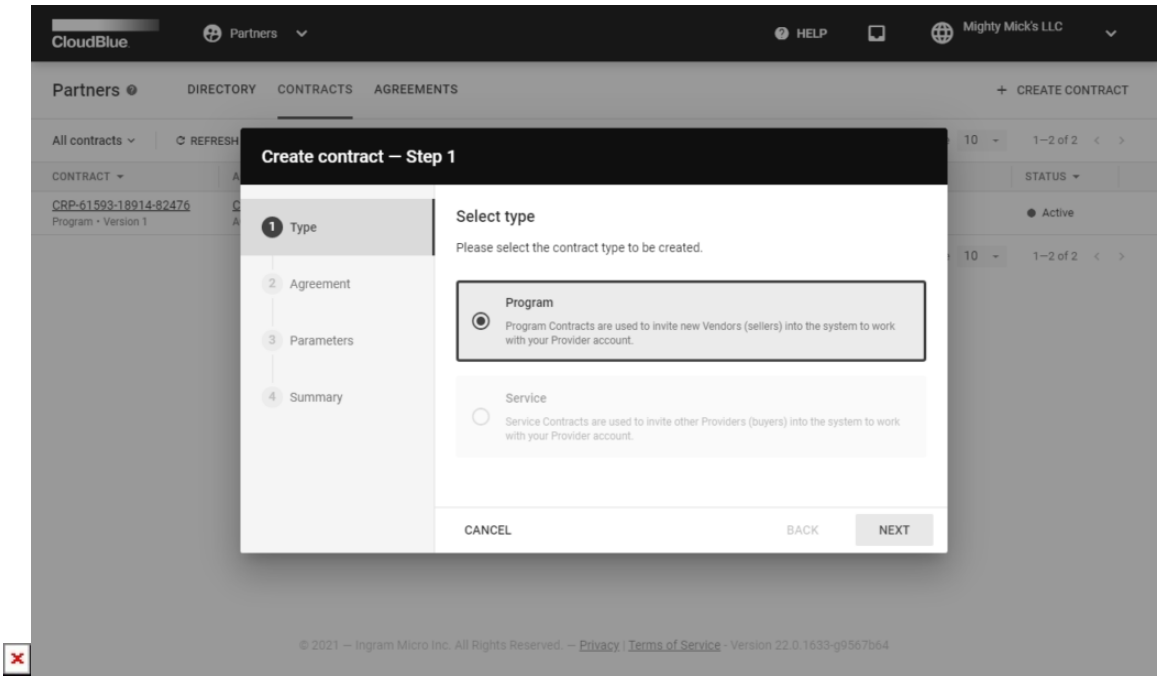
1. Type

Select the **Program** contract type.



Click **Next** to continue.

2. Agreement

Choose a program agreement from the list.

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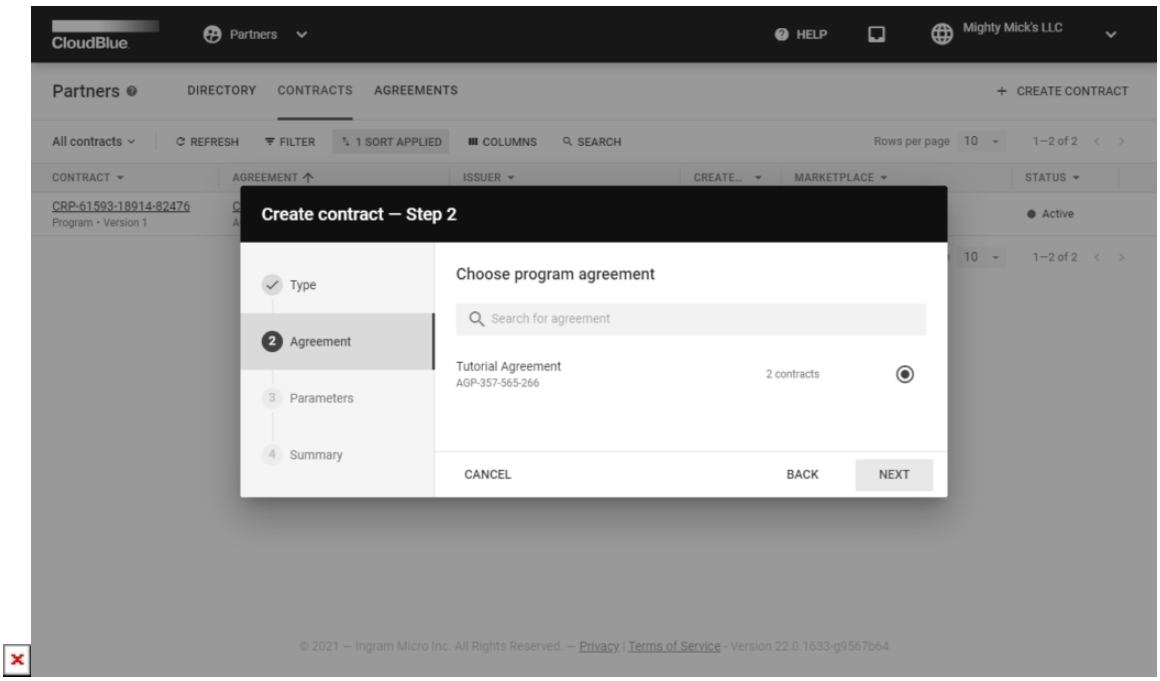
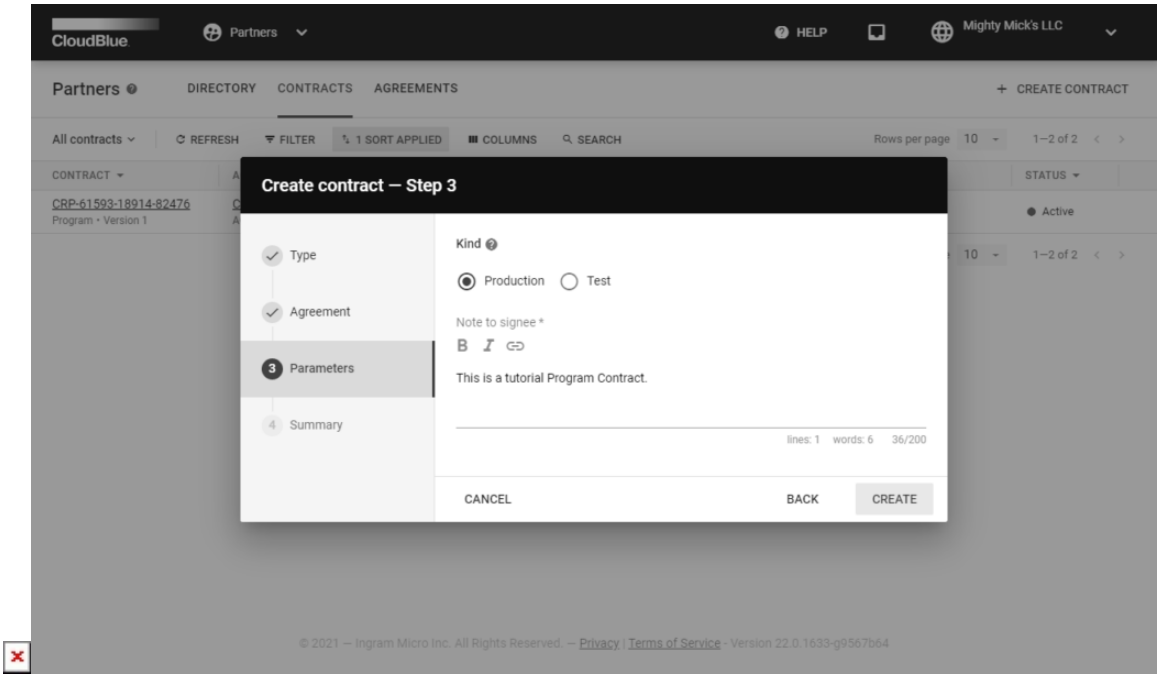


Click the **Next** button to continue.

3. Parameters

Specify the following contract parameters:

- **Kind**: Select *Test* to create a testing contract. Select *Production* to create a genuine contract.
- **Note to signee**: Leave a note to signee (required).



Click **Create** to finalize your program contract creation.

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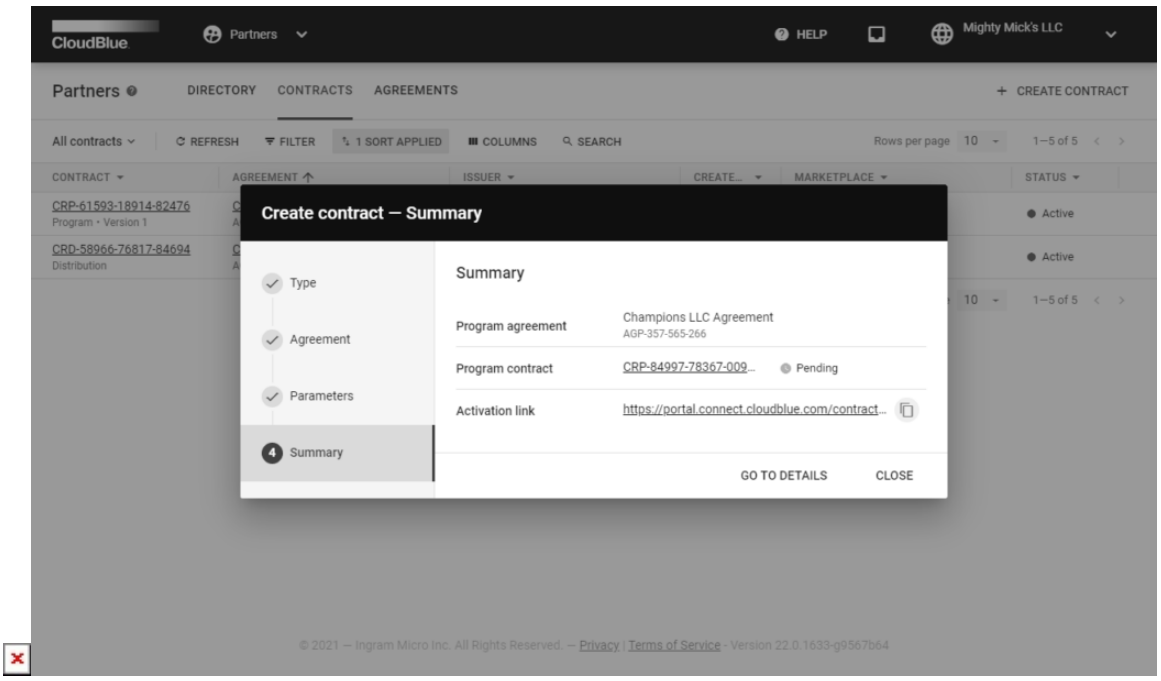
4. Summary

Once a program contract is successfully configured, the system displays a summary.

> Copy the Activation link
>
> The summary step provides an **Activation link**. Copy this link and pass it to your Vendor. Thus, your Partner will be invited to sign up the contract and activate the Vendor portal. Note that this activation link is also available from the **program contract details** screen.



Access the **Program contract details** screen by clicking the **Go to Details** button. Otherwise, click **Close** to close the wizard.

Program Contract Details

Click on your contract ID to access the **Program contract details** screen.

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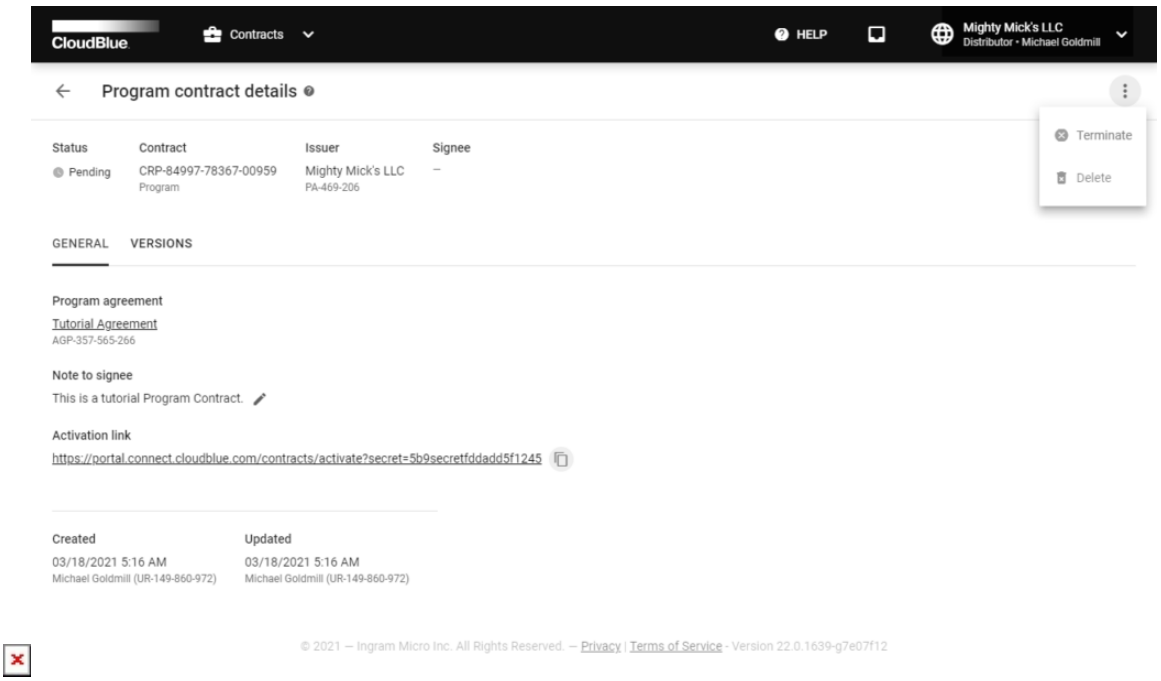

Use this screen to access the **Activation link** and view your contract data, such as contract **Signee**, update/creation date, **Issuer**, associated **Program agreement**, and contract **Status**.

Edit your **Note to signee** by clicking on the corresponding icon next to your message.

Depending on the contract type and its state, Distributors can perform the following operations:

- Review associated agreement versions and identify which one is signed by accessing **Versions**.
- Terminate their active program contract by clicking the **Terminate** button.
- Delete their pending program contract by clicking the **Delete** button.

Vendor Portal

A Vendor can have several program contracts signed with different Distributors. Note that the first signed program contract enables the vendor to activate the Vendor Portal.

Signing Program Contracts

Once a Vendor receives an invitation link from a Distributor, this Vendor can sign associated program contract and activate the Vendor portal.

> ●
> Information

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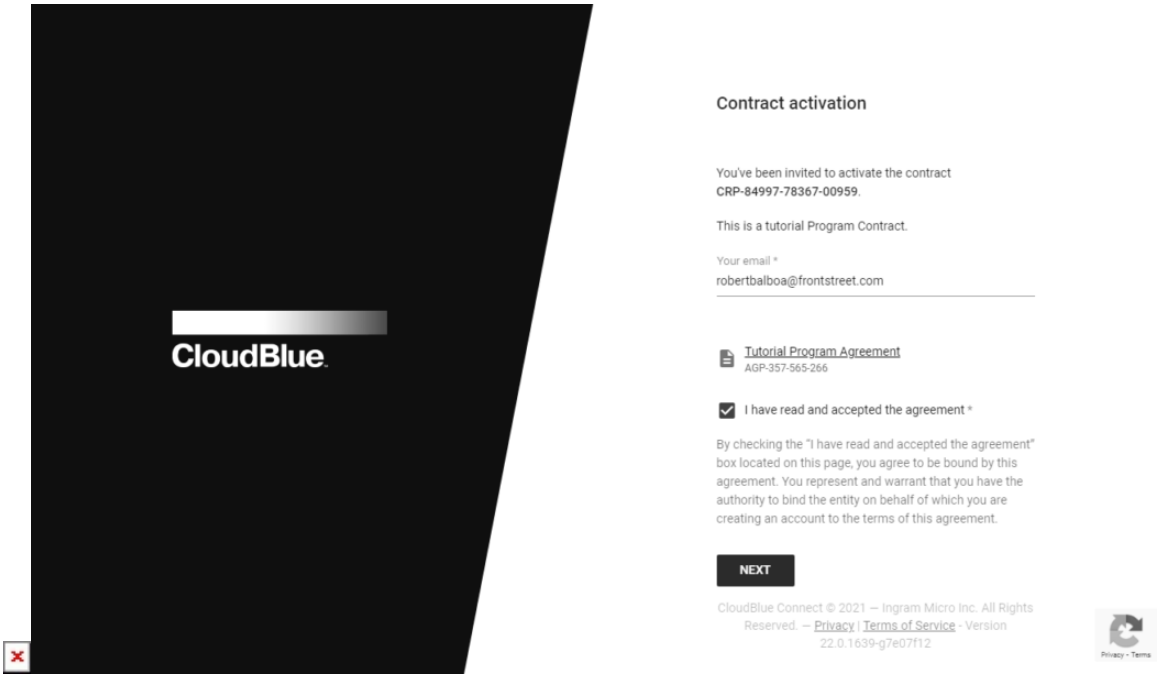
> The following contains guidelines on how to create a new Vendor account. Thus, if you already have a Vendor account, the system prompts you to create a new one or use your created account to activate the contract. In case your created account is required to sign up the contract, the Distributor's distribution agreement should be associated with a different marketplace.

The following steps showcase how to sign up a program contract and activate the Vendor portal.

1. Review the document

Paste your received activation link to access the **Contract activation** screen.

Review the provided agreement, enter your **email** and check **I have read and accepted** the agreement checkbox.



Thereafter, click the **Next** button to continue.

2. Configure the user properties

Enter your full name and specify your password in the following form.

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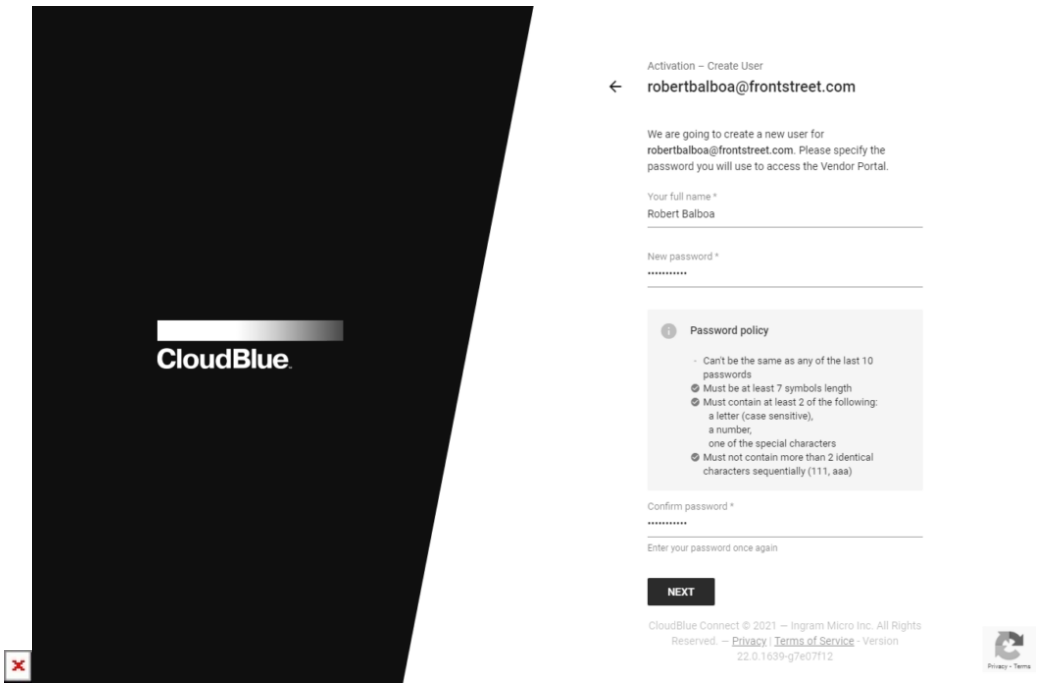
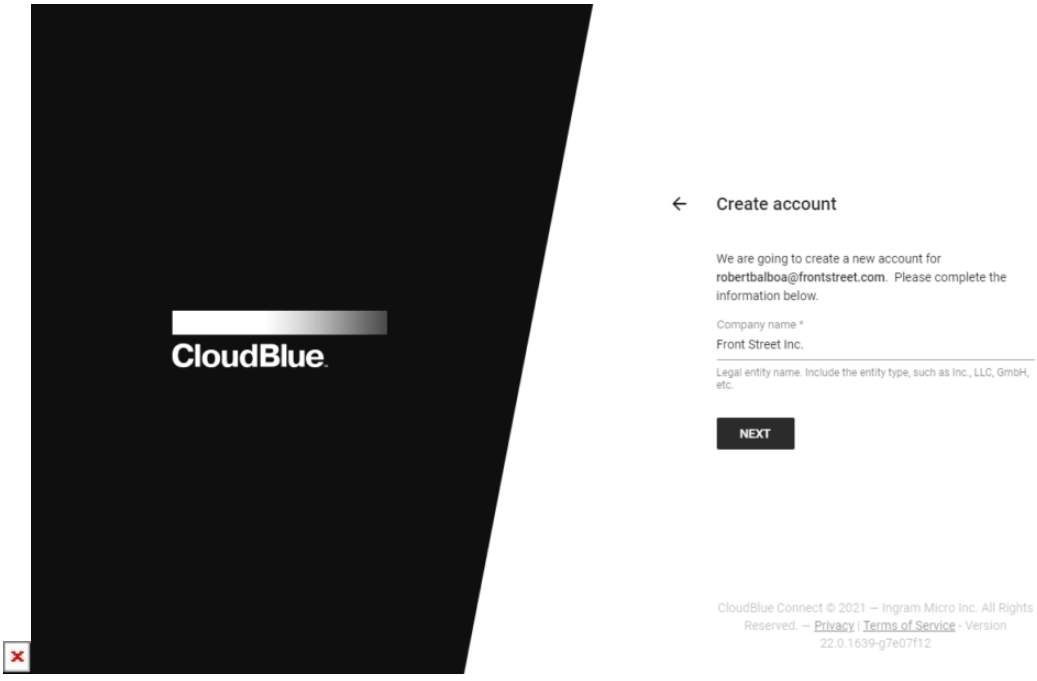


Click **Next** to continue.

3. Configure the company properties

Enter your company name in the following form. It should represent a legal entity name. Include the entity type, such as Inc., LLC, GmbH, etc.



Click **Next** to continue.

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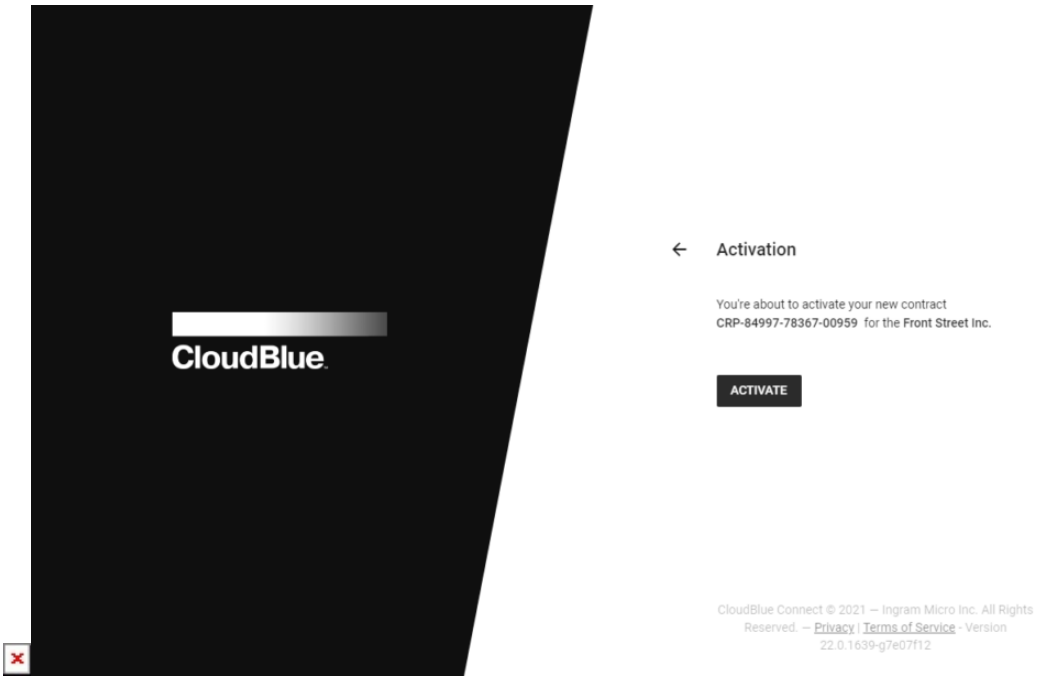
4. Activate the contract

Sign up the program contract and activate the Vendor portal by clicking the **Activate** button.



Therefore, Vendors can proceed to the Vendor portal and perform further operations on the platform.

Updating Program Contracts

In case a Distributor updates a program agreement associated with a program contract, a Vendor can accept this new version as described in Accepting Agreement Updates.

Once an updated program agreement will be activated, the program contract will be bound to this new version. The **Versions** tab from **Program contract details** screen provides the signed agreement and indicates its version. This tab also allows to sign the document by clicking the **Sign** button.

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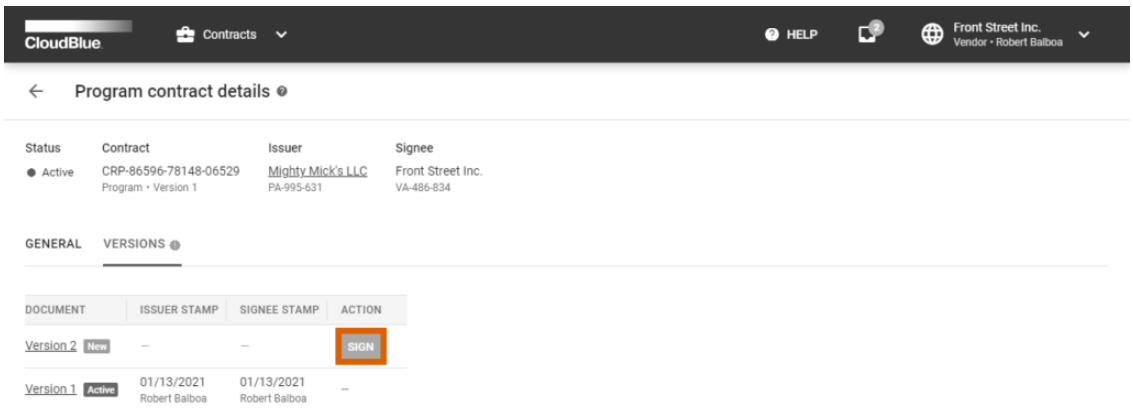

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