

Partner Types:

A Partner can be one or many Partner Types

Brand Owner: Owns the license to the brand name, including large CPGs, Small and Medium CPGs

Distributor: Sells AND distributes items on behalf of another company (Ex: distributor, wholesaler, reseller)

Manufacturer: Produces the goods for resale, including farmers, growers, bottlers

Broker: Intermediary between brand owner and the buyer

Media Agency: A third party that submits campaigns on behalf of the Brand Owner

Steps to complete the Partner Profile

LEGAL BUSINESS NAME – will populate from the invitation

DUNS NUMBER – not required but highly encouraged

DOING BUSINESS AS – required for any company with a DBA

BUSINESS WEBSITE – not required but highly encouraged

IS THIS A PUBLICLY TRADED COMPANY*

– Yes or No

WHAT TYPE OF PARTNER IS THIS*

- you can select 1 or many

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ER: Owns the license to the brand name,

including large CPGs, Small and Medium CPGs

DISTRIBUTOR: Sells AND distributes items on behalf of another company (Ex: distributor, wholesaler, reseller)

MANUFACTURER: Produces the goods for resale, including farmers, growers, bottlers

BROKER: Intermediary between brand owner and the buyer

PARTNER STATUS – defaults to Onboarding

COUNTRY*

- populates from the invitation, and can be changed

MAIN ADDRESS LINE 1*

- populates from the invitation, and can be changed – please use your physical headquarters address

MAIN ADDRESS LINE 2 – please fill in as needed

CITY*

- populates from the invitation, and can be changed

STATE*

- populates from the invitation, and can be changed

ZIP*

- populates from the invitation, and can be changed

Create a New Cost Change – Tariff Codes

A Tariff Code is a unique identifier used to classify goods for import and export. It helps determine the applicable duties and taxes for each item.

When choosing Tariff as the reason code, a tariff code and/or country will be required. To find tariff code, click on the link within the module to visit the Harmonized Tariff Schedule website at <https://hts.usitc.gov/>

Partner Office Hours

Please note there is a New Link starting 7/7

When: Every Monday

Time: 10:30 – 11:30 PDT

Starting: Ongoing (New Link start 7/7)

Last Class: Ongoing

Class Outline: Office Hours are meant to be informal. During Office Hours we will typically share a short deck to level-set everyone and the rest of the time is for users' questions. These questions can be regarding any of the different modules; however, we are typically focused on the Promotion and Cost modules.