**Business to Business**

* B2B Marketplace Page
* Register
	+ Choose to Register as a Customer
	+ Choose to Register as a Buyer/Supplier

**Registration Process**

* When Signing up as a business the following data is needed (Which fields are mandatory?):
	+ Company Name:
	+ D/d/a:
	+ Business Type: (Sole Proprietor, LLC, C Corp,):
	+ State Business Registered in:
	+ State Bus Registration #:
	+ FEIN #:
	+ Dept. of Agriculture License Number (If any, and attachment):
	+ Mailing address:
		- Address
		- State
		- Zip Code
	+ Contact Name:
	+ Contact Title:
	+ Contact Email:
	+ Contact Phone:
		- Office
		- Cell
		- Fax
	+ Are you registering as a:
		- Buyer
		- Supplier
		- Both
	+ Which Products/Services interested in buying or selling (Can choose multiple ones):
		- Industrial Hemp
		- Genetics
		- Bulk Extracts and/or Processing Services
		- Hemp Derived Products
		- Equipment & Supplies
		- Professional Services (Please describe)
		- Other
	+ Attachments
		- Potentially add attachments as necessary.
* NDA Signature – ZohoSign
	+ NCNDA – Non-Disclosure Agreement
	+ What fields need to populate on the NDA?
* Additional forms (waiting on clarification)
	+ Hemp Suppliers Distribution Agreement (Vendors)
	+ Purchase Agreement (Co-Distributors & Retailers)
	+ Outside Sales Consultant Agreement (Independent Contractors)
	+ Social Media Influencer Agreement (Brand Ambassadors)
	+ Hemp Processing Agreement (Processors)
	+ Consulting Agreement (This will be under “Services”)
	+ Hemp Buyers Agreement (This is for Bulk Industrial Hemp/Extract Purchases Only. Not Finished Hemp Products or Seeds).
* What happens currently if the person doesn’t fill out all the fields or signs the NDA?
	+ Would need to re-enter all information again.
* Once Admin signs the NDA on their side, they come into the system and approve the vendor. At this point the vendor is ready to buy or start adding products to sell.
	+ Email is triggered once the admin approved the vendor.
	+ While the admin approves the vendor, vendor should not be able to see anything.
		- Other Vendors
		- Pricing
	+ NDA should be sent to the vendor.

**Supplier/Seller**

Once the Supplier/Seller is approved by an admin, they need to come in and start adding products into the system.

* Create Products
	+ Product Name
	+ Description
	+ Attachment Uploads
		- COA’s
		- Nutritional Info
		- Ingredients
	+ Price
	+ Choose Brand (You can create brands separately)
	+ Choose a Category
	+ Upload an Image
* Can also create product variants
* Ability to upload QR Code and link to lab that created QR Code.
* Admin needs to approve all products before they go live
* Messages that tells the supplier/seller what is missing?
	+ Emails triggering what is missing and needs to be completed.
	+ How to notify?

**Pricing**

* Pricing will be based on the buyer.
	+ Vendor puts the base pricing. System will show the appropriate pricing based on the buyer’s profile. (What percentage per role?)
		- Wholesaler
		- Co-Distributor – register as a vendor and internally change role?
		- Consumer
* General rule per vendor type, and you can make changes on a product basis.
* Buyer should see both the MSRP and the Wholesale pricing.
* Some vendors will be entering a commission to CBDN, and some will be entering a three-tiered pricing panel: (1) Price to CBDN (2) Price to our Wholesale Buyer (3) MSRP (which will later be linked to our retail shopping cart/log in)

**Shipping**

* Seller comes in and chooses the type of shipping they want to offer when adding the product.
* Once product is shipped, the seller needs to come into the system and mark it as shipped.
	+ Notification to the vendor. Enter Tracking Info.
	+ How is the client informed the item has shipped?
* Shipping tool per variant
* Emails triggered:
	+ After an Order is Made
	+ When a Product is shipped

**As Buyer**

View Product as Business

* Business –
	+ See MSRP and Wholesale Price
	+ Are there minimums you need to buy?
* Options to Buy
	+ Buy Now
	+ Get a Quote
		- When you request a quote, and email goes to the vendor asking for pricing. That would complete the websites involvement.
* Payment Methods
	+ Square or Green Money
* Wishlist Creation

View Product as Consumer

* Consumer/retail
	+ See MSRP
* Options to Buy
	+ Buy Now

Payment Methods

* + Square
	+ Green Money

**Payment Methods**

Charging payment processing fees.

* Separate between business and retail? Charge fee for business and not for retail.
* If not possible – retail side only credit card payment. Business side no credit card payment, only ACH.
* Possibly just add a 4% to all products.
	+ Green Money charges Per Transaction: 2.00% + $0.30
	+ Square is 4.2% + 30¢ Per transaction

**Coupons**

* Coupon is over specific product and not total. Is that ok?
	+ Ability to do it as a whole store (CBD National).
		- Do it per product
		- Do it for the store overall?
			* Yes, can do a general coupon, not by sales person.
	+ Need to track the coupons that are used.
		- Track the times the code is used?

**Business Dashboard**

* Product Creation
* See their quotes on here too.
	+ Email requests.
* Wish List/My Favorites
* Refunds
	+ Issued
	+ Received
	+ Requested
* My Orders
* My Sales
* Tracking
	+ Orders Purchased
	+ Orders Sold
* Mass Uploader
* Requests
	+ Information requested from Admin
* Video
	+ Instructions how to use the system

**ZOHO Integrations**

* Zoho CRM
* Sales IQ
* Zoho Sign
* Zoho Marketing
	+ Emails