

What is Soraa Marketplace?

Soraa Marketplace is an online platform that allows partners access to commonly used sales tools, collateral and promotional materials. Items can be purchased using marketing funds accrued through one of Soraa’s incentive programs, or via credit card.

Getting Started

Soraa Marketplace can be accessed at any time using the following url: www.soraa.com/marketplace. First time users will need to create a password before entering the site, instructions below.

1 Enter your **email address**

2 Select **Create or reset your password**

3 Click **Continue**

Soraa Marketplace login page

4 The system will send you an email. **Select the link in the email** and return to the login page

5 Enter a **new password** and **again** below

6 Click **Continue** to login to website

Set password page

Once a password has been set up, Soraa Marketplace can be accessed in future by selecting **I am a returning user** from the login page.

Note that each account is currently limited to a single login User ID. To reset or transfer this ID to a new email address or for any other questions relating to Soraa Marketplace, please contact marketplace@soraa.com.

Marketplace Catalog Overview

Once logged in, users can view sales tools, collateral and promotional items available via the Marketplace Catalog view. Items can be found by navigating through the different Catalog categories (C), located on the left-hand side.

The screenshot shows the Soraa Marketplace interface. At the top, there is a header with the Soraa logo and 'MARKETPLACE' text. Below the header, a navigation bar includes 'Budget Remaining: \$1000.00' and links for 'CATALOG | PROFILE | ORDER STATUS | HELP | LOGOUT'. A 'Catalog:' dropdown menu is visible. On the left side, there is a sidebar with a search bar and a list of categories: 'Sales Tools', 'Promotional Items', and 'Collateral'. Below the categories, a message states 'You have no items in your order'. The main content area displays four product cards:

- Soraa Demo Box, Colors & Whites**: Max. 2 per order. Contact marketplace for a higher quantity. Price: \$375.00. On Hand: 3.
- Soraa Arc Sample Case, 120V**: Max. 3 per order. Contact marketplace for a higher quantity. Price: \$500.00. On Hand: 47.
- Soraa Demo Torch Case**: Max. 20 per order. Contact marketplace for a higher quantity. Price: \$90.00. On Hand: 162.
- Soraa Demo Torch**: Max. 20 per order. Contact marketplace for a higher quantity. Price: \$20.00. On Hand: 0 (Out of Stock).

Marketplace Catalog view

This detailed view shows a single product card for a 'Soraa Branded Lined Notebook, Purple'. The card includes:

- Product Image (E)**: A purple lined notebook.
- Product Name (F)**: Soraa Branded Lined Notebook, Purple
- Maximum Order Quantity Limit (if any) (G)**: Max. 50 per order. Contact marketplace for a higher quantity.
- Click for Product Description (H)**: Click here for details.
- Price per Item (I)**: Price: \$12.50
- Available to Order Quantity (J)**: On Hand: 83
- Quantity Selection (K)**: A quantity selector showing '1' and an 'ADD' button.

Marketplace items

Creating An Order

Purchases can be made by navigating to the appropriate Catalog category and selecting an order quantity for the chosen item. Multiple items can be added to the shopping cart, instructions below.

1 Ordered items appear here

1 Choose quantity and click Add

Adding items to the cart

1 Cart items can be viewed and edited here

2 Click Checkout to complete order

Completing an order

Completing An Order

To complete an order, ensure all required fields are completed. Order value will automatically be deducted from available marketing fund budget. Orders can still be placed by credit card if funds are not available.

1 Cart can be edited here before checkout

1 Complete with sender's details

2 Choose **DIP Marketing Fund** from drop down list

1 Shipping addresses are automatically saved

3 Complete Shipping Address details

4 Click **Billing Info** to progress to next step

Shipping page

4 Select **Shipping Option** from drop down list

1 Cost automatically deducted from available budget

5 Click **Review Order** to progress to final step

1 If order value exceeds available budget, an option to make payment via credit card will appear here

Billing page

Submitting An Order

The Summary page lists all relevant details, including shipping and billing information as well as a list of items contained within the order. Verify all details are correct before submitting.

1 Confirm all information is accurate

2 Click **Send Order** to submit

Please verify all information carefully, then click Send Order.


Item	Qty	Price
Soraa Demo Torch Case	1	\$90.00
Budget		-\$90.00
		Total Price: \$0.00
(Total does not include shipping)		

Order Details:
Order Type: General Purpose

Ship To:

Method: US - UPS Ground (1-5 Business Days)
Attn: Soraa Customer
Address: Address Line 1
Address Line 2
City
Zip Code
US
Phone: +1 (510) 456-2200

Item Proofs:
Soraa Demo Torch Case



SEND ORDER

Summary page

Checking Order Status

The status of an order can be checked at any time on the Order Status page. This is where you can also find tracking information for each order placed.

A Order Status Navigation

B Order Details

A Tracking Information

Budget Remaining: \$1000.00 CATALOG | PROFILE | ORDER STATUS | HELP | (1) | LOGOUT

Order Status

Click the order number in the table to view more detail.
Once you are on the order page you will have an option to reorder if you scroll to the bottom.

Legend:
 Shipped
 Awaiting Approval or In Production
 Cancelled

Order Filter: All | Awaiting Approval | In Production | Shipped | Cancelled

Order #	Item	Name on Items / Requestor	Date Ordered	Status
KC1E20	Soraa Demo Torch Case	Soraa Customer	07/12/2018	US - UPS Ground (1-5 Business Days) 1Z8W06AV039413761

Order Status page

Problems With An Order?

On the rare occasion that there is a problem with your order, for the quickest resolution, please direct all email communications to customerservice@almadenglobal.com.

Frequently Asked Questions

How do Marketing Funds work?

For all questions related to Marketing Funds, please refer to the Marketing Fund Guide document which details how Marketing Funds are allocated and can be used.

Where are my Marketing Funds?

Marketing Funds provided through the Distributor Incentive Program (DIP) must be spent within a fixed period, per the terms of the agreement. After this period has elapsed, any remaining fund will automatically be deducted from the account. Spending Windows are as follows:

- **Prime** 1 Calendar Quarter
- **Master** 2 Calendar Quarters
- **Gold Master** 2 Calendar Quarters

Note the Spending Window begins at the start of the Calendar Quarter, not the fund load-in date.

What items are available in the Soraa Marketplace and how are prices calculated?

Items available in the Soraa Marketplace are separated into the following categories:

- **Sales Tools**
- **Promotional Items**
- **Collateral**
- **Co-Branded Merchandise** (new for 2019)

Prices shown our cost prices, plus some minor administration fees for fulfilment. Soraa does not make a profit on selling these items. Collateral is offered free of charge, but quantities are limited.

A Marketplace item is out of stock on, what should I do?

Every effort is made to ensure adequate stock levels are maintained on the Soraa Marketplace, however if an items is shown as out of stock, please contact marketplace@soraa.com, and we can provide an estimated replenishment date.

How do I suggest new items for the Soraa Marketplace?

Please send all ideas to marketplace@soraa.com. We are continually looking to add to the Marketplace and welcome suggestions.