

# Royalties process



01.

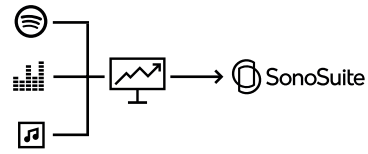
1 month — 2 months

02.

A stream/sell is registered



The DSPs provide the sales reports to SonoSuite



03.

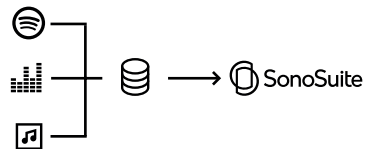
3 months

04.

SonoSuite uploads the sales data to the platform



DSPs pay the royalties to SonoSuite



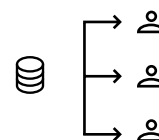
05.

06.

SonoSuite confirms these sales and sends a monthly email to the distributors with the royalties confirmed during that period (The distributor has to send the corresponding invoice)



The end-users will be able to request the outpayment of the sales updated on their balances so the distributors can pay them out of the platform.



# 01.

## How does the Royalties process work?

The sales process works in 2 stages: **Estimated Sales** and **Confirmed Sales**.

- **Estimated Sales:**

Sales information we uploaded to the platform (from 10th to 20th each month) after receiving the data from the DSPs

- **Confirmed Sales:**

Each sales report is validated once the channel's payment is done (from 25th to the end of the month)

**Note:** The process to confirm a sales report isn't something immediate as some channels pay in 60 days (invoice date) and we receive the sales reports with a time lag from 45 to 60 days. Please, keep in mind that since you deliver your release until you can see your account balance it can take 3 to 4 months.



## 02. How does SonoSuite manage royalties?

SonoSuite will help you collect the royalties from your End-Users, and for that, the process will be the following:

- SonoSuite receives the estimated sales data with, approximately, one to two months delay from the DSPs.
- As you may know, the sales are confirmed by the channels with approximately, a 90 days delay, therefore we receive these confirmations within 3 months of delay (i.e. a sale registered in January, will be confirmed and paid in May since confirmations are being paid on a monthly basis)
- You will receive a notification for each confirmation that includes sales data for your catalogue. However, you'll receive a monthly summary email at the beginning of the next month, informing you of the total amount confirmed. Within that email there will be an attached CSV file containing detailed information of all sales confirmed for your catalogue, broken down by DSP, reporting period and currency.
- After this, you should provide an invoice for the amount so SonoSuite can pay you. You can find more information [here](#).
- During the **Confirmations Users Day** (day 1 by default), your users will receive this amount in their corresponding balances automatically.



- When their balance is updated, they will be able to request an out payment of the royalties' earnings. You can find the threshold to request the out payment selected for your users in Setup > Contract and pricing, meaning that the user needs to reach this amount to be able to request the payment of their earnings.
- You can check Manage > Outpayments to see these pending requests.
- Once you process the payment out of the platform, you'll be able to approve the request by clicking "Admin pay".



# When will my royalties be paid?

At the end of each month (usually between the 20th and 30th day), we confirm sales on the platform after receiving payments from the channels.

The information about the total amount of **confirmed sales** to invoice is sent to your admin email address at the beginning of the following month.

After we receive this **invoice** within the first 15 days of the month, we pay to your bank account or the Paypal account that we have on file for you on the 30th of the next month, so you can respond to your customers' requests regarding royalty payments (only confirmed sales are paid, unconfirmed sales should first be confirmed).

Here you can find more information about **how does the royalty payment process work**.



# Invoices requirements

Make sure that the following information is included in the invoice you send us:

- Our company name, address, and VAT Number:  
SonoSuite SL

Carrer Trafalgar, 10 Pral 1a  
08010 Barcelona (Spain)  
VAT Number: ES-B17943986

- Your company's VAT Number
- Market/Country
- Reference: Royalty Payments
- Amount (excl./incl. VAT)
- Currency
- The exchange rate used (if the invoice's amount is not in Euros or US Dollars)
- Payment terms (according to contract)



Please note:

- We accept only invoices in .pdf format
- You should use the amount sent in the monthly sales confirmation email.
- All invoices must be labeled as: NAME\_PROVIDER\_INVOICE\_NUMBER
- Invoices must be sent to the e-mail address: [invoices@sonosuite.com](mailto:invoices@sonosuite.com)
- Invoices sent before the 15th of the current month will be paid on the 30th of the next month. For example, an invoice sent before April 15th will be paid on May 30th.





# Setup > Options > Confirmation Users Day

The Confirmation Users Day is the day your End Users will see their balances updated. This can be configured in “Setup > Options > Confirmation Users” by selecting the preferred day of the month, however, **the available period is limited between the 1st and 25th**. The 1st of each month will be set up as default.

Home Features How it works What's new  
Catalog Distribution Sales Manage **Setup**  
General **Options** Branding Contract and pricing 3rd Party

**Access control**

- Assigned
- Disable login
- Disable register

**Audio Management**

- Assigned
- Free days

**Bulk upload**

- Assigned
- Enabled

**Generate Invoice with zero amount**

- Assigned
- Active

**Royalties Management**

- Assigned
- Create management invoice

**Confirmation users day**

- Assigned
- Confirmation day



1. **At the beginning of the month:** The Royalties Confirmation Email is sent to admin.

2. **Confirmations Users Day:** The balance of the end users is updated.

Keep in mind that the update process starts at 12am and can take several hours before end users have access to their updated balances and reports.

