

Loop for Brokers /Agents



A simple guide for Brokers and Agents – from allocation to completion

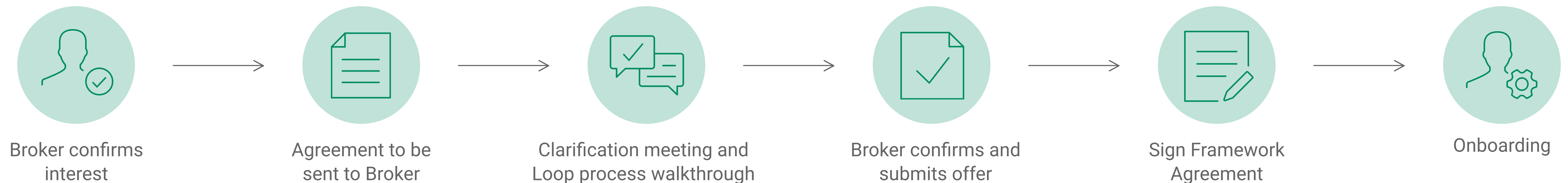
Introduction and Purpose

LOOP is a platform designed to help companies manage surplus materials in a structured and transparent way – enabling reuse/ resale, recycling, or donation.

Brokers and **Agents** play an important role in this ecosystem by supporting Operators and Suppliers in finding the best outcomes for their surplus – whether through resale, recycling, or donation.

Broker / Agent Onboarding: Key Steps

The Broker/Agent journey unfolds through a series of key steps, each building upon the last to ensure a smooth and successful collaboration – starting with confirming interest and culminating in onboarding to LOOP.



Magnet JQS Registration

Registration in Magnet JQS is a mandatory prerequisite for participation in the brokerage framework and ensures compliance with Offshore Norge's requirements.

[Register in Magnet JQS](#)

Broker Framework Agreements

- Two types of framework agreements are available, covering both brokerage and recycling services
- A standard framework agreement supporting brokerage and recycling services on behalf of CoOper8 members
- The agreement between the Broker/Agent and CoOper8 can be utilized by all members
- The agreement is non-exclusive
- It may include one or multiple brokerage scopes
- Broker-specific commission structures are defined within the agreement

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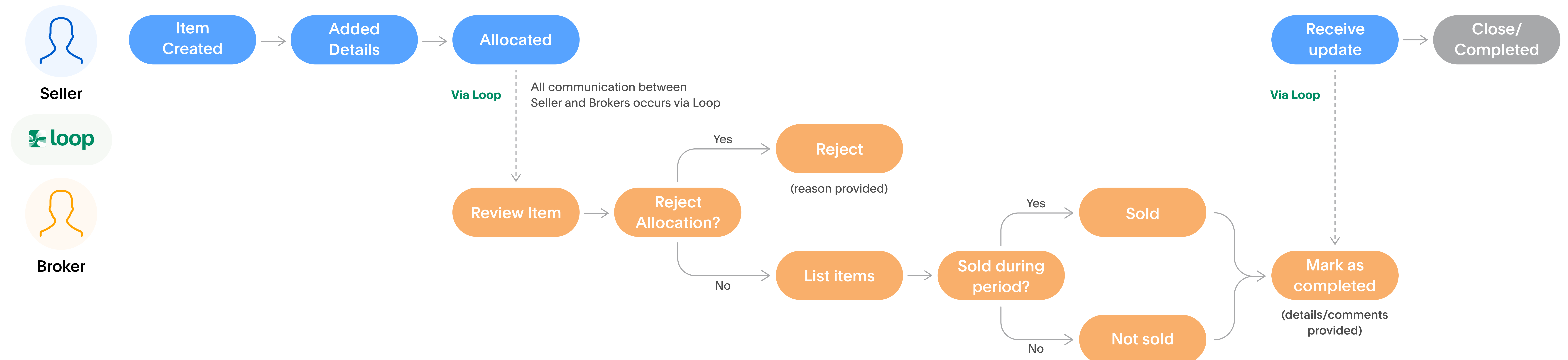
Key Components of the Agreement

- Duration of contract
- Use of Loop application
- Preambles
- Scope(s)
- Terms and commission fees

Loop Process for Brokers/Agents

Below you can find an overview of how the process works in Loop. The diagrams illustrate each scenario step by step, including the interaction between Seller, Loop, and Broker/Agent.

Reselling

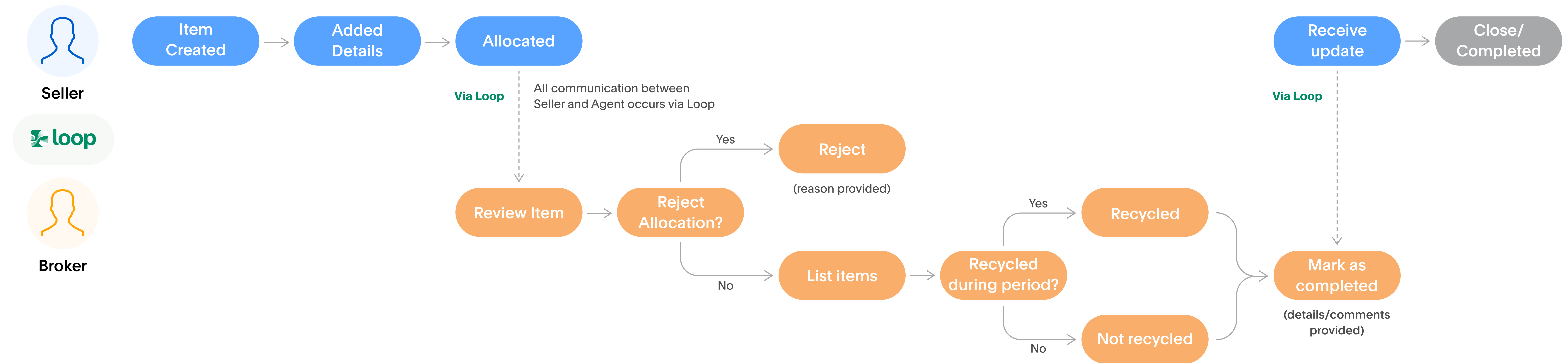


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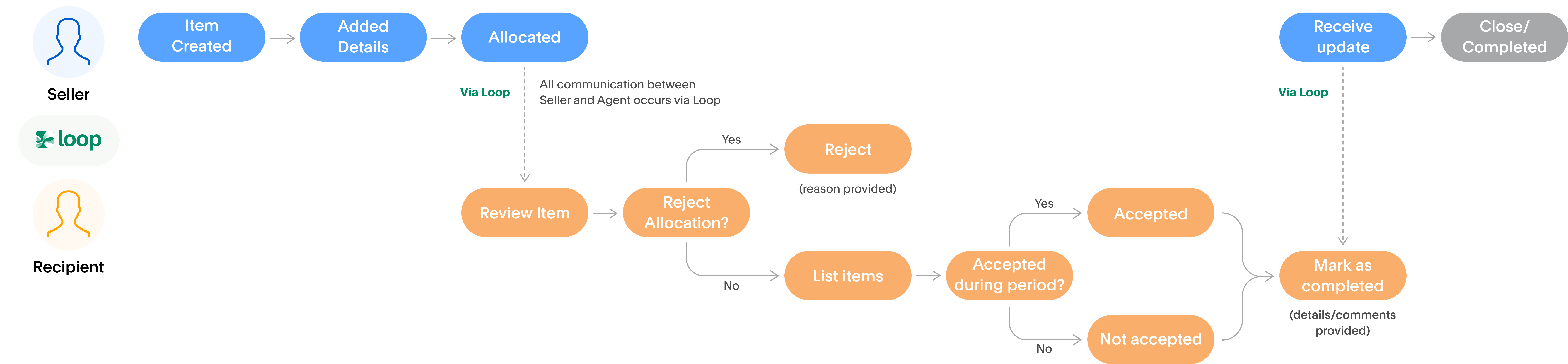


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Recycling



Donate



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Walkthrough

What is an Item?

In LOOP, all surplus is managed as an Item.

An Item represents a unit of surplus that is handled throughout its lifecycle – from creation to final outcome (resale, recycling, or donation).

Each Item:

- Contains all relevant information about the surplus (e.g. description, quantity, specifications)
- Is assigned to a Broker, Agent, or Recipient for handling

- Progresses through a simplified lifecycle:
 - **Added** – item is created
 - **Allocated** – item is assigned
 - **Completed** – item has been successfully processed

All actions – including allocation, updates, and completion – are performed on the Item level.

Managing Allocated Items

Brokers and Agents manage their assigned items via the “My Surplus” screen. This view provides a structured overview of all items assigned to the Broker company.

Item Overview

Items are displayed in two tabs:

- **Allocated (default)** – items currently assigned for handling
- **Completed** – items already processed

The table structure is aligned with the Seller view, ensuring consistency across roles.

loop

HomeMy SurplusMarketplaceAdministration

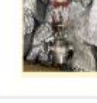
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MS

AllocatedCompleted

Search by title, description, location...

Import from fileExport

☐	Image	Title	Class	Condition	Location	Description
☐		Ventil / Valve 1" gatevalve	Unknown	Used	Kristiansund	VALVE GA
☐		Nødluke / rømningsluke	Unknown	Used	Mongstad	1,20 x 1,20
☐		Databord / pult	Unknown	Used	Mongstad	Databord.
☐		VALVE Ventil GATE 4" CL300	Unknown	Used	Florø	VALVE Ven
☐		Ventil 2" levert ny -25, ikke brukt / Valve 2", new and unused	Unknown	Unused	Kristiansund	Ventil 2" k
☐		Reduksjons - / tilbaketrykksregulerende ventil / Valve Reducing and Back Pressure Regulators	Unknown	Used	Hammerfest Polarbase	Reduksjor
☐		7 stk taljer - nylig re-sertifisert / hoists - recently re-certified	Unknown	Used	Mongstad	7 stk taljer
☐		4 stk slanger 4" 4x 70 m / Hoses	Unknown	Used	Kristiansund	4 stk slan

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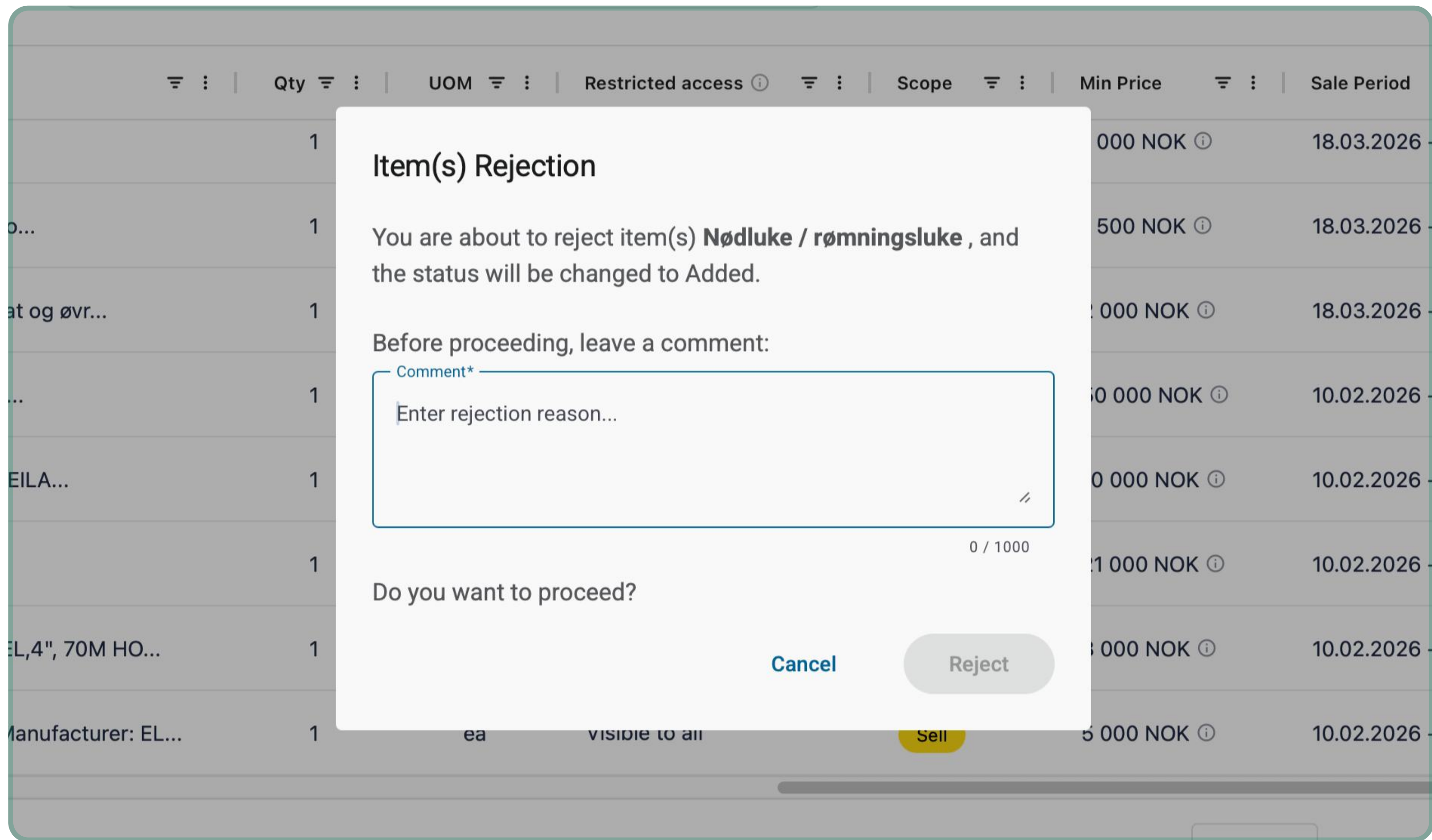


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Resale

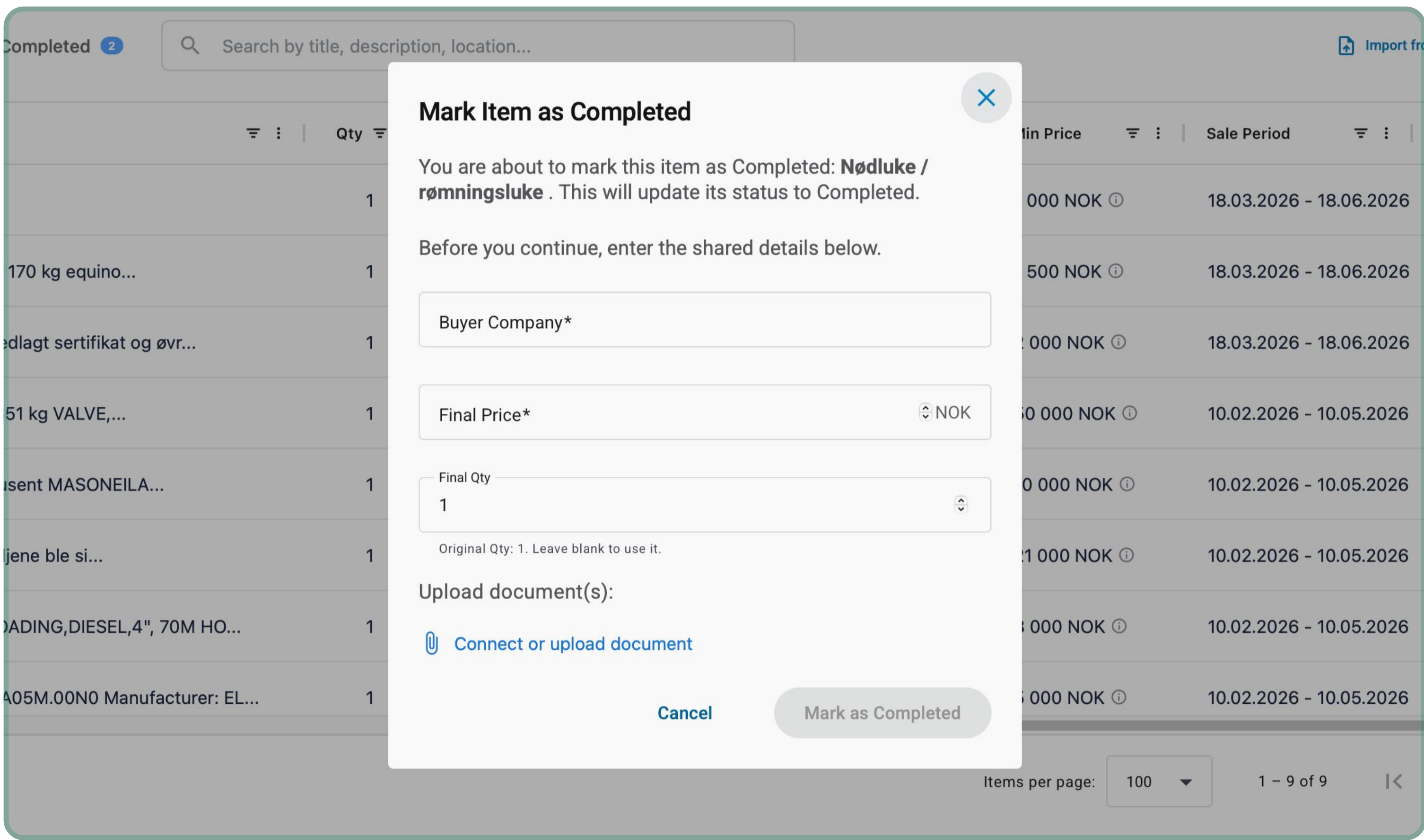
Flow:

- 1. Item is created in LOOP by the **Seller** or a third party
- 2. Item is allocated to a **Broker / Agent**
- 3. The item appears in the **Allocated** tab in “My Surplus”
- 4. Broker / Agent reviews the item
 - If the item **cannot be handled** → it is **Rejected** and returned to **Added**
 - If the item **can be handled** → it is prepared for sale

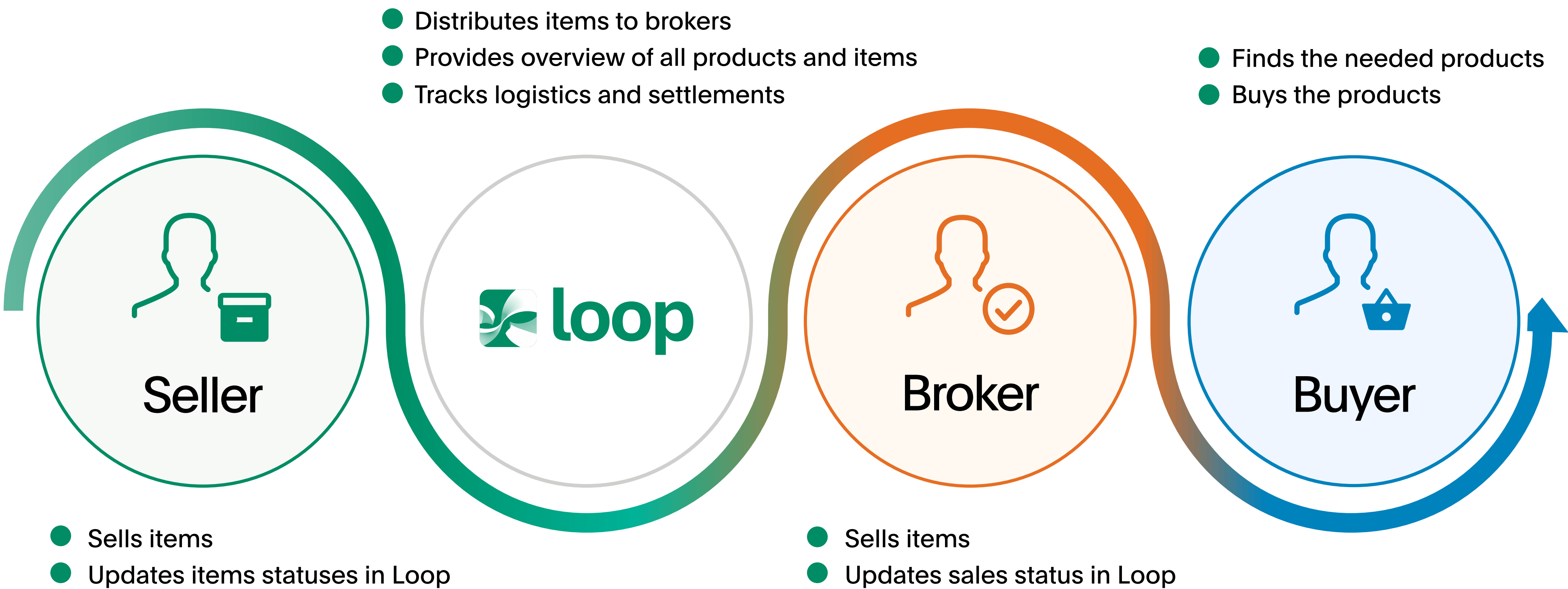


- Required information is provided:

- Buyer company
- Final price
- Quantity sold (if applicable)



7. Item status changes to Completed

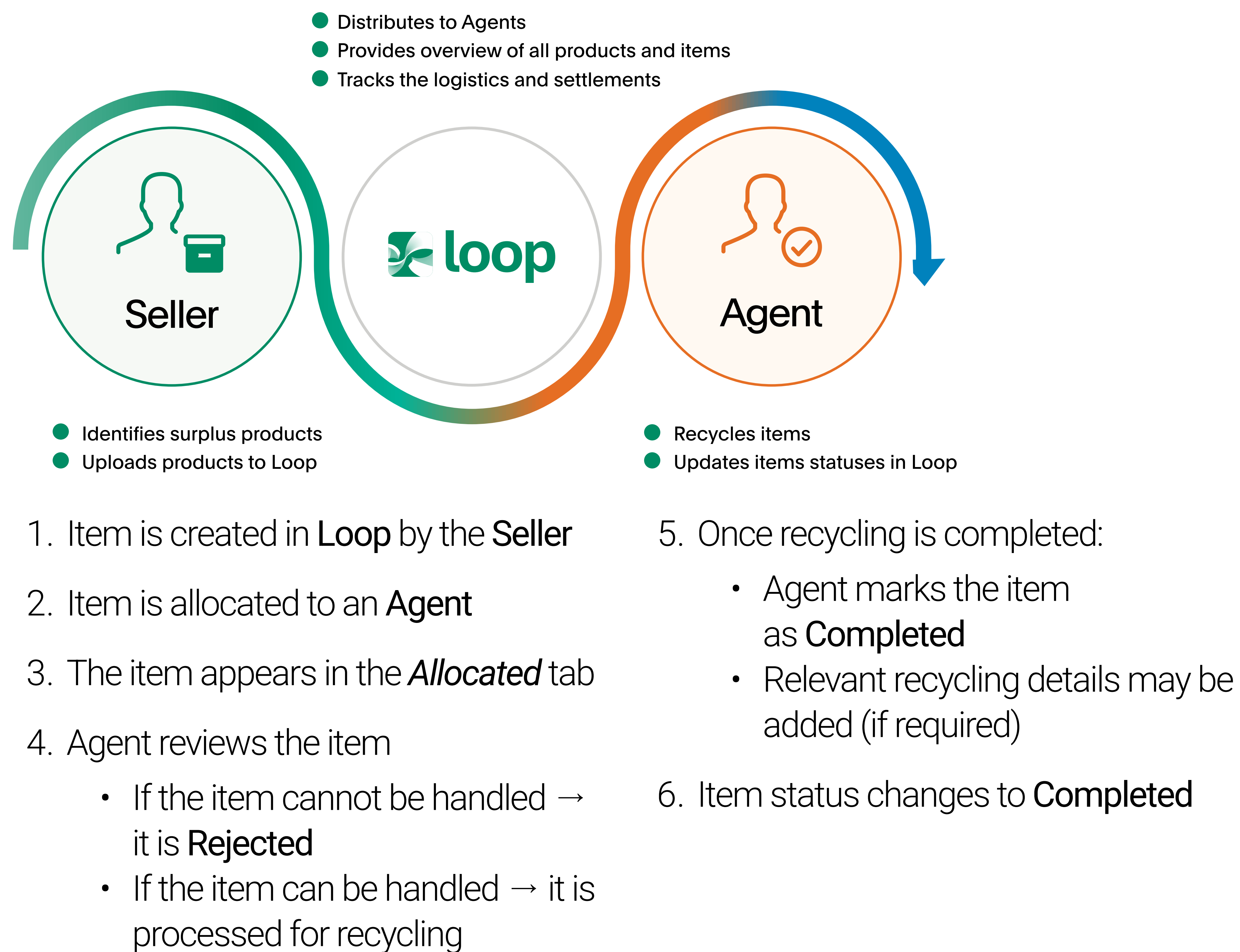


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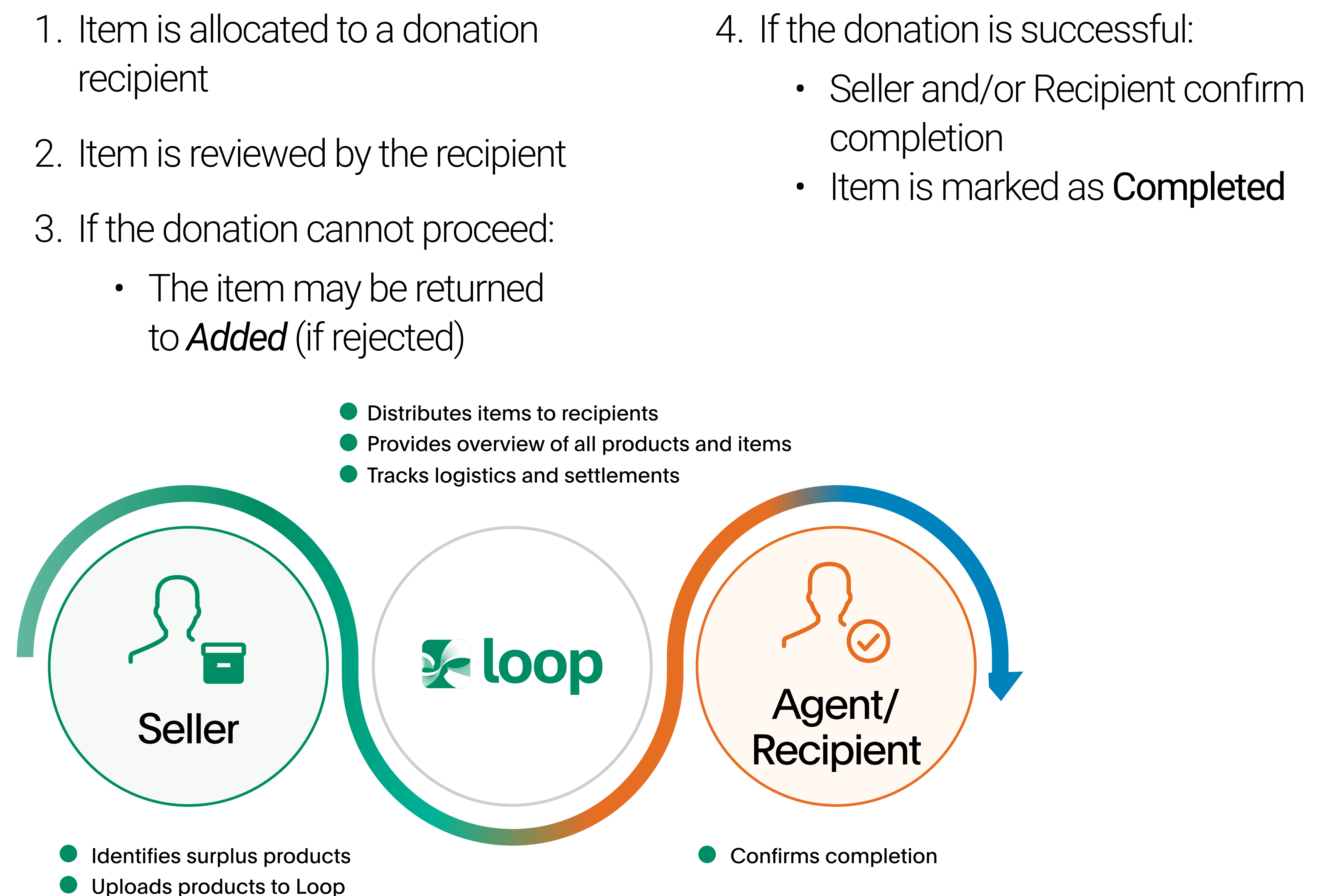


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Donation



API

Our API provides an opportunity for brokers and agents to manage their responsibilities and reporting requirements between Loop and their own systems and work processes.

Learn more on the API fundamentals [here](#). More technical documentation can be found on API's [production](#) and [test](#).

Follow us and stay updated



Need help with onboarding or API integration?
Contact our support team: support@virtualinventory.no