



How to initiate an Escrow service

June 6th 2022

First, you must **enter your company's Bank Information** and contact your Account Manager to **confirm your business's eligibility for escrow** or email us at support@brokerforum.com

If those steps have been done already, you can [skip to page 4](#)

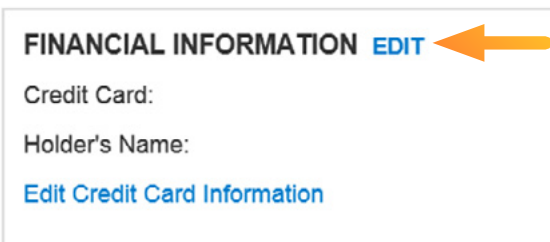
How to fill your company financial information

Please note, all Escrow transactions are in US dollars.

All Escrow users must have a commercial USD bank account.

Please follow the below steps to ensure your company bank details are up to date for every Escrow transaction.

- Log onto brokerforum.com and go to **My account**
- Go to the bottom right of the page to **Financial Information Edit** and fill in the details or update your details here.



Once in the **Bank information** section:

Fill in all the **required bank details**.

The beneficiary's name is your legal company name

The rest of the information is your commercial US dollar bank account details.

Click **Save**.

THE BROKER FORUM
EST. 1996

Hello TBF QC
You have no assigned representative.

Search Part Number

HOME TRADING CENTER MULTI SEARCH QUICK ESCROW PO ESCROW CENTER THE IC ZONE MY FEEDBACK CONTACT US LOGOUT

BANK INFORMATION

* Required Information

BANK INFORMATION	
Beneficiary Name *	<input type="text"/>
Bank Name *	<input type="text"/>
Bank Number *	<input type="text"/>
Branch Name	<input type="text"/>
Branch Number	<input type="text"/>
Account Number *	88888888
Address *	1 queen's rd
City *	HK
Country *	Hong Kong
State/Province *	<input type="text"/>
Zip/Postal Code *	<input type="text"/>
Phone Number *	852 <input type="text"/>
Fax Number	852 <input type="text"/>

ABA Number	<input type="text"/>
Swift Number *	HSBCHK
IBAN Number	<input type="text"/>

Save Clear All and Save Cancel

How to initiate an Escrow service

From Search for Parts page:

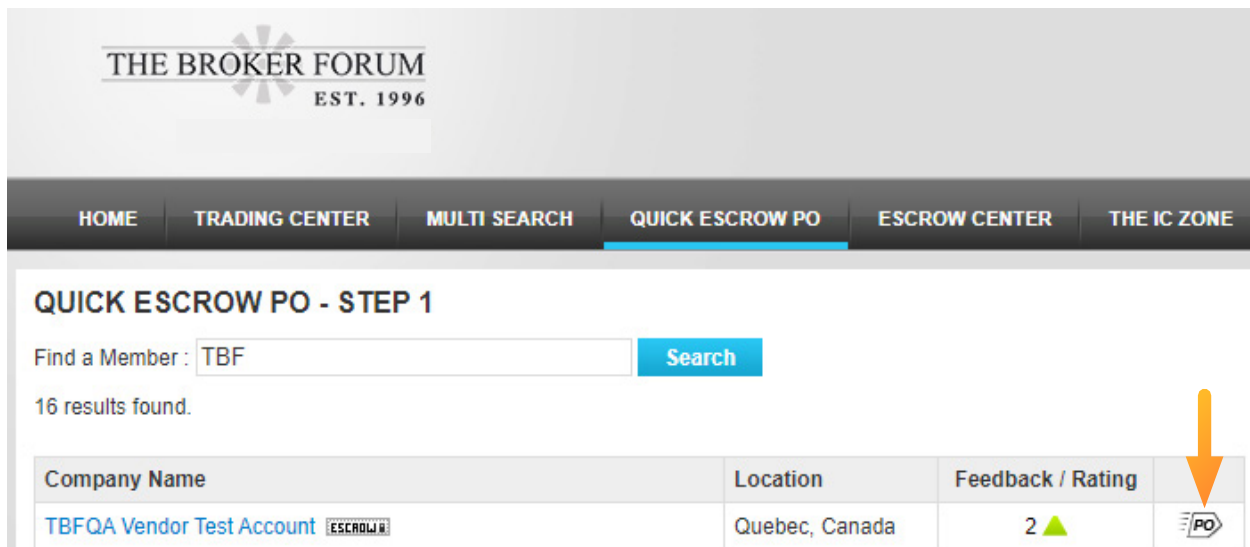
Select any one of these **3 options** to start an Escrow Transaction with your selected Vendor

The screenshot shows the 'SEARCH FOR PARTS' interface. At the top, a navigation bar includes 'HOME', 'TRADING CENTER', 'MULTI SEARCH', 'QUICK ESCROW PO', 'ESCROW CENTER', 'THE IC ZONE', 'MY FEEDBACK', and 'CONTACT U'. Below this is the search form with fields for 'Part No' (containing 'VS-10BQ100-M3/5BT'), 'Mfg', 'Qty', 'D/C', and 'Unit Price', along with a 'Search' button. A 'New Search' and 'Multi Search' toggle is present. To the right, an 'Advertisers' section lists 'William' with contact info and logos for 'NEW IDEAS', 'TEXAS INSTRUMENTS', 'NIP', and 'ST'. Below the search form is a 'FILTER' section with tabs for 'Stock', 'Available', 'Franchised', and 'All'. Under 'Stock Locations', there are 'RFQ' and 'Quick Rfq' buttons. The main search results table has columns: 'RFQ', 'Quick Rfq', 'PO', 'Vendor', 'Stock Location', 'Escrow', 'Pref.', 'Tags', 'Part No/Description', 'Mfg', 'D/C', and 'Qty'. Three orange arrows with numbers 1, 2, and 3 point to the 'QUICK ESCROW PO' menu item, the 'RFQ' button in the filter, and the 'Escrow' icon in the table, respectively.


RFQ	Quick Rfq	PO	Vendor	Stock Location	Escrow	Pref.	Tags	Part No/Description	Mfg	D/C	Qty
<input type="checkbox"/>	<input checked="" type="checkbox"/>		Shenzhen	China	25	2		VS-10BQ100-M3/5BT	Vishay	2021+	38400
<input type="checkbox"/>	<input checked="" type="checkbox"/>		KDH	China	12	15		VS-10BQ100-M3/5BT	Vishay	2019+	75920

Option 1

From the **Quick Escrow PO** tab, enter the vendor's company name in the "Find a Member" field and press **Search** then **click on the PO icon here**



The screenshot shows the website header for 'THE BROKER FORUM EST. 1996'. The navigation menu includes 'HOME', 'TRADING CENTER', 'MULTI SEARCH', 'QUICK ESCROW PO' (which is highlighted), 'ESCROW CENTER', and 'THE IC ZONE'. Below the menu, the page title is 'QUICK ESCROW PO - STEP 1'. A search bar contains 'TBF' and a 'Search' button. Below the search bar, it says '16 results found.' A table lists search results with columns: 'Company Name', 'Location', 'Feedback / Rating', and an icon column. The first result is 'TBFQA Vendor Test Account' with a location of 'Quebec, Canada' and a rating of '2' with a green triangle. An orange arrow points to a 'PO' icon in the icon column of this row.

Company Name	Location	Feedback / Rating	
TBFQA Vendor Test Account <small>ESCROW</small>	Quebec, Canada	2 ▲	

This will take to directly to the **Build your Quick Escrow PO** as shown on page 8 in **Option 3**

Option 2

From the RFQ method, fill in the **Build your RFQ** details and select the **Use Escrow button** here:

Quick RFQ

BUILD YOUR RFQ

Advertisers

Network with Qualified Diamond Members

Verified

CHINA ELECTRONICS SUPPLIER NETWORK
QUALITY COMPANIES. VERIFIED LOCALLY

Advertise here

	Part No	Qty	Mfg	D/C	Price(US\$)	Warranty	Condition
From:	[Redacted]						
You show:	VS-10BQ100-M3/5BT	5000	Vishay	N/A	0.0000		<input checked="" type="checkbox"/> [Redacted]
I need:	VS-10BQ100-M3/5BT		Vishay			Not Specified	

General Terms: [Text Box]

Note: [Text Box]

Usage: If you want to pay with the Escrow Account method, please fill the following form.

Use Escrow	Company
<input type="checkbox"/>	TBFQA Vendor Test Account

Use Escrow ←

- [Configure your RFQ Settings](#)
- [View the Escrow Fee Sharing description](#)

COMPANY INFO

[Cancel](#) [Send RFQ](#)

Company	Location	Phone	Fax	Email
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]

Set your Escrow Terms within this **Build your RFQ** section then press **Send RFQ** as shown here:

BUILD YOUR RFQ

Advertisers

Network with Qualified Diamond Members

Get your Inventory Noticed with Hot Offers

HOT

Advertise here

	Part No	Qty	Mfg	D/C	Price(US\$)	Warranty	Condition
From:	[Redacted]						
You show:	VS-10BQ100-M3/5BT	5000	Vishay	N/A	0.0000		<input checked="" type="checkbox"/> [Redacted]
I need:	<input type="text" value="VS-10BQ100-M3/5BT"/>	<input type="text" value="5000"/>	<input type="text" value="Vishay"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Not Specified"/>	
General Terms:	<p>Please note that warranties are offered at the vendor's discretion and are outside of the Escrow terms. TBF Escrow is not responsible for enforcing or honoring warranties.</p> <p>**Please note that any additional terms contradictory to The Broker Forum Escrow Legal Agreement will not be enforced**</p>						
Note:	<input type="text"/>						

Usage: If you want to pay with the Escrow Account method, please fill the following form.

Escrow Account: [Get Default Terms](#) [Cancel Escrow](#)

Company	Pay Out Condition	Stock Preparation Time	Carrier	Packaging	Part Condition	Escrow Fee Sharing	Return Condition
[Redacted]	<input type="checkbox"/> business days	<input type="checkbox"/> business days	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Acceptance conditions

- NO SHORT SHIPMENT
Escrow fee to be paid by the Vendor if the Vendor is unable to ship the full quantity ordered
- NO SPLIT SHIPMENT
Escrow fee to be paid by the Vendor if the parts are shipped to the Buyer in more than one shipment.

- [Configure your RFQ Settings](#)
- [View the Escrow Fee Sharing description](#)

COMPANY INFO

[Cancel](#) [Send RFQ](#)

Company	Location	Phone	Fax	Email
[Redacted]	[Redacted]	[Redacted]	[Redacted]	<input type="text"/>



Option 3

Select **Build your Quick Escrow PO** and fill in sections **1, 2 & 3** below then press **SEND PO**:

BUILD YOUR QUICK ESCROW PO



Use Escrow to secure your transactions.

Draw buyers' attention to your company's inventory in the search results, where completed Escrow transactions are listed. Buyers see your credibility at a glance.

COMPANY INFORMATION:

Part #:

PO#:

Note:

Qty:

Mfg:

D/C:

Price(US\$):

Warranty:

Please note that warranties are offered at the vendor's discretion and are outside of the Escrow terms. TBF Escrow is not responsible for enforcing or honoring warranties.

You show:

Part No	Qty	Mfg	D/C	Price(US\$)
VS-10BQ100-M3/5BT	5000	Vishay		-

1

FROM

Name:

Email:

Phone:

Fax:

NOTICE

Please note that any additional terms contradictory to The Broker Forum Escrow Legal Agreement will not be enforced

ESCROW ACCOUNT

Company:
ESCROWED 12 Year

Pay Out Condition: business days

Stock Preparation Time: business days

Carrier:

Packaging:

Part Condition:

Escrow Fee Sharing:

Return Condition: business days

[Get Default Terms](#)

2

ACCEPTANCE CONDITIONS

NO SHORT SHIPMENT
Escrow fee to be paid by the Vendor if the Vendor is unable to ship the full quantity ordered

NO SPLIT SHIPMENT
Escrow fee to be paid by the Vendor if the parts are shipped to the Buyer in more than one shipment.

Shipping:

Insurance:

Sales Tax:

Other Charges:

Specify (other charges):

3

[Send PO](#)

Important!

Once you have **Sent PO**, an overview screen will pop up, review this and select **"I agree"** to the Escrow Legal Agreement then click **submit**

ESCROW ACCEPTANCE DETAILS



	Name	Country:	Phone:	Fax:
To:	TBFQA Vendor Test Account <small>XXXXXXXX</small>			

	Part Number	Mfg	D/C	Qty	Price (US\$)	Warranty
They Show:	VS-10BQ100-M3/5BT (STOCK)	Vishay		5000	-	
Part #:	VS-10BQ100-M3/5BT	Vishay		5000	0.50	Not Specified

Escrow Terms:	
Pay Out Condition:	5 days
Stock Preparation Time:	2 days
Carrier:	FedEx

ESCROW AGREEMENT

Effective October 4th, 2017

1. SCOPE AND APPOINTMENT

- Scope.** This Escrow Agreement ("Agreement") outlines the terms and conditions under which The Broker Forum Inc. ("Broker Forum") will act as escrow agent for the funds ("Funds") to be exchanged between a seller ("Vendor") and a buyer ("Buyer") who have completed a transaction on-line for electronic components parts (the "Parts") using Broker Forum's web site at www.brokerforum.com ("Site").
- Appointment.** For every transaction completed on the Site using the Escrow Service described at: www.brokerforum.com, the Vendor and the Buyer agree to appoint Broker Forum as escrow agent to receive, hold and process the Funds as herein provided and Broker Forum accepts the appointment as escrow agent hereunder.
- Escrow Agent Fees.** The Vendor and the Buyer agree to pay Broker Forum the escrow agent fees as per the Escrow Fee Policy described at: www.brokerforum.com. The terms and conditions of the Escrow Fee Policy are deemed to be incorporated by reference in the Agreement. Broker Forum shall be entitled at any time, by giving notice to that effect to the Vendor and the Buyer, to pay its own fees or costs or expenses which are due, out of the Funds. In addition, Broker Forum shall be entitled, before releasing the Funds to either the Vendor or the Buyer, as dictated by this Agreement or the joint instructions of the party.

QUESTIONS. Should you have any questions concerning the present Membership Agreement, please contact your Customer Support Representative at 450-449-8713 or at the following e-mail: sales@brokerforum.com.

I Agree Modify PO

Submit

Once the Vendor has accepted and confirmed all conditions, the Buyer must **Place Order**

[Inbox](#) | [Reply Later Box](#) | [Outbox](#) | [Order Box](#) | [Archive](#) | [Help](#) | [Sales Inbox](#)

Results: 1-1 of 1 Pages: << 1 >>

All Types	Company	Age ▲	Part Number	Mfg	D/C	Qty	Price (US\$)	Warranty
From: [REDACTED]								
[REDACTED]								
They Show: Stock VS-10BQ100-M3/5BT Vishay 5000 -								
	You Order: 47h28m		VS-10BQ100-M3/5BT	Vishay		5000	0.5000	Not Specified
PO#: Test								
Escrow Terms: Pay Out Condition: 5 days , Stock Preparation Time 2 days , Carrier: FedEx , Packaging: Any .								
Part Condition: New , Escrow Fee Sharing: Fee to Buyer , Return Condition: 10							Charge Details	
Acceptance Conditions: NO SHORT SHIPMENT, NO SPLIT SHIPMENT								
They Offer: 0h00m VS-10BQ100-M3/5BT Vishay 5000 0.5000 Not Specified								
Escrow Terms: Pay Out Condition: 5 days , Stock Preparation Time 3 days , Carrier: FedEx , Packaging: Any .								
Part Condition: New , Escrow Fee Sharing: Fee to Buyer , Return Condition: 10							Charge Details	
Acceptance Conditions: NO SHORT SHIPMENT, NO SPLIT SHIPMENT								
<input type="checkbox"/> Delete item	Prepare Reply		The member with which you are negotiating with does not have the same terms as you.				View History	
Place Order								

Check or Uncheck All items

Results: 1-1 of 1 Pages: << 1 >>

[Submit](#) [Configure your RFQ Settings](#) [View the Escrow Fee Sharing description](#) [Escrow Calculator](#)

The Buyer must **enter the PO number and Submit**

[Inbox](#) | [Reply Later Box](#) | [Outbox](#) | [Order Box](#) | [Archive](#) | [Help](#)

PREPARE PURCHASE ORDER

Usage: If you are ready to order the following item, please fill out the form and click the 'Submit' button.

Part Number	Mfg	D/C	Qty	Price (US\$)	Warranty
To: [REDACTED]					
[REDACTED]					
They Show: Stock VS-10BQ100-M3/5BT Vishay 5000 -					
	You Order: 47h30m		VS-10BQ100-M3/5BT	Vishay	5000 0.5000 Not Specified
PO#: Test					
Escrow Terms: Pay Out Condition: 5 days , Stock Preparation Time 2 days , Carrier: FedEx , Packaging: Any .					
Part Condition: New , Escrow Fee Sharing: Fee to Buyer , Return Condition: 10				Charge Details	
Acceptance Conditions: NO SHORT SHIPMENT, NO SPLIT SHIPMENT					
They Offer: 0h02m VS-10BQ100-M3/5BT Vishay 5000 0.5000 Not Specified					
Escrow Terms: Pay Out Condition: 5 days , Stock Preparation Time 3 days , Carrier: FedEx , Packaging: Any .					
Part Condition: New , Escrow Fee Sharing: Fee to Buyer , Return Condition: 10				Charge Details	
Acceptance Conditions: NO SHORT SHIPMENT, NO SPLIT SHIPMENT					
Your Order PO#	<input type="text" value="Test PO"/>				
Note	<input type="text"/>				
Please note that any additional terms contradictory to The Broker Forum Escrow Legal Agreement will not be enforced					

Remember to give your P.O. number to your bank when making your payment (the P.O. number must appear on the Bank draft).

[Submit](#) [Configure your RFQ Settings](#) [View the Escrow Fee Sharing description](#)

You will now see your Escrow transaction details in the Escrow Center.

The screenshot shows the 'ESCROW CENTER' page on the website. At the top, there is a navigation bar with links: HOME, TRADING CENTER, MULTI SEARCH, QUICK ESCROW PO, ESCROW CENTER (highlighted), THE IC ZONE, MY FEEDBACK, CONTACT US, and LOGOUT. Below the navigation bar, the page title is 'ESCROW CENTER' with a 'Help' link. There are two advertisements: one for 'Get your Available Inventory' and another for 'TBF over 25 Years in Business'. Below the ads is a search bar with a 'Search' button. The main content is a table of escrow transactions.

PO #	PO Date	Escrow Status	Details	Step	Contact Name	Type	Company Name	Pay Out Condition
Test PO	2022/06/03	In Process	Details	2 - Waiting For Funds	TBF QC	Sale	The Broker Forum Demo (B)	5