



THE BROKER FORUM

EST. 1996

# How to use Escrow service as a vendor

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](mailto: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.

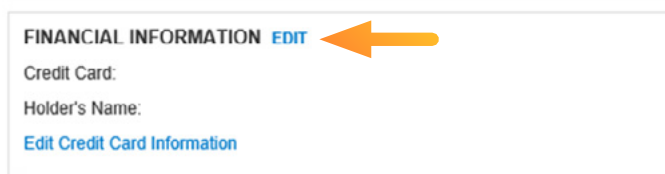
Please follow the below steps to ensure your company bank details are up to date for every Escrow transaction.

Click **My Account** from the **Home page** here:



Once done you will be in the **Account Overview page**

Go to the bottom right and click **Financial Information Edit**



You will be 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**.

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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 \*  
Bank Name \* hsbc  
Bank Number \*  
Branch Name  
Branch Number  
Account Number \* 88888888  
Address \* 1 queen's rd  
City \* HK  
Country \* Hong Kong  
State/Province \*  
Zip/Postal Code \*  
Phone Number \* 852  
Fax Number 852

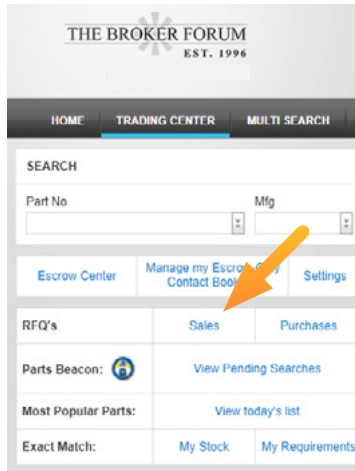
ABA Number  
Swift Number \* HSBCHK  
IBAN Number

Save Clear All and Save Cancel

# How to use escrow service as a vendor

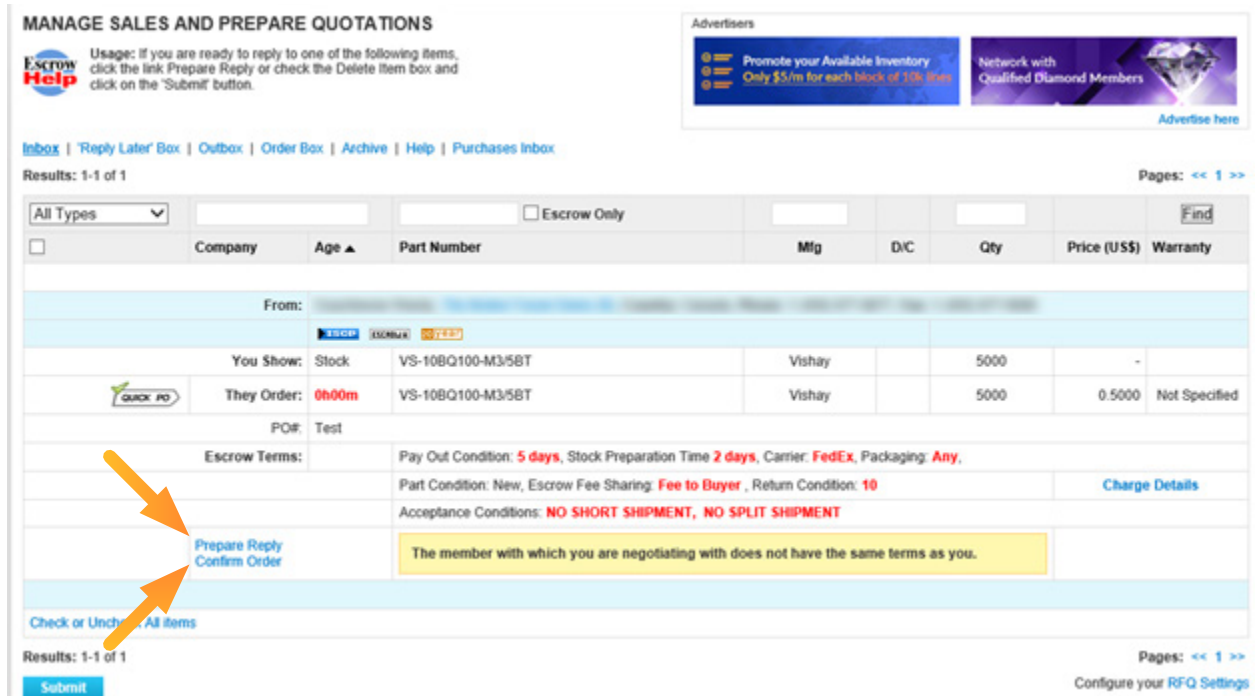
## Step 1

From the Trading Center, go to your **Sales - Inbox** to Prepare Sales Quotation in the Sales - Inbox window here:



## Step 2

You can modify the terms in this section by selecting “**Prepare Reply**” (see Step 3) or “**Confirm Order**” here if you agree to the set terms and then click Submit.



The Escrow legal agreement will pop up after you click Confirm Order, review the legal agreement and select “I agree” then click **Submit**.

**ESCROW AGREEMENT**  
Effective October 4th, 2017

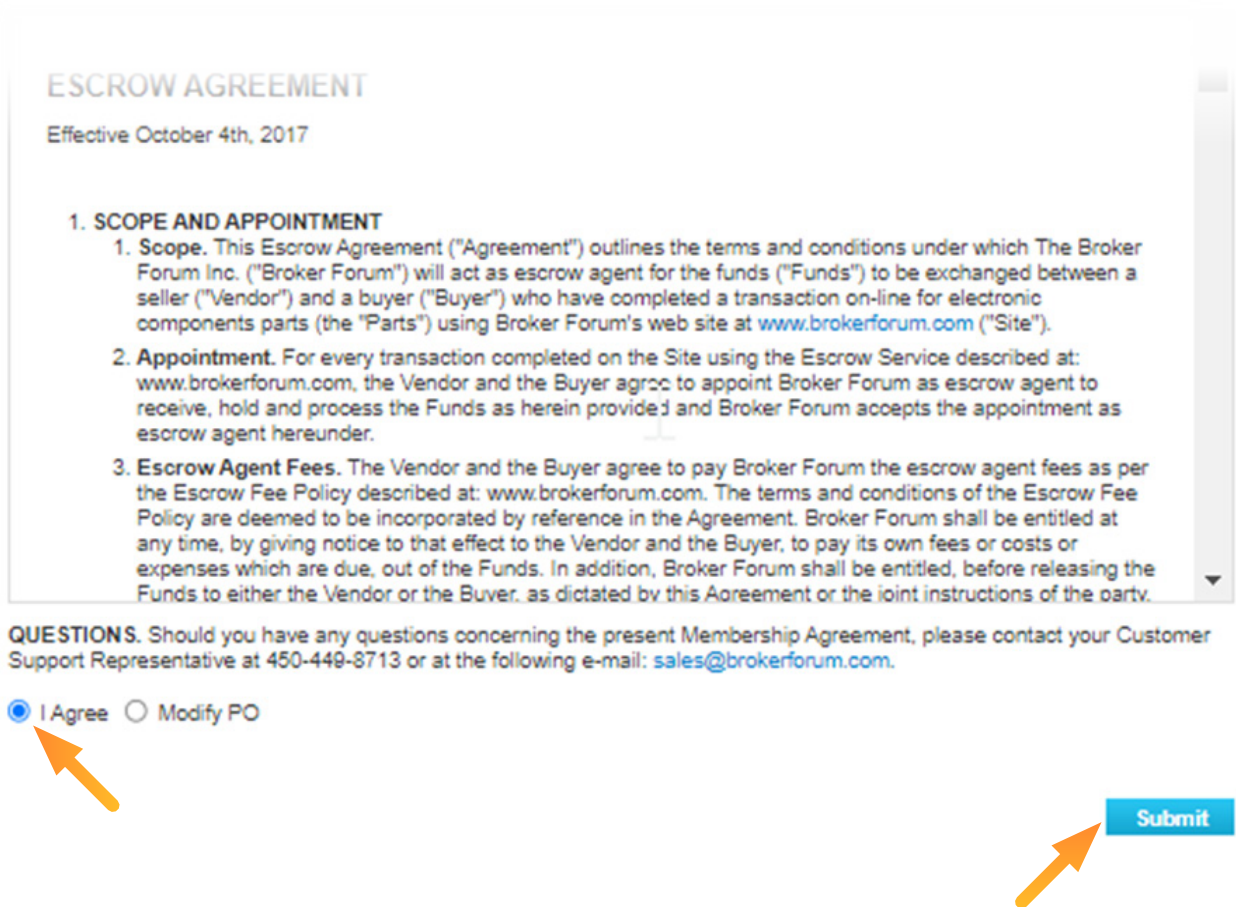
**1. SCOPE AND APPOINTMENT**

- 1. 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](http://www.brokerforum.com) ("Site").
- 2. Appointment.** For every transaction completed on the Site using the Escrow Service described at: [www.brokerforum.com](http://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.
- 3. 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](http://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](mailto:sales@brokerforum.com).

I Agree    Modify PO

**Submit**



## Step 3

You can modify the terms in this section and then click **Submit** (then you will need to wait for the Buyer's reply).

### MANAGE SALES AND PREPARE QUOTATIONS



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.

#### Advertisers

Promote your Available Inventory  
Only \$5/m for each block of 100 items

Network with Qualified Diamond Members



Advertise here

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### PREPARE SALES QUOTATIONS

Usage: If you are ready to reply to the following items, please fill out the form and click the "Submit" button.

	Part Number	Mfg	D/C	Qty	Price (US\$)	Warranty
To:	<a href="#">View Item Details</a>   <a href="#">View Item Details</a>   <a href="#">View Item Details</a>   <a href="#">View Item Details</a>   <a href="#">View Item Details</a>   <a href="#">View Item Details</a>					
	<a href="#">RFQ</a> <a href="#">Escrow</a> <a href="#">RFQ</a>					
You Show:	Stock	VS-10BQ100-M3/5BT	Vishay	5000	-	
<a href="#">QUICK PD</a> They Order:	0h02m	VS-10BQ100-M3/5BT	Vishay	5000	0.5000	Not Specified
PO#: Test						
Escrow Terms:	Pay Out Condition: <b>5 days</b> , Stock Preparation Time <b>2 days</b> , Carrier: <b>FedEx</b> , Packaging: <b>Any</b> , Part Condition: New, Escrow Fee Sharing: <b>Fee to Buyer</b> , Return Condition: <b>10</b> <a href="#">Charge Details</a> Acceptance Conditions: <b>NO SHORT SHIPMENT, NO SPLIT SHIPMENT</b>					
Send New Offer:	VS-10BQ100-M3/5BT	Vishay		5000	0.5000	Not Specified
Terms:	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. <b>**Please note that any additional terms contradictory to The Broker Forum Escrow Legal Agreement will not be enforced**</b>					
Note:						
Usage: If you want to pay with the Escrow Account method, please fill the following form.						
Escrow Account:	<a href="#">Get Default Terms</a>					
Pay Out Condition	Carrier	Stock Preparation Time	Packaging	Part Condition	Escrow Fee Sharing	Return Condition
5 business days	FedEx	2 business days	Any	New	Fee to Buyer	10 business days
Shipping	Insurance	Sales Tax	Other Charges	Specify (other charges)		
0.00	0.00	0.00	0.00			
Acceptance conditions						
<input checked="" type="checkbox"/>	NO SHORT SHIPMENT Escrow fee to be paid by the Vendor if the Vendor is unable to ship the full quantity ordered					
<input checked="" type="checkbox"/>	NO SPLIT SHIPMENT Escrow fee to be paid by the Vendor if the parts are shipped to the Buyer in more than one shipment.					
Action:						Transfer To:



**Submit**

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

## Step 4

Once the buyer accepts the final agreement and places the PO you may confirm it from Trading Center - Sales – inbox as shown in Step 1 above.

Once everything is confirmed, you will see your Escrow transaction details in the Escrow Center

The screenshot shows the 'ESCROW CENTER' page on the Broker Forum website. The page features a navigation menu with options like HOME, TRADING CENTER, MULTI SEARCH, QUICK ESCROW PO, ESCROW CENTER (highlighted), THE IC ZONE, MY FEEDBACK, CONTACT US, and LOGOUT. A search bar is present with the text 'Search Part Number'. Below the navigation, there are two promotional banners for advertisers. The main content area contains a table with the following data:

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