BrokerBin Inventory Protocol

All members are required to adhere to the following policy when uploading inventory to the BrokerBin platform. Failure to comply will flag your account and may result in the suspension of your company's ability to upload. Continued violations may lead to your company's removal from BrokerBin.

1. All inventory listed on BrokerBin must be shipped within 24-48 business hours or otherwise noted with a specific lead time (not to exceed 14 days) in the description field. When necessary, note your lead time at the beginning of the description field.
    Example: Lead Time 14 days

2. The product description field must be used for the description of the product you are listing. Do not include marketing messages. Do not include a message to call for pricing or availability.

    If you choose to withhold a price, then type CALL in the price field.

3. Your company must be authorized to represent the inventory you are uploading. If called into question, BrokerBin reserves the right to ask for your supplier details.

4. Your quantity and price information must be accurate and honored.

5. You must adhere to the following standard conditions approved by BrokerBin.

    F/S - Product is unused and factory sealed in original manufacturer retail packaging. Product contains warranty.

    NOB - Product is unused, but original manufacturer packaging seal is broken or cut. Product contains warranty.

    NEW - Product is unused with or without original manufacturer packaging, such as bulk, pulls, or spares. Product contains warranty.

    OEMREF - Product is refurbished and recertified by the original manufacturer, is sealed in original manufacturer packaging, and contains manufacturer warranty.

    REF - Product that has been cleaned and refurbished by a vendor. Product may contain vendor warranty.

    USED - Product that has been tested to work, has no warranty, and has not been refurbished.

    ASIS - Product is in unknown condition, does not contain a warranty.

    EXC - Product that is available for exchange or contain a returnable core.

6. For any company that has verified with BrokerBin that their inventory is stored on-site at the address associated with their Company Profile, a pin icon will appear in the Inventory On-Site column of their part listings. If you have inventory on-site at the address listed on your Company Profile but haven't yet verified your status with BrokerBin, contact your Account Manager to begin the verification process.

Tips to ensure a successful inventory upload:

- Determine a designated uploader within your company. Create your list in either a CSV or Excel format. Download a sample file in Manage – Inventory on the BrokerBin portal.

- Use our approved column headings stated under Manage – Inventory on the BrokerBin portal.

- Keep your column order and header names consistent. If there is a change made to your column order, contact Support@BrokerBin.com.

- Use our approved standard conditions as listed above in Protocol #5.

- Send your inventory lists from your company's assigned uploader's email address. To change the email address your inventory will be coming from, contact Support@BrokerBin.com.

Contact Support@BrokerBin.com for assistance with uploading your inventory.