

TIPS

# Vendor Portal User Guide

V.09.20



# Table of Contents

<b>Initial Login.....</b>	<b>1</b>
<b>Adding Authorized Users .....</b>	<b>1</b>
<b>Downloading Member List.....</b>	<b>2</b>
<b>View and Submit Payment Reports .....</b>	<b>3</b>
<b>Print Payment Reports.....</b>	<b>4-5</b>
<b>Mail Payment Reports .....</b>	<b>5</b>
<b>Edit Purchase Orders.....</b>	<b>6</b>
<b>Enter Missing Purchase Orders .....</b>	<b>7</b>
<b>Review Purchase Order History .....</b>	<b>8</b>
<b>Updating Company Information .....</b>	<b>9</b>
<b>Updating Contacts.....</b>	<b>10</b>
<b>TIPS Logos.....</b>	<b>11</b>
<b>Vendor Training.....</b>	<b>12</b>

## Initial Login:

1. [WWW.TIPS-USA.COM](http://WWW.TIPS-USA.COM)
2. VENDOR > VENDOR PORTAL

Primary, Secondary, Purchase Order, Accounting and Estimator Contacts have access to the Vendor Login automatically. If you are not listed as one of those contacts, reach out to those contacts for account access.

3. Click [Recover Password Here]
4. Enter your email address twice and hit [SEND]

HOME CONTRACTS MEMBERSHIP VENDORS SOLICITATIONS ABOUT US

Vendor Login  
Become A Vendor  
Potential Bidder  
Bid Schedule  
Proposals

Login:   
Password:  Password is required.  
Login

Recover password [here!](#)  
Access to the reports and other data provided at this site is available

TIPS Password Reset

Enter your e-mail address  
  
Re-enter your e-mail address

If you have an account, Information how to recover

Send Reset

## Adding Authorized Users:

LOGOFF REPORTS MY COMPANY COMMUNICAT

Company Profile  
Change my Password  
Authorized Users

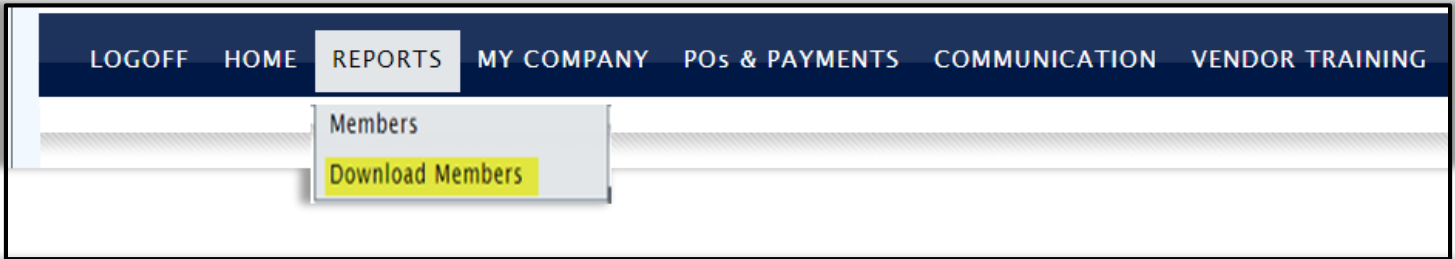
Add Users

Account Holders can add users to their account and choose to give them FULL access or VIEW only access where they can only view the member list and other information but cannot make company profile changes or add new authorized users.

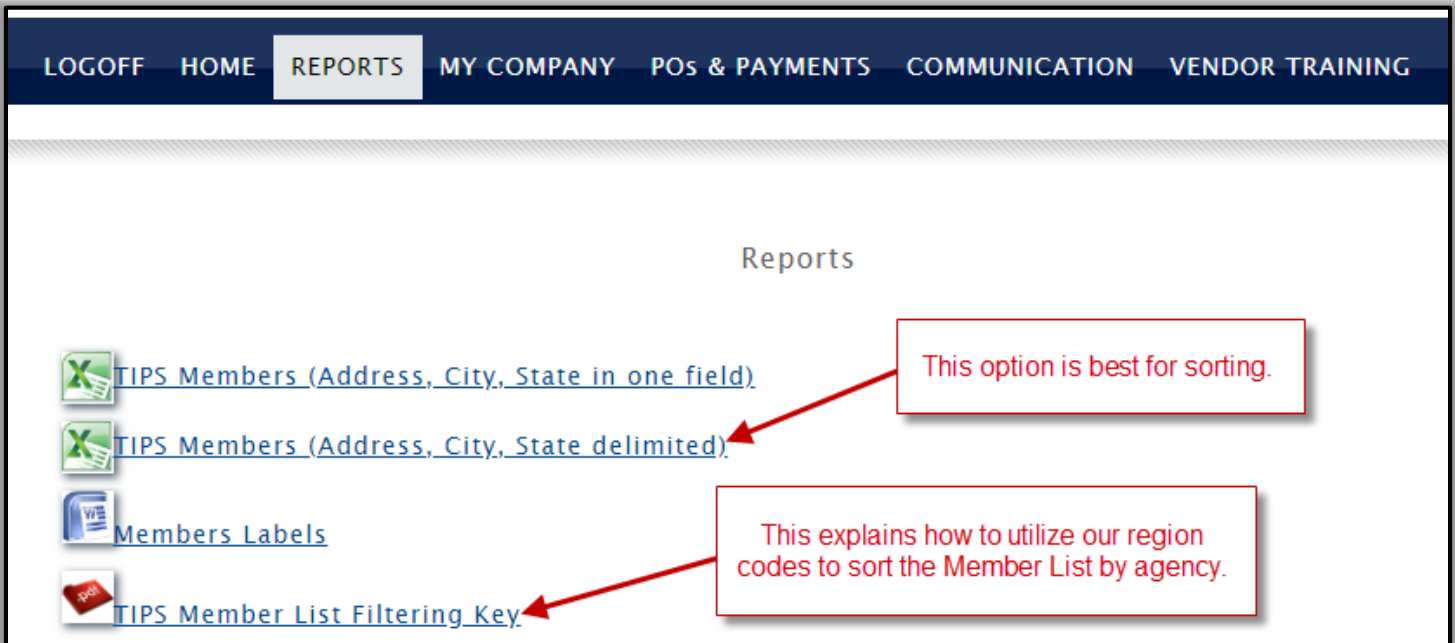


# Downloading Member List:

## 1. REPORTS > DOWNLOAD MEMBERS



2. Click on the 2nd TIPS Members Excel Spreadsheet to download
3. View [TIPS Member List Filtering Key] for ways to sort through the Member List most efficiently



# View and Submit Payment Reports

You can view/edit/print/search for POs when you are logged into the TIPS Vendor Portal.

- If your company is ready to pay the TIPS admin fee, CLICK on **[POs & PAYMENTS]**.
  - CLICK on the **[Standard Fee Payment]** box if paying the full payment.
- CLICK on the **[Special POs or Authorized Partial Payments]** box if a partial payment.

## STANDARD PAYMENTS:

Select POs to be paid. If PO amounts need to be updated, click on the PO hyperlink and update information needed. Click "Update PO". Once ready, click **[Add to TIPS Report]**.

## PARTIAL PAYMENTS OPTION:

If you are authorized to make a partial payment, including a payment on a blanket/open PO, click on the PO # hyperlink and under the **[Amount to be paid]** box, enter the admin fee you are paying. Select **[Process PO for partial pay Only]** and click "Update PO".

Once all the amounts you want to pay are correct, click on **[Add to TIPS Report]**.



## Print Payment Reports

- To print a payment report to send with your check, click on: **[View TIPS Report]**

**Open PO's for Payment** **View TIPS Report 0 POs** **Enter Missing PO** **Review PO Fees/PO History** **Print Open POs**

PO No

If you need to add a PO manually click [here](#)

\*If you have previously selected all your outstanding POs for payment, the system will generate the next screen indicating there is nothing else to pay. Click the 'Here' link, then go to **[View TIPS Report]**.

We could not locate Open PO found. Click [Here](#) To Review Completed Purchase Order or if any PO was selected for Payment.

- All POs that were selected to submit payment are shown

**Select Open PO's for fee Payment** **View TIPS Report 0 POs** **Enter Missing PO** **Review PO Fees/PO History** **Print Open POs**

VendorID (492)

You have selected 1 PO's payment fees for your sales report at this time

Type	PO No	Member	Contract	*Fee Payment	Remove PO
F	0080190035		170203	\$111.00	
Total Fees				\$111.00	



**Full Payment Option**



**Option to remove selected PO and revert back to an Open PO**

**Submit to TIPS/Print Sales Report**

- When ready to generate a payment report, select **[Submit to TIPS/Print Sales Report]**. The report will generate as shown below. It will state, "in transit" until it has been received and posted by TIPS Accounting Department.

View Prior Reports

 [2223-20181095259 \(\\$138.00\)](#)  in transit

 [2223-201810232659 \(\\$550.00\)](#)  received



- Depending on your web browser, the report will be on the new blank window that opens, at the very bottom of the page.
- Once TIPS Accounting Department has posted the payment, it will show "received".





## Mail Check & Payment Report

- When you CLICK on the PDF icon, the Payment Report generates, as shown below.

[View Prior Reports](#)

 [2223-20181095259 \(\\$138.00\)](#)  [in transit](#)


 [2223-201810232659 \(\\$550.00\)](#)  [received](#)


- If all PO's are listed and you are ready to send to TIPS, you may print and send this report in with your check.

2463

Vendor Name

# Payment Report

  
2463-07-17



Report Print Date: 2 August 2017

### Admin Fee Monthly Report



Member PO No	Member	Contract	Amt	%	Subtotal
9081700675		1012116	\$108,975.00	2.00	\$2,179.50
Total Fees:					\$2,179.50

TIPS Mailing Address:  
TIPS Accounting Department  
4845 US Hwy 271 N.  
Pittsburg, Texas 75686



## Edit Purchase Orders

- To edit the PO click on the hyperlink in the “EDIT PO / PARTIAL PAYMENT” column.

	<a href="#">MEMBER</a>	<a href="#">CONTRACT</a>	<a href="#">PO AMT</a>	<a href="#">FINAL AMT</a>	<a href="#">FEE</a>	<a href="#">PAY FULL</a>	<a href="#">EDIT PO / PARTIAL PAYMENT</a>
		170301	\$5,000.00	\$5,000.00	\$100.00	<input type="checkbox"/>	<a href="#">238896</a>

- You can update the final PO amount; enter taxes, shipping and bond costs.

Close

Original PO

238896

Contract

170301

PO Date

10/05/2018

Original PO Amount

5000.00

Final PO Amount

10000.00

Shipping

0.00

Tax

0.00

Bond

5900.00

Net Final PO

4100.00

Contractual Fee%

2.00

Total Fee

82.00

Amount to be Paid

200.00

Amt Paid

\$0.00

Process PO for Partial Only

☒ Yes

Update Amt, Tax, Shipping, Bond etc only

☐ No

Update PO

Bond cost was \$5900.00

Final PO Amount = \$10000.00 due to change in order

Vendors do not pay admin fees for shipping, tax or bonding. To back out those costs, enter \$\$ amount in the

The fee to TIPS is automatically adjusted

Vendor can make a partial payment by editing the "Amount to be Paid: amount"

To pay the entire PO amount, click on Update Amt, Tax, Shipping, Bond etc only and Update PO

To PAY PARTIAL PAYMENT, click on Process PO for Partial Only and Update PO





## Enter Missing Purchase Orders

- To enter a missing PO in the TIPS database, click on [Enter Missing PO]

Select Open PO's for fee Payment   Print Payment Report   **Enter Missing PO**   Review PO Fees/PO History   Print Open POs

- Enter required information. If applicable, enter tax/shipping/bond.

- Upload Purchase Order as a PDF

### Enter Missing PO

Select Open PO's for fee Payment   Print Payment Report   **Enter Missing PO**   Review PO Fees/PO History   Print Open POs

Vendor  
Is Blanket PO ☐ Yes ☒ No

Blanket PO Exp. Date

PO Number

Member

PO Date

Original PO Amount

Contract

Tax

Shipping

Bond

Original PO (PDF Only)  No file chosen

Be sure to enter the PO Number

Upload the PO

Vendors do not pay admin fees for shipping, tax or bonding. To back out those costs, enter \$\$ amount in the appropriate area.



## Review PO Fees/PO History

- Click on [Review PO Fees/PO History] to see the entire list of PO's in our system for your company.

Currently 2 Open PO's

[Select Open PO's for fee Payment](#) [Print Payment Report](#) [Enter Missing PO](#) [Review PO Fees/PO History](#) [Print Open POs](#)

PO No

[Select Open PO's for fee Payment](#) [Print Payment Report](#) [Enter Missing PO](#) [Review PO Fees/PO History](#) [Print Open POs](#)

 [Export All POs](#)  [Export Open POs](#)

PO No	Member	PO Date	Contract	PO Final Amt	Processed Amt	Fee Balance
14301		11/02/2017	170301	\$6,900.00	\$138.00	\$0.00
44151		11/27/2017	170301	\$3,000.00	\$60.00	\$30.00
0127		11/11/2016	1072414	\$3,360.00	\$67.20	\$0.00
JS001		01/05/2016	1072414	\$6,400.00	\$128.00	\$0.00
2463		01/22/2015	1072414	\$10,000.00	\$200.00	\$0.00



## Updating Company Information:

LOGOFF   REPORTS   **MY COMPANY**   COMMUNICATION   PO's & PAYMENTS   VENDOR TRAINING

**Company Profile**   Change my Password   Authorized Users

Click here to edit company information.

- To add/edit Resellers on your contract, click the section below

To add/Edit or remove Company's resellers [Here](#)

ID	Vendor	Contract	Contacts	Open POs	Completed POs
<a href="#">1234</a>	Furniture, Furnishings and Services	170302		(1)	

Click on your ID # to edit Company Information

Exp. Date: 05/31/2020

- Click on your Company ID # to edit the following information:

- Add/Update Company Logo

No Company logo uploaded  
[Change Logo](#)

Services/Products Description: **The information displayed on your TIPS Online Vendor Profile.**

Chars remaining 146

Website: **Company Website**

FEDERAL ID/SEARCH GOODS

Federal ID:

Search Goods:

wood and laminate Desks, cubicles, chairs. files, sit stand, Guest seating, benching, medical, conference table, Reception, soft seat, furniture, art, stool.




Enter words, phrases, items offered that TIPS Members might search our website for.

PAYMENT TO

Address: **Company Address displayed on your TIPS Online Vendor Profile.**

City: **Company Address displayed on your TIPS Online Vendor Profile.**



ID	Vendor	Contract	Contacts	Open POs	Completed POs
1234		170302		 (1)	
	Furniture, Furnishings and Services Exp. Date:05/31/2020				

Click on Contacts to add/edit new contacts

➤ There should be a minimum of 4 contacts added to your TIPS Contract:

1. Primary
2. Secondary
3. Admin Fee
4. PO Contact

Contact Full Name\*

Contact Full Name

Title \*

Title

Contact Type \*

Select one

Email \*

Select one

Primary Phone\*

Address

City

State

Fax

Mobile

Contact for all Contracts

Yes NO

Submit

- **Primary** and **Secondary** Contacts have to be able to give Members a TIPS Quote
- **Admin Fee** Contact should be someone that will send TIPS Reporting Template and payments
- **PO Contact** should be someone that can always access their email to not miss or delay a Purchase Order sent to them
- **Estimator** Contact should be used for construction companies
- **Additional Secondary Contacts** and the **other fields** below it is for other team members that want to be included on communication from the TIPS Team



## Accessing TIPS Logos:

LOGOFF   REPORTS   MY COMPANY   PO's & PAYMENTS   **COMMUNICATION**   VENDOR TRAINING

**Download TIPS Logos here**

**Root Directory**

- 2016 Vendor Appreciation Event
- Arkansas
- Government Capital
- Logos**
- Marketing and Conferences
- Mississippi
- New Jersey
- Presentations

**Documents**

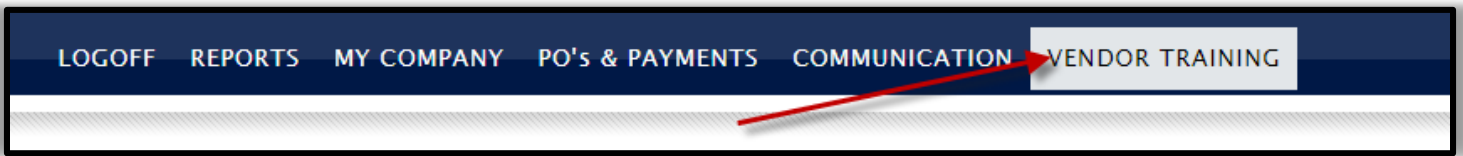
- Submit Files
- TIPS Contacts
- TIPS Representatives

Size	
-	<a href="#">View</a>
-	<a href="#">View</a>
-	<a href="#">View</a>
07/23/2017 13:04:52	- <a href="#">View</a>
07/23/2017 13:04:53	- <a href="#">View</a>
07/23/2017 13:04:53	- <a href="#">View</a>
07/23/2017 13:04:53	- <a href="#">View</a>
07/23/2017 13:04:53	- <a href="#">View</a>

Root Directory	Date	Size	
Email Signature.png	03/01/2017 15:14:58	70 K	<a href="#">View</a>
TIPS_logo_Drop-Shadow_Transparent.png	10/26/2016 11:29:27	803 K	<a href="#">View</a>
TIPS_logo_Drop_Shadow.eps	10/26/2016 11:30:16	4.3 M	<a href="#">View</a>
TIPS_logo_JPEG.jpg	10/26/2016 11:30:16	1094 K	<a href="#">View</a>
TIPS_Logo_No_Drop-Shadow_Transparent.png	10/26/2016 11:29:27	205 K	<a href="#">View</a>
TIPS_logo_NoDropShadow.eps	10/26/2016 11:30:17	5.5 M	<a href="#">View</a>
TIPS_Logo_Social_Media.jpg	10/26/2016 11:30:35	686 K	<a href="#">View</a>



## Vendor Training:



- View the Vendor Portal Training for TIPS Program Managers contact information, TIPS “tips” training videos and more!

### TIPS Training Materials:

[Vendor Quoting a TIPS Member Quick Reference](#)

[Reseller Quoting a TIPS Member Quick Reference](#)

[How to Enroll TIPS Members](#)

### TIPS Training Videos:

[TIPS Tips Program Introduction](#)

[TIPS Tips Program Introduction #2](#)

