TIPS Member Purchase Order Processing Procedure

1. Visit the TIPS website at: www.tips-usa.com and search “All Contracts” or “All Vendors” to locate a specific Vendor, service, or product.

2. When completing a TIPS purchase, the TIPS Member must request a TIPS Quote from the TIPS Vendor with the TIPS Contract Number referenced on the quote. You can easily request a quote using the TIPS Member Portal.

3. If the Member decides to proceed with the purchase, the Member must submit the TIPS Quote & PO (payable to the awarded TIPS Vendor) both referencing the TIPS Contract Number, to tipspo@tips-usa.com.

4. Please note that all vendor instructions must be included on the PO as vendor instructions detailed in the body of the email to tipspo@tips-usa.com are not seen by the Vendor.

5. A comprehensive list of “automated vendors” can be found at www.tips-usa.com/automatedvendors.cfm. If the vendor is an “Automated Vendor” please send the TIPS Quote & PO directly to the vendor.

6. Member payment will be made directly to the Vendor by the Member as agreed by the parties.

In the event a Member submits PO directly to Vendor that is NOT an “Automated Vendor”, it must be immediately forwarded to TIPS marked as “confirmation only” within 30 days of the issue date. Please see the TIPS Reseller Procedure when using a Reseller of the primary TIPS Vendor.

Need Assistance? 866-839-8477