

# TIPS Reseller Purchase Order Process

1. Before proceeding with a TIPS Reseller purchase, confirm that the desired Reseller is listed as an **Authorized Reseller** under the “RESELLER” tab of TIPS Vendor’s profile on TIPS website.
2. The TIPS Member must request a **TIPS Quote** from the **Reseller** which includes: **(1) the TIPS Contract Number; (2) the Awarded TIPS Vendor’s name; (3) the Reseller’s name; and (4) the Pricing** specified under the awarded TIPS Contract.
3. If the Member decides to proceed with the purchase, the Member should identify whether the Vendor is an “**Automated Vendor**” by checking the list of “**Automated Vendors**” located online at [www.tips-usa.com/automatedvendors.cfm](http://www.tips-usa.com/automatedvendors.cfm). If so, please send the PO and TIPS Quote directly to the **Automated Vendor** to complete the TIPS purchase. The **Automated Vendor is responsible for forwarding PO to their authorized Reseller** if necessary.
4. If the Vendor is not an “**Automated Vendor**”, and Member desires to issue the purchase through TIPS, the Member should **submit their PO** (*payable to either Vendor or Reseller*) and the **TIPS Reseller Quote, both referencing the TIPS Contract Number, merged into one PDF (1) document** to [tipspo@tips-usa.com](mailto:tipspo@tips-usa.com). Note: Sending both documents merged into one PDF attachment expedites the process.
5. PO will be verified for contract compliance and forwarded to the **TIPS Awarded Vendor**. The **Vendor is responsible for forwarding PO to their authorized Reseller** if necessary.
6. If the Member elects to send a **PO directly to Reseller**, the Reseller must forward the TIPS Member PO, Reseller Quote and completed “**Reseller Form for TIPS Sale**” to [tipspo@tips-usa.com](mailto:tipspo@tips-usa.com). Documents must be sent within **30 days** of the PO issue date. **A copy of the Member’s PO and Reseller’s quote will be forwarded to TIPS Awarded Vendor.**

## Important Things to Note:

1. Please note that emails sent to [tipspo@tips-usa.com](mailto:tipspo@tips-usa.com) are not seen by the Vendor/Reseller so **all vendor instructions must be included on the PO.**
2. **Admin Fees** are based on the amount invoiced and paid by the TIPS Member. Vendor administrative fees are paid for products or services only. Fees are not assessed for shipping, bond cost, or any taxes that may be applicable.



*Purchasing Made Personal*

**Need Assistance? 866-839-8477**

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