



Reseller Purchase Order Processing Procedure

1. Before proceeding with a TIPS Reseller Purchase, confirm that the desired Reseller is an **Authorized Reseller** of the Awarded TIPS Vendor.
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, the Member must submit the **TIPS Reseller Quote & a PO** payable to either Vendor or Reseller, **both referencing the TIPS Awarded Vendor & Contract Number**, to tipspo@tips-usa.com.
4. Please note that the PO submission email to tipspo@tips-usa.com is not seen by the Vendor/Reseller so **all vendor instructions must be included on the PO**.
5. **Reseller** will complete delivery/services and **Member payment** will be made to the **VENDOR**, *or Reseller in certain circumstances*, upon delivery/completion or per a mutually agreeable schedule set forth in the contract documents.
6. **VENDOR**, *or Reseller in certain circumstances*, will submit **Vendor Administrative Fee** to TIPS upon delivery/completion. Administrative fees are paid for products or services only. Taxes, shipping, and bonds are not included in the TIPS fee schedule.

In the event a **Member submits PO directly to Vendor**, it must be immediately forwarded to TIPS as "confirmation only" within **30 days** of the issue date.

Need Assistance? 866-839-8477

SAR191011