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  
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