

# TIPS Member PO Process

1. TIPS Member must request a **TIPS Quote** from the TIPS Vendor. The quote should clearly reference the **Vendor's Name** and applicable **TIPS Contract Number**.
2. Member should submit their **PO** and **TIPS Quote** (merged into one PDF attachment), **both referencing the TIPS Contract Number** to [tipspo@tips-usa.com](mailto:tipspo@tips-usa.com).  
**NOTE:** If using an **Automated Vendor**, disregard steps 2 - 4. Go straight to step 5 below.
3. PO and quote will be verified for contract compliance and forwarded to the **TIPS Awarded Vendor**. The **TIPS Member** will receive a compliance letter for their files. **NOTE:** If you wish to receive a compliance letter, **do not** copy the vendor or reseller when you email your PO and quote to [tipspo@tips-usa.com](mailto:tipspo@tips-usa.com).
4. If you elect to send a PO directly to a **Vendor** that is NOT an **Automated Vendor**, send a copy marked **"For Recording Purposes Only"** to [tipspo@tips-usa.com](mailto:tipspo@tips-usa.com). **TIPS will confirm receipt of PO but no compliance letter will be provided.** PO should be sent within 30 days of issue date.
5. If using an **Automated Vendor** ([www.tips-usa.com/automatedvendors.cfm](http://www.tips-usa.com/automatedvendors.cfm)), please send PO and TIPS Quote directly to the **Automated Vendor** to complete your TIPS purchase. Each vendor's PO instructions are located at the top of their vendor profile on the TIPS website.

## Important Things to Note:

1. **Live PO's** will typically be processed in 1 - 3 business days. **For Recording Purposes Only PO's** will be entered within 10 business days.
2. **All vendor instructions must be included on the PO.** Emails sent to [tipspo@tips-usa.com](mailto:tipspo@tips-usa.com) are not seen by the vendor.
3. Please refer to the **TIPS Member PO Process for Reseller** document when using a Reseller of the awarded TIPS vendor.



*Purchasing Made Personal*

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

kv250501