

TIPS

# Vendor Portal User Guide

V.10.18



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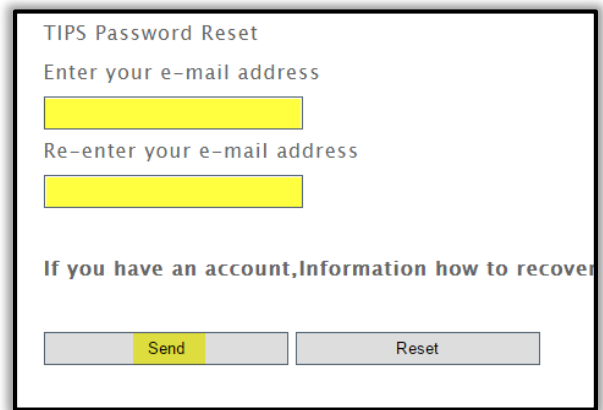
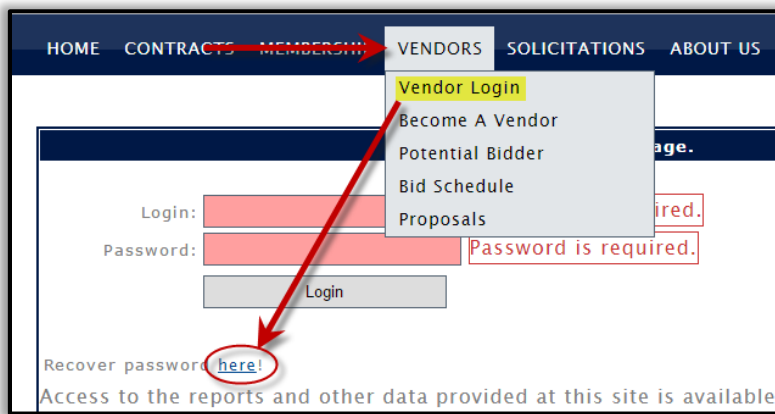
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# Initial Login:

1. [WWW.TIPS-USA.COM](http://WWW.TIPS-USA.COM)
2. VENDOR > VENDOR LOGIN

Primary, Secondary, Purchase Order, Accounting and Estimator Contacts have access to the Vendor Login automatically. If you are not listed as one of those contacts, reach out to those contacts for account access.

3. Click "Recover Password Here"
4. Enter your email address twice and hit SEND



# Adding Authorized Users:



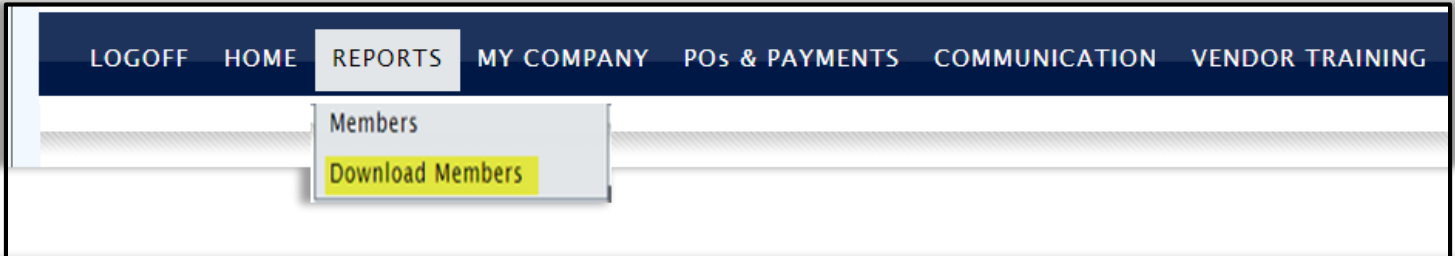
Account Holders can add users to their account and choose to give them FULL access or VIEW only access where they can only view the member list and other information but cannot make company profile changes or add new authorized users.



Need Assistance? Contact TIPS 866-839-8477

# Downloading Member List:

## 1. REPORTS > DOWNLOAD MEMBERS



2. Click on the 2nd TIPS Members Excel Spreadsheet to download
3. View *"TIPS Member List Filtering Key"* for ways to sort through the Member List most efficiently



## Purchase Orders and Payments

You can view/edit/print/search for POs when you are logged into the TIPS Vendor Portal.



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

- Click on POs & PAYMENTS to access view options for POs. The system will automatically populate with current POs for your company.

- Click on Review PO Fees/PO History to see the entire list of PO's in our system for your company.

PO No	Member	PO Date	Contract	PO Final Amt	Processed Amt	Fee Balance
1430		11/02/2017	170301	\$6,900.00	\$138.00	\$0.00
4415		11/27/2017	170301	\$3,000.00	\$60.00	\$30.00
0127		11/11/2016	1072414	\$3,360.00	\$67.20	\$0.00
JS001		01/05/2016	1072414	\$6,400.00	\$128.00	\$0.00
2463		01/22/2015	1072414	\$10,000.00	\$200.00	\$0.00

## View and Submit Payment Reports

- If your company is ready to pay the highlighted TIPS admin fee, CLICK on Select Open PO's for fee Payment.
  - CLICK in the "Pay Full" check box and then click on "Process Selected PO"



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[Select Open PO's for fee Payment](#)
[Print Payment Report](#)
[Enter Missing PO](#)
[Review PO Fees/PO History](#)
[Print Open POs](#)

PO No  contains

	MEMBER	CONTRACT	PO AMT	FINAL AMT	FEE	PAY FULL	EDIT PO /PARTIAL PAYMENT
	North Lamar ISD	170301	\$6,900.00	\$6,900.00	\$138.00	<input checked="" type="checkbox"/>	<a href="#">143088</a>
	Region 8 Education Service Center	170301	\$3,000.00	\$3,000.00	\$60.00	<input type="checkbox"/>	<a href="#">441513 P</a>

## Print Payment Reports

- To print a payment report to send with your check, click on: "Print Payment Report"

Currently 24 Open PO's

[Select Open PO's for fee Payment](#)
[Print Payment Report](#)
[Enter Missing PO](#)
[Review PO Fees/PO History](#)
[Print Open POs](#)

PO No  contains

If you need to add a PO manually click [here](#)

- All POs that were selected to submit payment are shown

[Select Open PO's for fee Payment](#)
[Print Payment Report](#)
[Enter Missing PO](#)
[Review PO Fees/PO History](#)
[Print Open POs](#)

VendorID (492)



You have selected 1 PO's payment fees for your sales report at this time



Type	PO No	Member	Contract	*Fee Payment	Remove PO
<b>F</b>	0080190035		170203	\$111.00	
			Total Fees	\$111.00	



- When ready to generate a payment report, select Submit to TIPS/Print Sales Report. The report will generate as shown below. It will state, “in transit” until it has been received and posted by TIPS Accounting Department.
- Once TIPS Accounting Department has posted the payment, it will show “received”

View Prior Reports

 [2223-20181095259 \(\\$138.00\)](#)  in transit


 [2223-201810232659 \(\\$550.00\)](#)  received

- When you CLICK on the PDF, the report generates as below. If all PO’s are listed and you are ready to send to TIPS, you may print and send this report in with your check.


2463 **Vendor Name**

# Payment Report

**Admin Fee Monthly Report**



2463-07-17



Report Print Date: 2 August 2017

Member PO No	Member	Contract	Amt	%	Subtotal
9081700675		1012116	\$108,975.00	2.00	\$2,179.50
<b>Total Fees:</b>					<b>\$2,179.50</b>

- Mail your check along with the Payment Report to TIPS

TIPS Mailing Address:  
4845 US Hwy 271 N.  
Pittsburg, Texas 75686



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# Edit Purchase Orders

- To edit the PO click on the hyperlink in the “Edit PO / Pay Partial” column.

	MEMBER	CONTRACT	PO AMT	FINAL AMT	FEE	PAY FULL	EDIT PO / PARTIAL PAYMENT
		170301	\$5,000.00	\$5,000.00	\$100.00	<input type="checkbox"/>	<a href="#">238896</a>

- You can update the final PO amount; enter taxes, shipping and bond costs.

[Close](#)

Original PO: 238896

Contract: 170301

PO Date: 10/05/2018

Original PO Amount: 5000.00

Final PO Amount: 10000.00 Final PO Amount = \$10000.00 due to change in order

Shipping: 0.00

Tax: 0.00

Bond: 5900.00 Bond cost was \$5900.00

Net Final PO: 4100.00

Contractual Fee%: 2.00

Total Fee: 82.00 The fee to TIPS is automatically adjusted

Amount to be Paid: 200.00 Vendor can make a partial payment by editing the "Amount to be Paid: amount"

Amt Paid: \$0.00

Process PO for Partial Only:  Yes  No

Update Amt, Tax, Shipping, Bond etc only:  Yes  No

To pay the entire PO amount, click on Update Amt, Tax, Shipping, Bond etc only and Update PO

To PAY PARTIAL PAYMENT, click on Process PO for Partial Only and Update PO

Update PO





# Enter Missing Purchase Orders

- To enter a missing PO in the TIPS database, click on the “Enter Missing PO”



- Enter required information. IF applicable, enter tax/shipping/bond.

A screenshot of the 'Enter Missing PO' web form. At the top, there are five buttons: 'Select Open PO's for fee Payment', 'Print Payment Report', 'Enter Missing PO', 'Review PO Fees/PO History', and 'Print Open POs'. The form fields include: Vendor (Enterprises Inc .23), PO Number (text input), Member (dropdown menu), PO Date (text input), Original PO Amount (0.00), Contract (dropdown menu), Tax (0.00), Shipping (0.00), Bond (0.00), and Original PO (PDF Only) (Choose File No file chosen). A text box on the right states: 'Vendors do not pay admin fees for shipping, tax or bonding. To back out those costs, enter \$\$ amount in the appropriate area.' At the bottom is an 'OK to Enter PO' button. Annotations include: a red box pointing to PO Number and Original PO Amount with the text 'You may enter the PO number OR upload the PO'; a red box pointing to the OK button with the text 'Click here when you have entered all o the required information'.

# Updating Company Information:

LOGOFF   REPORTS   MY COMPANY   COMMUNICATION   PO's & PAYMENTS   VENDOR TRAINING



Company Profile  
Change my Password  
Authorized Users

Click here to edit company information.

Services/Products Description: **The information displayed on your TIPS Online Vendor Profile.**  
Chars remaining 146  
Website: **Company Website**

➤ You may change the following:

- Be sure Primary and Secondary Contacts are able to give Members a TIPS Quote

 PRIMARY CONTACT       SECONDARY CONTACT

- PO contact should be someone that can always access their email to not miss or delay a Purchase Order sent to them

 PO VENDOR CONTACT       2% CONTACT

- 2% Contact should be someone that will send TIPS Reporting Template and payments

PAYMENT TO  
Address: **Company Address displayed on your TIPS Online Vendor Profile.**  
City :



**FEDERAL ID/SEARCH GOODS**

Federal ID:

Search Goods:

- Click on the “Update Vendor” button to save your changes.

## Accessing TIPS LOGOs:

LOGOFF   REPORTS   MY COMPANY   PO's & PAYMENTS   **COMMUNICATION**   VENDOR TRAINING

**Download TIPS Logos here**

- Root Directory
  - 2016 Vendor Appreciation Event
  - Arkansas
  - Government Capital
  - Logos**
  - Marketing and Conferences
  - Mississippi
  - New Jersey
  - Presentations

Email to Tips  
**Documents**  
 Submit Files  
 TIPS Contacts  
 TIPS Representatives

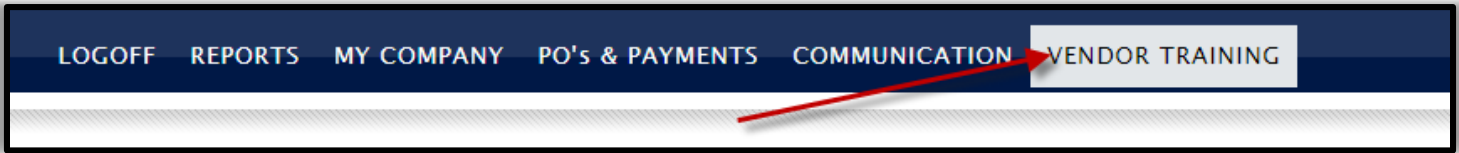
	Date	Time	Size	View
TIPS Representatives	07/23/2017	13:04:52	-	<a href="#">View</a>
Marketing and Conferences	07/23/2017	13:04:53	-	<a href="#">View</a>
Mississippi	07/23/2017	13:04:53	-	<a href="#">View</a>
New Jersey	07/23/2017	13:04:53	-	<a href="#">View</a>
Presentations	07/23/2017	13:04:53	-	<a href="#">View</a>

Root Directory	Date	Time	Size	View
Email Signature.png	03/01/2017	15:14:58	70 K	<a href="#">View</a>
TIPS_logo_Drop-Shadow_Transparent.png	10/26/2016	11:29:27	803 K	<a href="#">View</a>
TIPS_logo_Drop_Shadow.eps	10/26/2016	11:30:16	4.3 M	<a href="#">View</a>
TIPS_logo_JPEG.jpg	10/26/2016	11:30:16	1094 K	<a href="#">View</a>
TIPS_Logo_No_Drop-Shadow_Transparent.png	10/26/2016	11:29:27	205 K	<a href="#">View</a>
TIPS_logo_NoDropShadow.eps	10/26/2016	11:30:17	5.5 M	<a href="#">View</a>
TIPS_Logo_Social_Media.jpg	10/26/2016	11:30:35	686 K	<a href="#">View</a>



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# Vendor Training:



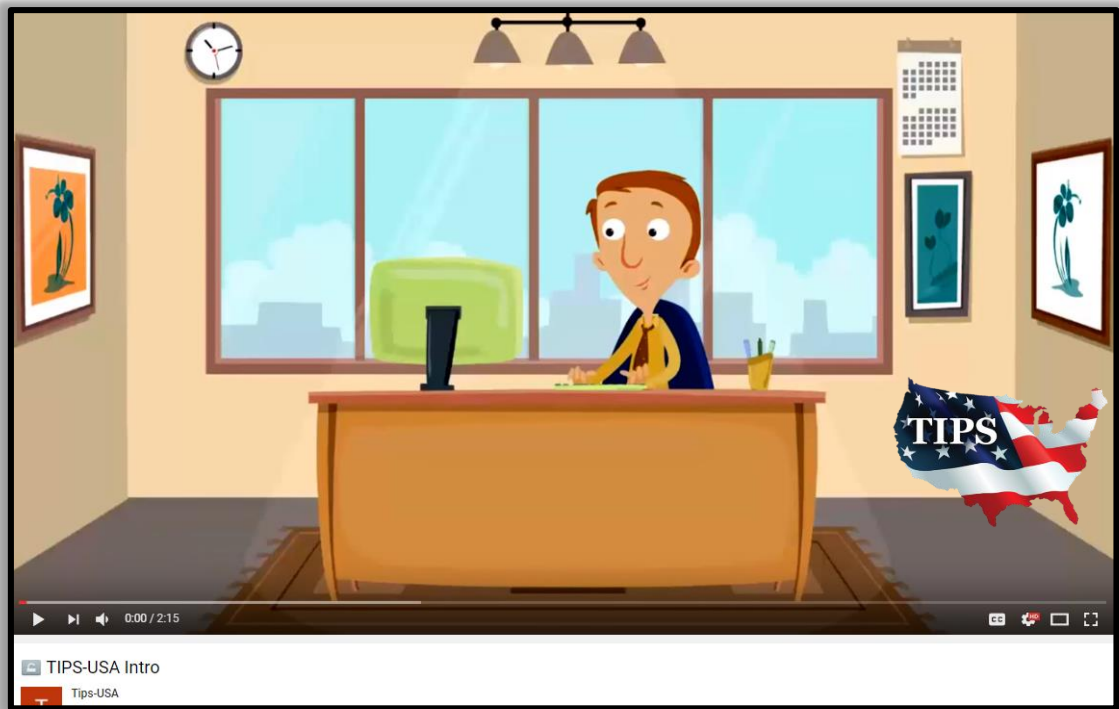
- View the Vendor Portal Training for TIPS Program Managers contact information, TIPS “tips” training videos and more!

**TIPS Training Materials:**

- [Vendor Quoting a TIPS Member Quick Reference](#)
- [Reseller Quoting a TIPS Member Quick Reference](#)
- [How to Enroll TIPS Members](#)

**TIPS Training Videos:**

- [TIPS Tips Program Introduction](#)
- [TIPS Tips Program Introduction #2](#)



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