



TIPS Vendor Purchase Process

1. Member will reach out to Vendor and ask for a “**TIPS Quote**”
2. Vendor gives the Member a **TIPS price** for the specified products/services that is in compliance with the TIPS contract. **NOTE:** Be sure to reference the TIPS contract number(s) on the quote.
3. If the Member decides to move forward, they will:
 - 1) Create a Purchase Order (PO) Payable to Vendor/Reseller (if applicable). Again, referencing TIPS contract number on their PO
 - 2) Scan the PO and the vendor quote as a PDF file and email to tipspo@tips-usa.com
4. TIPS will process the order within **24 hours**. Once approved, 2 things happen:
 - 1) An email is sent to the Member with a link to download an **Order Confirmation Authorization Letter**—*this is another form of compliance we prepare for TIPS Members.*
 - 2) An email is sent to the Vendor’s designated PO Contact to download the PO and process the order.
5. Vendor processes the order and completes the work/delivers goods to Member.
6. Once the Member receives the goods/services, they will submit payment to Vendor.
7. Vendor will submit Administrative Fee to TIPS upon receipt of payment from the Member. The TIPS Administrative Fee due is on products and services sold—not taxes or shipping.

Above is the process we ask everyone to go by. However, this is not always what happens. Members will occasionally send the Purchase Orders to the Vendor directly. If that happens, follow the process below:

8. If you received a Purchase Order directly from the Member, immediately send the PO it to tipspo@tips-usa.com.
 - a) TIPS will record that Purchase Order as a “Confirmation Only” so it will be recorded in both the Member and Vendor Portal for all respective parties to have.

Need Assistance? Contact TIPS 866-839-8477