



TIPS Member PO Process for Reseller

1. Before proceeding with a TIPS Reseller purchase, confirm that the desired Reseller is listed as an **Authorized Reseller** on the “RESELLER” tab of TIPS Vendor’s profile on TIPS website.
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. Member should submit their PO (payable to either Vendor or Reseller) and the **TIPS Reseller Quote** (merged into one PDF attachment), **both referencing the TIPS Contract Number** to tipspo@tips-usa.com. **NOTE:** If you use a **Reseller for a TIPS Automated Vendor**, disregard steps 3 - 5. Go straight to step 6 below.
4. PO and quote will be verified for contract compliance and forwarded to the **TIPS Awarded Vendor**. The **Vendor is responsible for forwarding PO to their authorized Reseller** if necessary. The **TIPS Member** will receive a compliance letter for their files. **NOTE:** If you wish to receive a compliance letter, **do not** copy the reseller or vendor when you email your PO and quote to tipspo@tips-usa.com.
5. If you elect to send a PO directly to a **Reseller** that is NOT a **Reseller for an Automated Vendor**, send a copy marked “**For Recording Purposes Only**” to 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.
6. If using a **Reseller for a TIPS Automated Vendor** (www.tips-usa.com/automatedvendors.cfm), please send PO and TIPS Quote directly to the **Automated Vendor of Reseller** to complete your TIPS purchase. Each vendor’s PO instructions are located at the top of their vendor profile on the TIPS website. The **Vendor is responsible for forwarding PO to their authorized Reseller** if necessary.

Important Things to Note:

1. **All vendor instructions must be included on the PO.** Emails sent to tipspo@tips-usa.com are not seen by the reseller or vendor.



Purchasing Made Personal

Need Assistance? 866-839-8477

