



HOW TO MAKE A PURCHASE THROUGH TIPS

1. Visit www.TIPS-USA.com

- ❖ For a list of categories, choose “All Contracts”
- ❖ For a list of awarded vendors, choose “All Vendors”

Helpful Hint: Use the search bar located at the top right to search by company name, item or service description

2. Contact TIPS vendor for a quote.

- Be sure to tell them you are requesting a “TIPS Quote”

(If the quote does not reflect a TIPS contract number, ask the Vendor to update it to ensure you are receiving the correct TIPS price)

3. Issue purchase order

- ❖ Make PO payable to the TIPS Vendor
- ❖ Please note vendor contract number on PO
- ❖ If using an awarded vendor’s reseller, PO should be made out to Vendor / Reseller

4. Go to vendor’s profile on the TIPS website for PO submission instructions specific to each vendor.

- ❖ If vendor is not “Automated”, you will send the **PO and Quote** to tipspo@tips-usa.com.
 - TIPS will verify purchase order against vendor’s contract then forward to vendor for processing. Member will receive confirmation email with printable confirmation letter.
- ❖ If vendor is “Automated”, you will send directly to them.
 - Email address for PO’s will be noted at top of vendor’s profile.
 - Automated vendors are TIPS awarded vendors that have accepted responsibility for processing and reporting all TIPS member’s PO’s.
- ❖ **IF** you elect to send a PO directly to a vendor that is **not** “Automated”, send a “confirmation only” copy to tipspo@tips-usa.com. No printable confirmation letter will be sent.

5. Payment is made directly to the vendor.

Need Help? Contact TIPS: 866-839-8477 or tips@tips-usa.com