



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 TIPSP0@TIPS-USA.COM
4. TIPS PROCESSES THE ORDER WITHIN **24 HOURS**. ONCE APPROVED, TWO 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 OUR 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 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 THE WORK HAS ALREADY BEEN COMPLETED ON A PO SENT TO YOU DIRECTLY FROM THE MEMBER:
 - A) PLEASE REPORT TIPS SALES ON THE REPORTING TEMPLATE LOCATED INSIDE THE VENDOR PORTAL. SEND ADMIN FEE AND COPY OF PO TO TIPS AT ACCOUNTING@TIPS-USA.COM
9. IF THE WORK HAS NOT BEEN COMPLETED:
 - A) EMAIL PO TO BIDS@TIPS-USA.COM

NEED ASSISTANCE? CONTACT TIPS 866-839-8477