

# TIPS Member Purchase Order Process

1. Visit the TIPS website at: [www.tips-usa.com](http://www.tips-usa.com) and click the “Contracts” tab or “Vendors” tab to locate a specific Vendor, service, or product.
2. The TIPS Member must request a **TIPS Quote** from the TIPS Vendor with the **TIPS Contract Number referenced on the quote**. Note: you can easily request a quote using the TIPS Member Portal.
3. If the Member decides to proceed with the purchase, the Member should identify whether the Vendor is an “**Automated Vendor**” by checking the list of “**Automated Vendors**” located online at [www.tips-usa.com/automatedvendors.cfm](http://www.tips-usa.com/automatedvendors.cfm). If so, please send the PO and TIPS Quote directly to the **Automated Vendor** to complete the TIPS purchase.
4. If the Vendor is not an “**Automated Vendor**”, and Member desires to issue the purchase through TIPS, the Member should submit their **PO & TIPS Quote, both referencing the TIPS Contract Number, merged into one PDF (1) document** to [tipspo@tips-usa.com](mailto:tipspo@tips-usa.com).  
Note: sending both documents merged into one PDF attachment expedites the process.
5. PO will be verified for contract compliance and forwarded to the **TIPS Awarded Vendor**. The **TIPS Member** will receive a compliance letter for their files.
6. If you elect to send a PO directly to a Vendor that is NOT an “**Automated Vendor**”, send a copy marked “**Confirmation Only**” to [tipspo@tips-usa.com](mailto:tipspo@tips-usa.com). **TIPS will confirm receipt, but no compliance letter will be sent.** PO must be sent within **30 days** of issue date.
7. **Member payment** will be made directly to the Vendor by the Member as agreed by the parties.

## Important Things to Note:

1. **Live PO's** will typically be processed in 1 to 3 business days. Submissions with missing documents or pending information from vendor or member may take longer. **Confirmation Only PO's** will be entered within 10 business days.
2. Please note that emails sent to [tipspo@tips-usa.com](mailto:tipspo@tips-usa.com) are not seen by the TIPS vendor so **all vendor instructions must be included on the PO.**
3. Please see the **TIPS Reseller Purchase Order Process** guide when using a Reseller of the primary TIPS vendor.



*Purchasing Made Personal*

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

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