THE INTERLOCAL PURCHASING SYSTEM

TIPS Member PO Process

01 **Request a TIPS Quote**

TIPS Member must request a TIPS Quote from the TIPS Vendor. The quote should clearly reference the **Vendor's Name** and applicable **TIPS Contract Number**.

02 **Submit your PO and quote**

Member should submit their **PO** and **TIPS Quote** (as pdf attachments), both referencing the TIPS Contract Number, to tipspo@tips-usa.com.

03 **TIPS reviews and forwards your PO**

PO and quote will be verified for contract compliance and forwarded to the TIPS Awarded Vendor. The TIPS Member will receive a compliance letter for their files.

NOTE: If you wish to receive a compliance letter, do not copy the vendor or reseller when you email your PO and quote to tipspo@tips-usa.com.

- Live POs will typically be processed **within 3 business days.**
- **All Vendor instructions must be included on the PO.** Emails sent to tipspo@tips-usa.com are not seen by the vendor.
- Please refer to the TIPS Member PO Process for Reseller document when using a Reseller of the awarded TIPS vendor.

Other Submission Options

Automated Vendors

If using an Automated Vendor, please send PO and TIPS Quote directly to the Automated Vendor to complete your TIPS purchase. **Each Vendor's PO instructions are located below the "Overview" section of their Vendor profile on the TIPS website.**

See full list of Automated Vendors:
www.tips-usa.com/automatedvendors.cfm

Recording Purposes Only

If you elect to send a PO directly to a Vendor that is NOT 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.

Processing time: Within 10 business days

Verify Vendor Pricing

To verify quoted pricing before issuing a PO or request vendor pricing, TIPS Members may email bids@tips-usa.com with the vendor's name, contract number, and quote, if applicable. **Vendor pricing is not posted on TIPS' public website.**

Processing time: Within 5 business days

Bulk Purchase Order Uploads

Missing TIPS Purchase Orders can be uploaded in bulk through the **TIPS Member Portal** by hovering your mouse over Communication and clicking **Bulk PO Upload**.

- Download the template spreadsheet and follow on-screen prompts and click **Add Bulk PO Upload File**.
- Do not include purchases from Automated Vendors; those are reported to TIPS by the Vendor.
- Bulk uploads are recorded as **For Recording Purposes Only** and **do not receive a compliance letter**.

Find full instructions in the TIPS Member Portal:
https://portal.tips-usa.com → Home → User Guides