# TIPS Member Purchase Order Processing Procedure
# TIPS vendor contract 220105

1. Visit the TIPS website at: www.tips-usa.com and search "All Contracts" or "All Vendors" to locate a specific Vendor, service, or product.

2. When completing a TIPS purchase, the TIPS Member must request a **TIPS Quote** from the TIPS Vendor with the **TIPS Contract Number referenced on the quote**. You can easily request a quote using the TIPS Member Portal.

3. If the Member decides to proceed with the purchase, the Member must submit the **TIPS Quote & PO (payable to the awarded TIPS Vendor) both referencing the TIPS Contract Number**, to tipspo@tips-usa.com.

4. Please note that all vendor instructions must be included on the PO as vendor instructions detailed in the body of the email to tipspo@tips-usa.com are not seen by the Vendor.

5. A comprehensive list of "automated vendors" can be found at www.tips-usa.com/automatedvendors.cfm. If the vendor is an **"Automated Vendor"** please send the TIPS Quote & PO directly to the vendor.

6. **Member payment** will be made directly to the Vendor by the Member as agreed by the parties.

   In the event a **Member submits PO directly to Vendor that is NOT an "Automated Vendor"**, it must be immediately forwarded to TIPS marked as "confirmation only" within **30 days** of the issue date. Please see the **TIPS Reseller Procedure** when using a Reseller of the primary TIPS Vendor.

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

**TIPS - K-USA (DYMEC / BlueWARRIOR Contract 220105**