



AWARDED VENDOR

How to Make a Purchase through TIPS

The Interlocal Purchasing System (TIPS) is a national purchasing cooperative offering competitively solicited contracts to education government and nonprofit agencies, saving them both time and money. TIPS provides a proven, streamlined process that eliminates the purchasing stress for Members.

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)

INTRODUCTION

NEWCOM WIRELESS SERVICES (NEWCOM)

575 Washington Street
Pembroke, MA 02359

CONTRACT #: 190302

PRODUCT LINE: Technology Solutions, Product, and Services

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TIPS CONTRACT

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.

5. Payment is made directly to the vendor.

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

