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)
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