



**AWARDED VENDOR**

## Contact Information:

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## 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](http://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

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NEWCOM Wireless Services (NEWCOM)  
575 Washington Street  
Pembroke, MA 02359

Contract #: **230901**  
Product Line: Audio Visual Equipment, Supplies,  
and Services

Contract #: **200305**  
Product Line: Technology Solutions, Product, and  
Services

Contract #: **200306**  
Product Line: Vaping Sensors

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](mailto: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](mailto:tips@tips-usa.com)