



## The Seller Process guide for TIPS Sale

1. Before quoting as a TIPS reseller, confirm that you are listed as an **Authorized Reseller** on the “**RESELLER**” tab of the **Awarded Vendor’s** profile on TIPS website.
  2. The quote to the TIPS Member must include:
    - 1) **the TIPS Contract Number**
    - 2) **the Awarded TIPS Vendor’s name**
    - 3) **the Reseller’s name;** and
    - 4) **the Pricing** specified under the awarded TIPS Contract.
- Note:** If there are multiple TIPS Awarded Vendors utilized on a single quote quote, the quote must clearly identify each **TIPS Vendor’s name, contract number and dollar subtotal.**
3. Member should be instructed to **submit their PO** (*payable to either Vendor or Reseller*) and your **TIPS Reseller Quote** (merged in one PDF attachment). **both referencing the TIPS Contract Number** to [tipspo@tips-usa.com](mailto:tipspo@tips-usa.com). **Note:** If you are a **Reseller** for an **Automated Vendor**, disregard steps 3–5. Go straight to step 6 below.
  4. PO and Quote will be verified for contract compliance and forwarded to the **TIPS Awarded Vendor**. The **Vendor is responsible for forwarding PO to their Authorized Reseller** if necessary.
  5. If the Reseller receives a PO directly from the **TIPS Member**, the **Reseller** must forward the **PO, Reseller Quote** and completed “**Reseller Form for TIPS Sale**” to [tipspo@tips-usa.com](mailto:tipspo@tips-usa.com). A copy of the PO documents will be forwarded to the **TIPS Awarded Vendor** if necessary.
  6. If the **Reseller** receives a PO directly from the **TIPS Member** for an **Automated Vendor** ([www.tips-usa.com/automatedvendors.cfm](http://www.tips-usa.com/automatedvendors.cfm)), please ensure a copy of the PO and TIPS Quote are sent to the **Automated Vendor**. Each **Automated Vendor’s PO Instructions** are located at the top of the vendor profile on the TIPS website.

### Important Things to Note:

1. **Reseller quote** must adhere to **TIPS Awarded Vendor’s** contract pricing, products, services and process. This information will come directly from the **TIPS Awarded Vendor**.
2. A “**Reseller Form for TIPS Sale**” must be completed for each **TIPS Vendor** quoted. The dollar amount should reflect the charge to the TIPS member less any shipping or taxes. This is NOT the dollar amount of the purchase between the TIPS Awarded Vendor and Authorized Reseller.



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

