



[www.nationalpublicseating.com](http://www.nationalpublicseating.com)

### **Contract Information**

**The Interlocal Purchasing System (TIPS)**

**Science Equipment and Supplies**

**Contract # 200805**

### **Contract Term**

10/31/2020 – 10/31/2023 with an optional one year renewal.

### **Contract Pricing**

The minimum discount off list for TIPS members is 33%. In order to be more competitive in the individual circumstance, dealers may offer a larger discount.

*Minimum Order* - The sell price includes standard dock delivery, however there is a \$500 minimum order for free freight. Orders less than \$500 will be accepted with freight prepaid and added to the invoice. Note: All quotes to Members shall provide a line item for cost for freight or shipping even if the amount is \$0.

*OCONUS Delivery* – Free freight is limited to the 48 contiguous United States (CONUS) and Washington DC. Orders outside these areas (OCONUS) will be accepted with freight prepaid and added to the invoice.

*Liftgate Fee* - \$75

*Installation* – Not to exceed \$100 per hour.

*Restocking Fees* – General Line Items: 25% | Cafeteria Tables and Stages: 35%

See pages 2-3 for additional dealer instructions.

### **Current Price List**

Dealers should be careful to always quote based off the current approved price list. NPS will send an updated price list to dealers upon approval by TIPS.

### **About TIPS**

TIPS is a national purchasing cooperative that offers access to competitively procured purchasing contracts to its membership. TIPS is housed at and managed by the Region 8 Education Service Center located in Pittsburg, Texas. The TIPS website offers step-by-step instructions on how to become a member. The process is fast, and it's free. [Become a TIPS Member](#).





# TIPS Reseller Purchase Process

1. Member will reach out to Reseller and ask for a “**TIPS Quote**”
2. Reseller gives the Member a **TIPS price** for the specified products/services that is in compliance with the TIPS contract. **NOTE:** Reach out to the contract holder (TIPS Vendor) to obtain the correct price sheet if you do not already have it.
3. Reseller will reference the TIPS contract number(s) and the contract holder company name on the quote. Example: “<Insert Reseller Company Name> Reseller of: ABC Company TIPS Contract #123456”
4. If the Member decides to move forward, they will:
  1. Create a purchase order (PO) Payable to Vendor/Reseller. Again, referencing TIPS contract number on their PO
  2. Scan the PO and the vendor quote as a PDF file and email to [tipspo@tips-usa.com](mailto:tipspo@tips-usa.com)
5. TIPS Processes the order within 24 hours. Once approved, two things happen:
  1. An email is sent to the Member with a link to download an **Order Confirmation Authorization Letter**—*this is another form of compliance we prepare for our Members.*
  2. An email is sent to the contract holder (Vendor) designated PO Contact to download the PO and send to the Reseller to process the order.
6. Reseller will process the order and complete the work/deliver goods to Member.
7. Once the Member receives the goods/services, they will submit payment to Vendor\*.
8. TIPS Vendor (not Reseller) will submit administrative fee to TIPS upon receipt of payment from the Member.

Above is the process we ask everyone to go by. However, this is not always what happens. Members will occasionally send the purchase orders to the Vendor/Reseller directly. If that happens, follow the process on page 2.

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

V.10.18



# **TIPS Reseller Purchase Process**

9. If you received a Purchase Order directly from the Member, immediately send the PO it to [tipspo@tips-usa.com](mailto:tipspo@tips-usa.com).
  - a) TIPS will record that Purchase Order as a “Confirmation Only” so it will be recorded in both the Member and Vendor Portal for all respective parties to have.

\*The Member can pay the Reseller for the work completed, but the TIPS Vendor is responsible for paying admin fee back to TIPS. Therefore, that process can be acceptable, as long as, the TIPS Vendor agrees to have the payment sent directly to the Reseller.

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

**V.10.18**