

TIPS Contract: Process

PROCESS STEPS:

1. Member requests Quote from Dealer (reseller).
NOTE: Dealers MUST be listed as Lesro reseller on TIPS website prior to PO processing. Contact mark@lesro.com to have dealer added to Lesro resellers listed on TIPS website.
2. Quote is provided noting TIPS contract # ([see Contract Overview](#)).
3. If Member wants to proceed, they have PO created by Dealer with TIPS contract # 200301 noted on it.
Member submits BOTH Quote and PO to TIPS: tipspo@tips-usa.com
Note: If PO contains multiple vendors, Dealer Must submit a Lesro-only PO to Lesro referencing both the TIPS contract # and the master PO# (or a copy of the master PO), so that we have traceability for audit purposes.
5. TIPS reviews and ensures correct pricing. Once approved, all parties involved are notified by email.
6. PO is processed.

Membership (is Free):

Become a Member (*takes same day or next day to occur*): www.tips-usa.com/membership.cfm

Membership Includes:

- a) Education - K-12 School Districts, Charter Schools, Universities, Private Schools, Colleges, Special Education Districts, etc.
- b) Government - Cities, Counties, States & State Agencies, Federal Agencies, Emergency Service Districts, Park & Water Districts, Native American Tribes, Transportation Authorities, etc.
- c) Non-Profit - Churches, Hospitals, Nursing Homes, Member Associations, Charitable Organizations, etc.

MORE INFORMATION:

Visit www.tips-usa.com/faq.cfm