

## **TIPS Contract: Process**

**TIPS Contract #: 230301**

### **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](mailto:mark@lesro.com) to have dealer added to Lesro resellers listed on TIPS website.
2. Quote is provided noting Lesro TIPS contract # ([see Contract Overview](#)).
3. If Member wants to proceed, they have PO created by Dealer with Lesro TIPS contract # noted on it. Dealer/Reseller submits BOTH Quote and PO as well as the [Reseller Form for TIPS Sale](#) to TIPS: [tipspo@tips-usa.com](mailto: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](http://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](http://www.tips-usa.com/faq.cfm)