

# TIPS Reseller Purchase Order Process

1. Before proceeding with a TIPS Reseller purchase, confirm that the desired Reseller is listed as an **Authorized Reseller** under the “RESELLER” tab of TIPS Vendor’s profile on TIPS website.
2. The TIPS Member must request a **TIPS Quote** from the **Reseller** which includes: **(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.
3. If the Member decides to proceed with the purchase, the Member should identify whether the Vendor is an “**Automated Vendor**” by checking the list of “**Automated Vendors**” located online at [www.tips-usa.com/automatedvendors.cfm](http://www.tips-usa.com/automatedvendors.cfm). If so, please send the PO and TIPS Quote directly to the **Automated Vendor** to complete the TIPS purchase. The **Automated Vendor is responsible for forwarding PO to their authorized Reseller** if necessary.
4. If the Vendor is not an “**Automated Vendor**”, and Member desires to issue the purchase through TIPS, the Member should **submit their PO** (*payable to either Vendor or Reseller*) and the **TIPS Reseller Quote, both referencing the TIPS Contract Number, merged into one PDF (1) document** to [tipspo@tips-usa.com](mailto:tipspo@tips-usa.com). Note: Sending both documents merged into one PDF attachment expedites the process.
5. PO 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.
6. If the Member elects to send a **PO directly to Reseller**, the Reseller must forward the TIPS Member PO, Reseller Quote and completed “**Reseller Form for TIPS Sale**” to [tipspo@tips-usa.com](mailto:tipspo@tips-usa.com). Documents must be sent within **30 days** of the PO issue date. **A copy of the Member’s PO and Reseller’s quote will be forwarded to TIPS Awarded Vendor.**

## Important Things to Note:

1. Please note that emails sent to [tipspo@tips-usa.com](mailto:tipspo@tips-usa.com) are not seen by the Vendor/Reseller so **all vendor instructions must be included on the PO.**
2. **Admin Fees** are based on the amount invoiced and paid by the TIPS Member. Vendor administrative fees are paid for products or services only. Fees are not assessed for shipping, bond cost, or any taxes that may be applicable.



*Purchasing Made Personal*

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

KAW220328

# Reseller Form for TIPS Sale

## All INFORMATION MUST BE COMPLETED

TIPS Awarded Vendor: \_\_\_\_\_

Awarded Vendor's TIPS Contract #: \_\_\_\_\_

Vendor's Authorized Reseller: \_\_\_\_\_

Is Reseller listed under "RESELLER" tab of TIPS Vendor's profile on TIPS website: Y \_\_\_\_\_ N \_\_\_\_\_ (If not, Vendor will need to add)

Your End-User/Customer: \_\_\_\_\_

Is the End-User/Customer a registered TIPS Member of TIPS: Y \_\_\_\_\_ N \_\_\_\_\_ (If not, they will need to join. See <https://www.tips-usa.com/membership.cfm>)

TIPS Member's Purchase Order #: \_\_\_\_\_

Dollar amount charged TO THE TIPS MEMBER (Your End-User/Customer) for this purchase: \$ \_\_\_\_\_

*Note: Admin fees are based on the amount actually invoiced and paid on TIPS sale by TIPS member. Fees are not assessed for shipping cost, required bond cost or any taxes that may be applicable.*

### Required Documentation:

Please send the following documentation to [tipspo@tips-usa.com](mailto:tipspo@tips-usa.com) merged as **one (1) PDF** attachment if possible.

NOTE: Incomplete/missing documents will be returned with request to supply **ALL** required documents.

\_\_\_\_ Copy of this completed form

\_\_\_\_ Copy of the TIPS Member's (End-User/Customer's) Purchase Order or Signed Quote

\_\_\_\_ Copy of quote to TIPS Member (End-User/Customer) with TIPS Awarded Vendor's Name & Contract Number referenced.

**Printed** name of authorized representative providing information: \_\_\_\_\_

**Signature** of Authorized Representative: \_\_\_\_\_

**Title:** \_\_\_\_\_

**Company:** \_\_\_\_\_ **Date:** \_\_\_\_\_



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# The Interlocal Purchasing System

"Specializing in the Management of High Quality Cooperative Procurement Solutions  
to Reduce Costs and Mitigate Risks!"



## Resellers

5 February 2023

Reseller	Phone	Fax
Alfred Williams 410 S. Salisbury Street	(919) 832-9570 <a href="https://alfredwilliams.com/">https://alfredwilliams.com/</a>	(919) 832-7626
All Makes 2558 Farnam Street	(800) 341-2413 <a href="https://allmakes.com/">https://allmakes.com/</a>	(402) 977-3007
BA Designs 3525 Roanoke Road	(816) 922-6575 <a href="https://pureworkplace.com/">https://pureworkplace.com/</a>	
Built for Dreams 3416 Joliet Ave.	(806) 771-6806 <a href="http://www.builtfordreams.com">www.builtfordreams.com</a>	(806) 687-9187
Business Environments	(812) 474-4260 <a href="https://www.businessenvironments.com/">https://www.businessenvironments.com/</a>	(812) 474-4259
Business Essentials	(763) 595-5314	
Business Furnishings 4102 Meghan Beeler Court	(574) 243-3255 <a href="http://www.business-furnishings.net/">http://www.business-furnishings.net/</a>	(574) 243-3266
Business Interiors by Staples 13800 E. 39th Ave.	(877) 826-7755 <a href="https://www.staplesadvantage.">https://www.staplesadvantage.</a>	
Carolina Furnishing + Design P.O. Box 348	(910) 673-1010 <a href="https://www.cfplusd.com/">https://www.cfplusd.com/</a>	(910) 673-0990
Carolina Office Xchange 409-A Airport Blvd	(919) 377-0240 <a href="https://www.carolinaofficexchange.com/">https://www.carolinaofficexchange.com/</a>	(919) 882-8388
Center Line Associates 418 Racetrack Road NE	(850) 362-0019 <a href="https://centerlineassociates.com/">https://centerlineassociates.com/</a>	
Christianson's Business Furniture 2828 13th Avenue South	(701) 293-3944 <a href="http://cbfplus.com/">http://cbfplus.com/</a>	(701) 293-3626

Reseller	Phone	Fax
CI Select 11840 Westline Industrial Drive	(314) 909-1990 <a href="http://ciselect.com/">http://ciselect.com/</a>	
CI Select 4614 Dodge Street	(402) 925-3200 <a href="http://ciselect.com/">http://ciselect.com/</a>	
Commercial Furniture Interiors 1154 Route 22 West	(908) 518-1670 <a href="https://cfioffice.com/">https://cfioffice.com/</a>	
Commercial Furniture Interiors 11 West 42nd Street	(646) 817-5755 <a href="https://cfioffice.com/">https://cfioffice.com/</a>	
Connect Interiors	(701) 232-3013	
Contract Design Associates 1330 W. Broadway St.	(406) 926-3313 <a href="http://www.cdainteriors.com/">http://www.cdainteriors.com/</a>	(406) 926-3313
Contract Design Group, Inc. 6301 SW 9th St.	(785) 271-1188	
Contract Design Interiors 402 E. Sprague Ave.	(509) 624-4220 <a href="http://www.cdainteriors.com/">http://www.cdainteriors.com/</a>	(509) 623-1777
Copelin Contract	(405) 919-8068 <a href="https://www.copelincontract.com/">https://www.copelincontract.com/</a>	
Emerald Business Supply 4807 Ashburner Street	(215) 333-1900 <a href="http://www.ebsupplies.com">www.ebsupplies.com</a>	
EVO Business Environments 409 W. 3rd Street	(501) 244-9696 <a href="http://www.evoarkansas.com">www.evoarkansas.com</a>	
Facilities Resource, Inc. 11100 Metric Blvd.	(512) 371-1232 <a href="http://www.facilitiesresourceinc.com/">http://www.facilitiesresourceinc.com/</a>	
FMG 6100 W. Plano Pkwy	(214) 556-4700 <a href="https://fmgi.com/">https://fmgi.com/</a>	
Forward Tilt 6340 E. Thomas Road #200	(480) 237-3737 <a href="http://www.forwardtilt.com">www.forwardtilt.com</a>	

<b>Reseller</b>	<b>Phone</b>	<b>Fax</b>
G.L. Seaman & Company 4201 International Parkway	(214) 764-6400	(214) 764-6420 <a href="http://glsc.com/home.aspx">http://glsc.com/home.aspx</a>
Henricksen 1101 West Thorndale Avenue	(630) 250-9090	<a href="http://www.henricksen.com/">http://www.henricksen.com/</a>
Henricksen 3070 Gateway Road	(630) 250-9090	(612) 877-3300 <a href="http://www.henricksen.com/">http://www.henricksen.com/</a>
ImageWorks 1 Allied Dr Building 3	(501) 379-8552	<a href="http://www.goimageworks.org">www.goimageworks.org</a>
Innerplan 7001 Innerplan Dr.	(501) 371-0300	(501) 320-1580 <a href="http://www.innerplan.com">www.innerplan.com</a>
Innovative Business Furniture 3837 Elm Springs Rd. Ste. B	(479) 872-2100	<a href="http://www.ibfnwa.com">www.ibfnwa.com</a>
Interior Landscapes, LLC	(816) 842-2120	
Interior Resources Group 1444 Oak Lawn Ave.	(972) 619-7400	(972) 619-7401 <a href="https://www.irgroupdfw.com/">https://www.irgroupdfw.com/</a>
J. Tyler Services, Inc. 5920 Milwee Street	(713) 468-2166	(713) 468-2480 <a href="http://jtyler.com">jtyler.com</a>
John A Marshall 10930 Lackman Road	(913) 599-4700	<a href="https://jamarshall.com/">https://jamarshall.com/</a>
KV Workspace 525 N. Causeway Blvd.	(985) 626-3361	<a href="https://www.kvworkspace.com/">https://www.kvworkspace.com/</a>
KV Workspace 612 Andrew Higgins Blvd.	(985) 626-3361	<a href="https://www.kvworkspace.com/">https://www.kvworkspace.com/</a>
L&M Office Furniture 2207 Cantrell Road	(501) 626-3283	<a href="http://www.lmoffices.com">www.lmoffices.com</a>
LaHarpe's 318 President Clinton Ave	(501) 372-6684	<a href="http://www.laharpes.com">www.laharpes.com</a>

<b>Reseller</b>	<b>Phone</b>	<b>Fax</b>
Letourneau Keller 5819 Millwee Street	(713) 681-0033 <a href="https://www.letourneaukeller.com/">https://www.letourneaukeller.com/</a>	
Munson Business Interiors, Inc	(502) 589-1236	
Norman Company 700 SE Walton Blvd	(479) 424-1600 <a href="http://www.normancompany.com">www.normancompany.com</a>	
Pettus Office Products 2 Freeway Drive	(800) 530-7445 <a href="http://www.pettusop.com">www.pettusop.com</a>	
Soyka Smith Design Studios 52 Watchung Ave.	(973) 783-7032 <a href="https://www.soykasmith.com/">https://www.soykasmith.com/</a>	
Washington Workplace 2300 South 9th Street	(703) 979-7835 <a href="https://www.washingtonworkplace.com/">https://www.washingtonworkplace.com/</a>	
Wilson Office Interiors 1341 W. Mockingbird Lane	(972) 488-8815 <a href="https://wilsonoi.com/">https://wilsonoi.com/</a>	
Wilton's Office Furniture & Supplies PO Box 5040	(979) 268-0062 (979) 268-0311 <a href="http://www.wiltons.com">www.wiltons.com</a>	
Wittigs 2018 Avenue B	(210) 270-0100 (210) 270-0118 <a href="http://wittigs.com/">http://wittigs.com/</a>	
Wittigs One Greenway Plaza	(832) 830-8156 <a href="http://wittigs.com/">http://wittigs.com/</a>	
Wittigs 401 William Street	(361) 882-3456 <a href="http://wittigs.com/">http://wittigs.com/</a>	
Workplace Resource 4400 NE Loop 410	(210) 226-5141 <a href="http://hmwrasa.com/">http://hmwrasa.com/</a>	
WRG 2639 East Rosemeade Pkwy	(972) 446-9100 <a href="https://wrgtexas.com/">https://wrgtexas.com/</a>	