

Compliant PO Process

Below are the recommended compliance requirements for the TIPS JOC Contract Purchase Order Process:

Step 1 – TIPS Member will:

- TIPS Member identifies a potential project that needs to be completed.
- TIPS Member goes through TIPS JOC [checklist](#) to determine if the project is suitable for JOC contract (Texas State law, but just a guideline in all other states)
- TIPS Member reaches out to approved [TIPS Vendor](#) requesting a proposal for a potential project.

Step 2 – TIPS Vendor will:

- Generates a scope of work based on TIPS Member needs/wants.
- Creates Proposal Details
- Creates RS Means line-item estimate.

Step 3 – TIPS Vendor Communicates with the TIPS Construction Compliance Manager

- TIPS Vendor emails proposal to compliance@tipsconstruction.com
- Upon request, a TIPS Vendor can receive a pre-authorization compliance letter if the proposal is accepted by TIPS.

Step 4 – Communicate with TIPS Member

Deliver all approved proposal items to TIPS Member:

1. TIPS Vendor cover letter
2. TIPS pre-authorization letter (optional)
3. TIPS Contract # and the scope of work description
4. RS Means line-item estimate.
5. Copy of [TIPS Member Purchase Order Procedure Sample Proposal](#)

Step 5 – Member reports to TIPS: (Recommended)

- TIPS Member creates a purchase order or contract and emails it to tipspo@tips-usa.com
- TIPS Member receives compliance authorization letter from TIPS.
- TIPS Vendor receives a confirmation email from TIPS PO Department

- TIPS Vendor begins work.

OR

Step 5 – Vendor reports to TIPS:

- TIPS Member sends purchase order or contract directly to the TIPS Vendor.
- TIPS Vendor emails purchase order, contract, or proposal to tipspo@tips-usa.com noting "Confirmation only" as contracted work begins.

Step 6 – Use your TIPS Portal:

- TIPS Member – Login to TIPS [Member Portal](#) to see that the project is successfully entered in the TIPS database.
- TIPS Vendor – Login to TIPS [Vendor Portal](#) to view the project, make change order adjustments, enter bond costs, pay TIPS admin fee, etc.

Congratulations!

- Project Completed
- Start the process again with another TIPS contracted job!