



## TIPS COOPERATIVE CONTRACT

The Interlocal Purchasing System (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.

### Who should participate?

- |   |  |
|---|--|
| K-12 school Districts                       | Churches   |
| Charter Schools                             | Charitable Organizations   |
| Private Schools / Daycare Centers           | State Agencies   |
| Colleges & Universities (State and Private) | Emergency Services Districts                                     |
| Cities / Municipalities                     | Other entities with legislated purchasing / bidding requirements |
| Counties / Parishes                         |  |

### How do I access the TIPS-USA / Binswanger Glass contract?

1. Register for FREE with TIPS
2. Copy and Paste into Browser: <https://www.tips-usa.com/membershipconditions.cfm>
3. Read T&C's as you pull the slide bar on right down to the bottom of the page
4. Once at bottom of page, **Change of Contract Venue** option appears
5. Choose N for no. State of Texas will be the venue of choice
6. Choose Y for yes\*
7. Click **ACCEPT Terms and Conditions** button at bottom of page
8. If you chose Yes (#6 above), you may enter your County and State at the bottom of the page after you click Accept T&C button

### After working with your Binswanger Glass sales representative, do the following:

- Prepare a PO (made payable to **Binswanger Glass**)
  - Include the TIPS Contract # on the PO
- #170201 Trades, Labor and Materials (JOC) – (3/23/17 – 4/26/20)**
- Email PO to [TIPSP0@TIPS-USA.COM](mailto:TIPSP0@TIPS-USA.COM)
  - Sender will receive confirmation email when PO has been processed by TIPS to **Binswanger Glass**
  - Payment should be made to **Binswanger Glass** after product is received and invoiced
    - Need assistance? Call TIPS at 866-839-8477

### You don't want TIPS to review the PO details?

- Call TIPS at 866-839-8477 for access to signing off on CONFIRMATION PO ONLY process.

Please feel free to contact me should you have any questions.

### Lyndsey Sawyer

Program Manager – Houston/Austin

### TIPS - The Interlocal Purchasing System

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Territory: Texas- Regions 4, 5, 6, & 13