



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

How do I access the TIPS-USA / TOSHIBA AMERICA BUSINESS SOLUTIONS 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 slide bar on right down to bottom of page.
4. Once at bottom of page, **Change of Contract Venue** option appears.
5. Choose N for no. State of Texas will be 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), enter your County and State at bottom of page after clicking Accept T&C button.

After working with your TOSHIBA sales representative, do the following:

- Prepare a PO (made payable to **TOSHIBA or RESELLER / TOSHIBA**)
- Include the TIPS Contract # on the PO:
 - #2032416 Signage – (3/24/16 – 3/28/19)
 - #2032615 Copiers, Faxes & Multifunction Machines – (3/26/15 – 3/26/18)
- Email PO to TIPSP0@TIPS-USA.COM
- Sender will receive confirmation email when PO has been processed by TIPS to **TOSHIBA / RESELLER-TOSHIBA**
- Payment should be made to **TOSHIBA or RESELLER / TOSHIBA** 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.

Contacts for Midwest:

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