# cramer

# **TIPS INSTRUCTIONS**

TIPS Contract Number: TIPS# 200301

**End-user Discount:** minimum 45% off list **Dealer Discount:** 50/10 off list delivered

Inside delivery/Install: Can be quoted separately

# **Before Submitting the PO**

- 1) End users must sign-up online to become a TIPS Member by going to https://www.tips-usa.com/newmember.cfm. For any questions, members can contact Reid Williams by email Reid.Williams@tips-usa.com or phone: 866.839.8477 | Direct: 903.575.2689
- 2) Dealers/Resellers must be approved in order to become an authorized TIPS reseller for Cramer. Email the dealers contact name, address, phone number, and email address to sales@cramerinc.com.

## **Submitting the PO to TIPS**

### From the Member (end-user):

- 1) Member will create a purchase order (PO) payable to the reseller/dealer. Be sure to reference the dealer/reseller, reference CRAMER as the Vendor, and reference the TIPS contract number on the PO.
- 2) Email PO to tipspo@tips-usa.com and orders@cramerinc.com.

#### From the Dealer:

1) Dealer must create a PO payable to Cramer (Be sure to reference the quote # on PO). Email PO to orders@cramerinc.com.

# **TIPS Approval**

 An email is sent to the Member with a link to download an Order Confirmation Authorization Letter—this is another form of compliance TIPS prepares for their Members.

Need Help? Contact TIPS: 866-839-8477 or tips@tips-usa.com