



4845 US Highway 271 North | Pittsburg, Texas 75686 | 866.839.8477

June 22, 2017

Empire Paper Company
Dewayne Leath
2708 Central Frwy E
Wichita Falls, TX 76301

RE: TIPS Awarded Contract – **Food Service Equipment, Chemicals, Supplies & Service**
TIPS Contract Number – **170401**

CONTRACT AWARD

Congratulations! The Interlocal Purchasing System (TIPS) Board of Directors of Region 8 Education Service Center has awarded a contract to **Empire Paper Company** for **Food Service Equipment, Chemicals, Supplies & Service**. This contract will be in effect from **6/22/2017** through **6/25/2020**. With automatic annual renewal at each 12 month anniversary for the next two consecutive years, if both parties agree and vendor has reported TIPS sales. Total term of contract will be 36 months unless terminated for due cause.

CONTRACT ADDITIONS or UPDATES

Only items submitted on the original proposal can be sold through this contract. If you need to change pricing or add products that are considered components of the awarded category, email the products, pricing with discount offered to Sarah Bond, at sarah.bond@tips-usa.com.

RESELLERS or DEALERS

As an Awarded Contract Holder, you may list Resellers or Dealers to your contract. The Awarded Vendor Contract Holder is responsible for reporting **all** Reseller Sales to TIPS. Resellers are only allowed to sell the items listed on the Awarded Vendor's Contract. If you need to add Resellers/Dealers to your contract, please contact TIPS at tips@tips-usa.com.

REPORTING OF SALES

TIPS Sales **MUST** be reported each **MONTH**. Certain information is **REQUIRED** with the submission check, and can be sent along with the check or in an email to our accounting team at accounting@tips-usa.com. A sales reporting template is available, to request the current reporting template or for questions regarding reporting of sales, contact the Accounting Team at accounting@tips-usa.com. As a part of the TIPS accounting procedures, we will send out a statement of Open PO's every 90 days.

PROCESSING PURCHASE ORDERS

Awarded Vendor **MUST** direct TIPS members to email all PO's to tipspo@tips-usa.com. The TIPS office will validate purchase orders and forward to you as the Awarded Vendor for processing. The Member will receive an email confirmation of the PO approval and a link to print a letter of authorization for their files. If you have been notified by TIPS, you may be eligible for an "Automated Contract" which means you have an e-commerce site and take internet orders. Automated vendors must sign extra documentation accepting responsibility for sending sales to TIPS for all collected TIPS Sales.

VENDOR WEB PAGE REVIEW

Please, take a moment to review the information posted for your company on the TIPS website.

Go to www.tips-usa.com

Hover over Contracts

Click on All Vendors

Navigate to the Alpha Folder for your Company Name

Scroll through the vendor list and find your company

Click on your company name

Click through the individual tabs of your vendor profile page to confirm all your contact information is correct.

Notify the TIPS office at tips@tips-usa.com if changes need to be made to your vendor profile.

VENDOR LOGO

If you would like to have your company logo displayed on your vendor page, please email your logo to TIPS at tips@tips-usa.com.

Format: (JPG – 350 x 350 Pixels – White or Transparent Background Color – Your logo does not have to be square; it has to fit on a 350 x 350 square space)

SETTING UP VENDOR LOGIN AND PASSWORD FOR TIPS

Individual Awarded Vendors must set up their own TIPS Login and Password.

Here are the instructions:

1. Go to www.tips-usa.com
2. Hover over "Vendors" and click on "Vendor Login"
3. Click on "Reset Password" link
4. Enter your email address in both boxes, click "Send"
5. You will receive a system generated email with a "reset" link, click on the link email to complete the login setup.

Not all information can be changed by the vendor. If you are not able to update some information, notify the TIPS Office at tips@tips-usa.com to request your change. Some changes may require Board Action through an Addendum to the Vendors Contract. (i.e. name change, product changes, pricing, etc.)

You can also set up additional account users for your company.

To SET-UP ADDITIONAL USERS:

Hover over "My Company" and click on "Authorized Users – Click on Add Users. Fill in the required fields of information then click ADD. Users can be given FULL or VIEWER permissions. Full permission gives the user the same access as the Primary Contact. The person responsible for paying the TIPS 2% Admin Fee needs FULL permissions.

CERTIFICATE OF AWARDED CONTRACT



THE INTERLOCAL PURCHASING SYSTEM

Awards

Empire Paper Company
for
Food Service Equipment, Chemicals, Supplies & Service
Contract #170401

Contract Effective Dates

Year One – 6/22/2017 thru 6/28/2018

Year Two – 6/28/2018 thru 6/27/2019

Year Three – 6/27/2019 thru 6/25/2020

**Contract will automatically renew on the contract date if both parties agree and the vendor has reported TIPS Sales during the previous 12 months.*

Dr. David Fitts
Executive Director
Region 8 ESC



Visit www.tips-usa.com for details on this Awarded Vendor