



**New Jersey Department of the Treasury
Division of Purchase and Property**



Quick Reference Guide:

**How to Search for State Contracts and
Vendor Compliance Forms**



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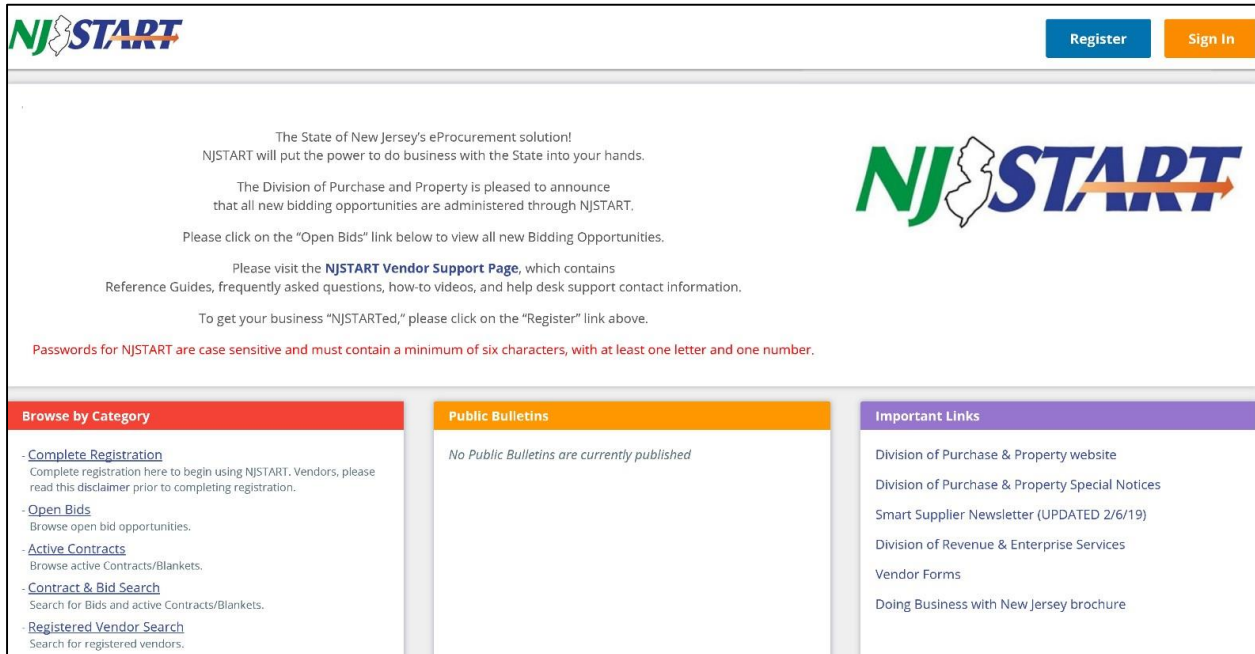
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1.0 How to Search for State Contracts Using NJSTART

To begin the search, navigate to www.njstart.gov

Click on the “Sign In” link.



The State of New Jersey's eProcurement solution!
NJSTART will put the power to do business with the State into your hands.

The Division of Purchase and Property is pleased to announce that all new bidding opportunities are administered through NJSTART.

Please click on the “Open Bids” link below to view all new Bidding Opportunities.

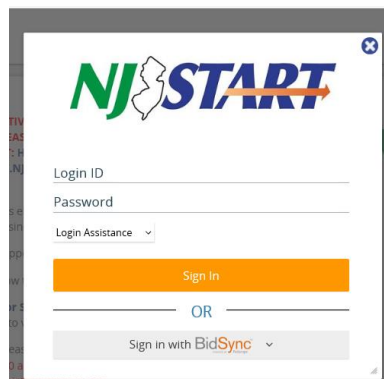
Please visit the **NJSTART Vendor Support Page**, which contains Reference Guides, frequently asked questions, how-to videos, and help desk support contact information.

To get your business “NJSTARTed,” please click on the “Register” link above.

Passwords for NJSTART are case sensitive and must contain a minimum of six characters, with at least one letter and one number.

Browse by Category	Public Bulletins	Important Links
<ul style="list-style-type: none"> Complete Registration Complete registration here to begin using NJSTART. Vendors, please read this disclaimer prior to completing registration. Open Bids Browse open bid opportunities. Active Contracts Browse active Contracts/Blankets. Contract & Bid Search Search for Bids and active Contracts/Blankets. Registered Vendor Search Search for registered vendors. 	<p>No Public Bulletins are currently published</p>	<ul style="list-style-type: none"> Division of Purchase & Property website Division of Purchase & Property Special Notices Smart Supplier Newsletter (UPDATED 2/6/19) Division of Revenue & Enterprise Services Vendor Forms Doing Business with New Jersey brochure

Enter Login ID and Password.



NJSTART

Login ID

Password

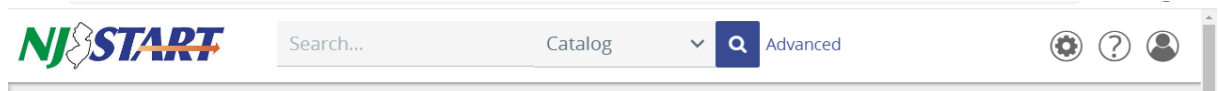
Login Assistance

OR



1.1 Searching for a Contract

Click on the Advanced button at the top of the screen.



In the Document Type box select Contracts/Blankets.

There are multiple ways to lookup contracts in NJSTART:

- Search by the contract number. Enter contract # in the Contract/Blanket # field e.g., 89850 or 19-PROSV-00699 (these contract numbers were used for informational purposes only)
- Search by the contract title in the Description box e.g., Software License & Related Services.
- Search by a vendor's name in the Vendor Name box e.g., Dell.
- Search by an item description. If you are looking for tires, enter tires in the Item Description box.
- Search by the NIGP Class and Item code also known as commodity code. See section 3.0 on how to look up NIGP codes.
- Search by the T, M or G number e.g., M0003 enter the number in the T Number box.

You must check Yes under NJ Cooperative Purchasing. Local municipalities can only use contracts open to cooperative purchasing.

Click the Search button.



1.2 Contract Details

Scroll down to view the results. Click on the **Contract/Blanket #**. For example, we selected “89981,” which has “Pure Storage Inc.” listed as the vendor. (The example vendor cited is for informational purposes only and does not represent an endorsement of that company by the State of New Jersey.)

1-25 of 1521 << < 1 2 3 4 5 6 7 8 9 10 >> >						
Contract / Blanket #	Description	Vendor	Organization	Status	Begin Date	End Date
89983	M0483 - COMPUTER EQUIPMENT, PERIPHERALS & RELATED SERVICES	Axellio Inc.	Division of Purchase and Property	3PS - Sent	10/01/2015	07/31/2021
89982	M0483 - COMPUTER EQUIPMENT, PERIPHERALS & RELATED SERVICES	Transource Services Corp	Division of Purchase and Property	3PS - Sent	10/01/2015	07/31/2021
89981	M0483 - COMPUTER EQUIPMENT, PERIPHERALS & RELATED SERVICES	Pure Storage Inc.	Division of Purchase and Property	3PS - Sent	10/01/2015	07/31/2021
89980	M0483 - COMPUTER EQUIPMENT, PERIPHERALS & RELATED SERVICES	Panasonic	Division of Purchase and Property	3PS - Sent	10/01/2015	07/31/2021
89978	M0483 - COMPUTER EQUIPMENT, PERIPHERALS & RELATED SERVICES	Nimble Storage Inc	Division of Purchase and Property	3PCA - Canceled	10/01/2015	03/31/2020
89977	M0483 - COMPUTER EQUIPMENT, PERIPHERALS & RELATED SERVICES	NetApp Inc	Division of Purchase and Property	3PS - Sent	10/01/2015	07/31/2021
89976	M0483 - COMPUTER EQUIPMENT, PERIPHERALS & RELATED SERVICES	Howard Technology Solutions	Division of Purchase and Property	3PS - Sent	10/01/2015	07/31/2021

Current Org: Collaboratives | January 19, 2021 11:56:49 AM EST

Once the contract appears, you can click on each of the tabs to review information.

The summary page contains details and attachments from all the tabs on one screen.



Search...

Bid Solicitation

Advanced

Master Blanket Purchase Order 89981

Status: 3PL Item

General Vendor Rating Control Attachments Notes Change Order(s) Revisions Summary

Header Information

Table with 4 columns: Field (Purchase Order Number, Status, Fiscal Year, etc.), Value, Release Number, and Short Description.

Attachments

Table with 2 columns: Agency File and Content (M0433StateContractManager, etc.).

Primary Vendor Information & PO Terms

Current Org: CollaborationWest | January 16, 2023 10:08:48 AM EDT

Vendor Form:

Primary Vendor Information & PO Terms

Table with 4 columns: Vendor, Payment Terms, Shipping Method, and Freight Terms.

PO Acknowledgements

Table with 4 columns: Document, Description, Email, and Acknowledged Date/Time.

Master Blanket/Contract Vendor Distributor List

Table with 7 columns: Vendor ID, Alternative ID, Integration Org, Vendor Name, Preferred Delivery Method, and Vendor Distribution Status.

Master Blanket/Contract Controls

Table with 4 columns: Master Blanket/Contract Begin Date, Cooperative Purchasing Allowed, Master Blanket/Contract End Date, and Minimum Order Amount.



Search...

Bid Solicitation

Advanced

Master Blanket/Contract Vendor Distributor List

Table with 7 columns: Vendor ID, Alternative ID, Integration Org, Vendor Name, Preferred Delivery Method, and Vendor Distribution Status.

Master Blanket/Contract Controls

Table with 4 columns: Master Blanket/Contract Begin Date, Cooperative Purchasing Allowed, Master Blanket/Contract End Date, and Minimum Order Amount.

Invoice Information

There are no invoices.

Item Information

There are no items.

Approval Path

Table with 7 columns: Approver, Alternate Approver, Level, Date Requested, Date, Action, and Comments.



To review contract documents click on the Agency Files under Attachments, or you can click on the Attachment tab.

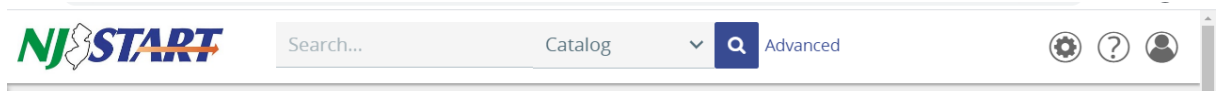
If you have questions about a contract, review the Method of Operations listed under the attachments to find the contract manager's contact information. If there is no Method of Operation you can email the Purchaser listed on the Summary tab. The purchaser's email is firstname.lastname@treas.nj.gov or you can email NJSTARTAgency.Support@treas.nj.gov.



2.0 How to Search for Vendor Compliance

Note: Locating a vendor record in NJSTART does not mean that vendor has been awarded a contract. Any vendor can register, only vendors that appear under the Contracts/Blankets search (section 1.1) are contracted vendors.

Click on the Advanced button at the top.



In the Document Type box select Vendors.

The screenshot shows the 'Advanced Search' interface. The 'Document Type' dropdown is set to 'Vendors'. The form includes various search criteria fields: Vendor Name, Vendor Legal Name, Vendor #, Vendor Tax ID, Alternate ID, Status, City, Zip Code, Integration ID, County, State, NIGP Class, NIGP Class Item, NIGP Keyword, Emergency Vendor, Reference Vendor, and Pay Only Vendor. There are also four sections for mandatory fields: 1. Primary Business Function, 2. Prompt Payment Exemption, 3. Business Formation, and 4. Electronic Funds Transfer Certification. A status bar at the bottom right indicates 'Current Org: Collaboratives #1 | January 19, 2021 02:50:26 PM EST'.

There are multiple ways to locate vendors in the system:

- Search by the vendor name. Enter it in the Vendor Name field. You can do a partial name search.
- Search by the vendor number e.g., V0000---- in the Vendor # field or by Tax ID in the Vendor Tax ID field.
- You can look for vendors by city, county, state, and zip code.
- The search can also be done by NIGP Class and Item (also known as commodity code). The class is a three digit number, the item is a two digit number. See section 3.0 for additional information on NIGP Commodity Codes.
- You can limit the search criteria by checking for vendors with approved certifications such as certified Small Business or a Women Owned Business check the Approved box in those fields.

Click the Search button.



2.1 Reviewing Vendor Compliance Categories and Forms

Vendor ID	Vendor Name	Address	City	State	Zip	Phone	Active
V00056383	(AES) Advanced Electronic Security, Inc.						No Active
V00055313	0185444332						No Active
V00045919	1 Key Realty LLC						No Active
V00016628	1 PC Medic LLC						No Active
V00005748	1-2-3 Quick Print Center Inc						No Active
V00044675	1-800 CONTACTS						No Active
V00014344	1-800-GOT-JUNK Commercial Services US LLC						No Active
V00056870	1-800-I Care 4 U						No Active
V00030464	1-Step Detect Associates						No Active
V00057481	1/31/91						No Active
V00023273	10 Blue Films						No Active
V00029072	10 Hairy Legs						No Active
V00041877	10 McCreedy Aly						No Active
V00011679	100 3rd St LLC						No Active
V00039239	100 Chapin Inc.						No Active
V00048751	100 Hamilton Inc						No Active
V00047887	100 Monitor Street LLC						No Active
V00043045	100 Walnut LLC						No Active
V00060154	1000 Island Airboats				01/04/2021		No Active
V00005385	100recycleguaranteed						No Active
V00047492	101 Mobility						No Active

Click on the Vendor ID to view vendor specific information.

The Address tab provides contact information for the vendor including an address, telephone and email address.

The Commodity Codes and Services tab is the NIGP code the vendor registered within NJSTART.

The Terms & Categories tab may display the following vendor submitted compliance categories:

- Primary Business Function*
- Prompt Payment Exemption
- Business Formation*
- Electronic Funds Transfer Certification*
- Tax ID Certification (Substitute W9)*
- Ownership Disclosure
- Disclosure of Investment Activities in Iran
- Disclosure of Investigations and Other Actions Involving Bidder
- Disclosure of Non-Profit Officers and Directors
- Business Information

Note: Categories marked with an asterisk (*) are mandatory for vendors to complete. Only mandatory and completed categories will be displayed on the Terms & Categories tab.



The following is a list of certifications that are verified by the State of New Jersey, Department of the Treasury, Division of Revenue and Enterprise Services “DORES”, the Division of Purchase and Property Contract Compliance Audit Unit, and the NJ SAVI Database. **Vendors do not have the ability to add or modify these certifications:**

- Business Registration
- Chapter 51/EO 117 Compliance – 2 Year Approval
- Debarment
- Insurance Liability Compliance
- AA/EEOC
- Small Business Category
- Small Business Enterprise
- Minority Owned Business Enterprise
- Women Owned Business Enterprise
- Veteran Owned Business

Note: If the compliance form you need isn’t listed here review the Attachments tab. The vendor may have attached the actual form there. Vendors are not required to attach a copy of their Business Registration Certificate since this is verified by DORES.

2.2 Form Attachments

The screenshot shows a web interface with a navigation bar at the top containing: Organization Information, Users, Address, Commodity Codes and Services, Regions, Terms & Categories, **Attachments**, and Vendor Performance. Below the navigation bar, the page title is "Attachments Information". The main content area displays "No Attachments found for this vendor." Below this, there is a section titled "Forms" which also displays "No Form Attachments". At the bottom of the form section, there is a "Close Window" button. The footer of the page reads "Copyright © 2020 Periscope Holdings, Inc. - All Rights Reserved."

Anything uploaded by the vendor will be displayed here. If there is a specific form that doesn’t appear on the Terms & Categories or Attachment tabs then it hasn’t been submitted by the vendor.

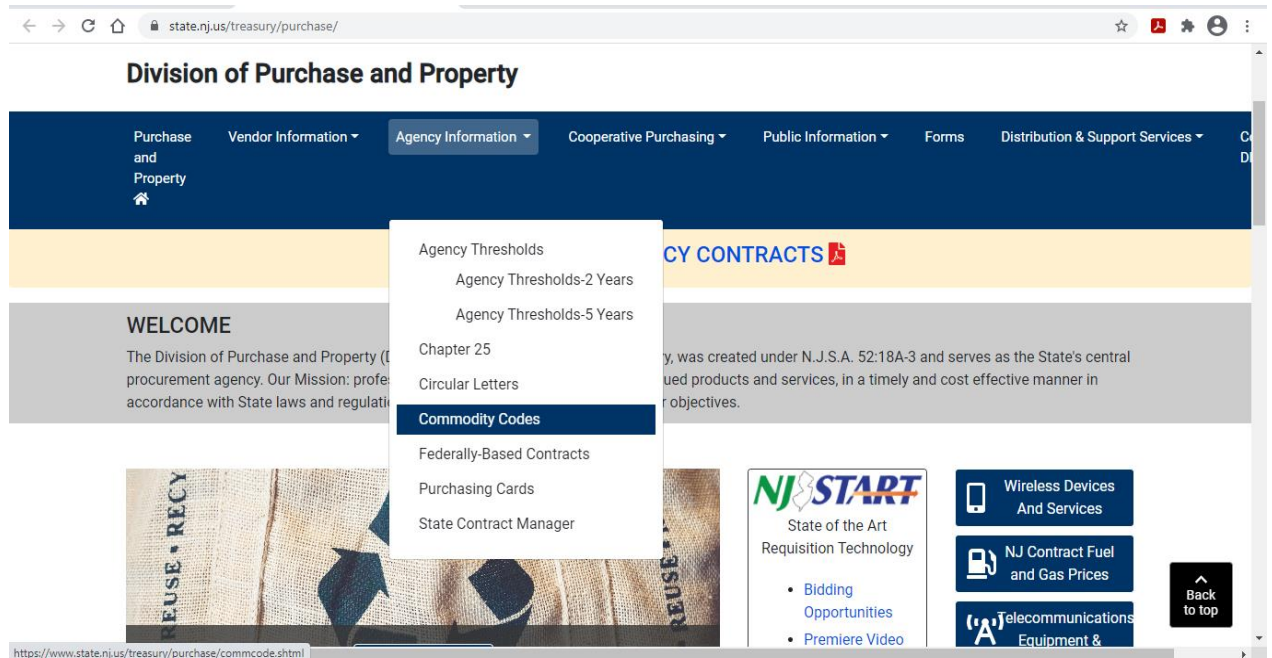
Please instruct vendors to upload compliance forms to their NJSTART profile so they are accessible to all levels of NJ government.



3.0 Search for NIGP Commodity Codes

If you are looking for a vendor or contract by NIGP Commodity Code go to the Division of Purchase & Property website to lookup NIGP codes <https://www.state.nj.us/treasury/purchase/>

Select the Agency Information drop down then select Commodity Codes.



Enter a keyword in the Commodities Codes Search and hit Search.



Scroll to the bottom to see the results.

Enter Commodity code below, then click search:

The NIGP Code, a product of the National Institute of Governmental Purchasing, is copyrighted material and cannot be downloaded or used in any way other than for the State of New Jersey Vendor Registration Program without a license from Periscope Holdings, Inc, in Austin, Texas.

NIGP Commodity Code Search Results

Your search for Vehicles generated 33 matches

To refine the search results, revise your search criteria above.

Class Code	Subclass Code	Description
035	78	RAMPS AND PASSENGER TRANSPORTATION VEHICLES, AIRCRAFT BOARDING
035	96	UNMANNED AERIAL VEHICLES (UAV), DRONES
055	35	GLOBAL POSITIONING SYSTEMS FOR TRACKING VEHICLES
055	88	TOPS AND COVERS, SHORT WHEELBASE VEHICLES
071	02	ALL TERRAIN AMPHIBIOUS VEHICLES, SEARCH AND RESCUE
071	03	AMBULANCES AND RESCUE VEHICLES (SEE 072-30 FOR FIRE PROTECTION AND CRASH RESCUE TRUCKS)

Once you have found the item you are looking for, enter the Class Code into NIGP Class in NJSTART and the Subclass Code into the NIGP Class Item in NJSTART.

To search for contracts by the NIGP Commodity Code select Contracts Contracts/Blankets from the Advanced search.

To search for vendors by this NIGP Commodity Code select Vendors from the Advanced search.

Note: You can enter only the Class Code to widen search results.