New Jersey Department of the Treasury
Division of Purchase and Property

Quick Reference Guide:

ACCESSING PURCHASE ORDERS, CHANGE ORDERS, AND ELECTRONIC INVOICING

Sellers

Revised as of: 03/06/23

Table of Contents

1.0 Purpose

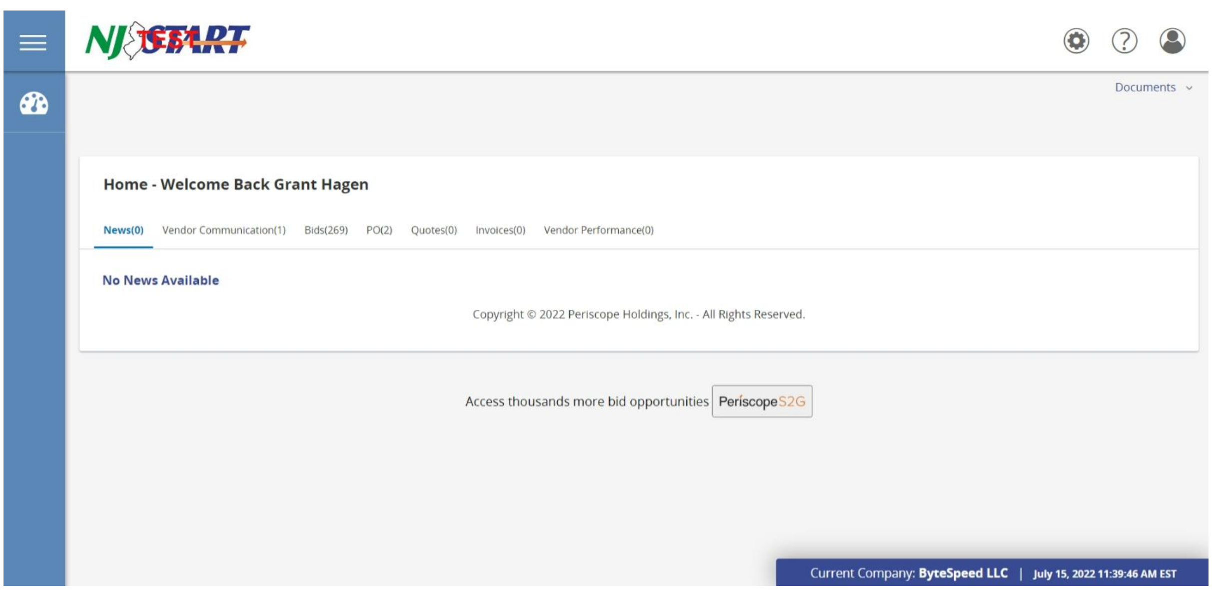
- This Quick Reference Guide is designed to help Vendors understand how to access Purchase Orders (POs) and Change Orders sent to them through NJSTART.
- PO and Change Order notifications will be sent to the primary email or mailing address associated with the Vendor's profile, not to individual Vendor users.
- If your entity has received a notification about a PO or Change Order via email or mail, follow the steps in this guide to access and review the document. We have also included a section on Invoicing in this user guide.
- If you have questions regarding this Vendor Profile management process, you may contact a New Jersey State Vendor Administrator at (609) 341-3500 or email njstart@treas.nj.gov

NOTE: Master Blanket POs received from the Division of Purchase & Property are to confirm a Vendor is on contract. POs received from using agencies are to execute purchases.

2.0 Instructions

- The first step is to sign into NJSTART using your Login ID and Password. This will bring you to your Home Page as shown in *Figure 2.0.1.*

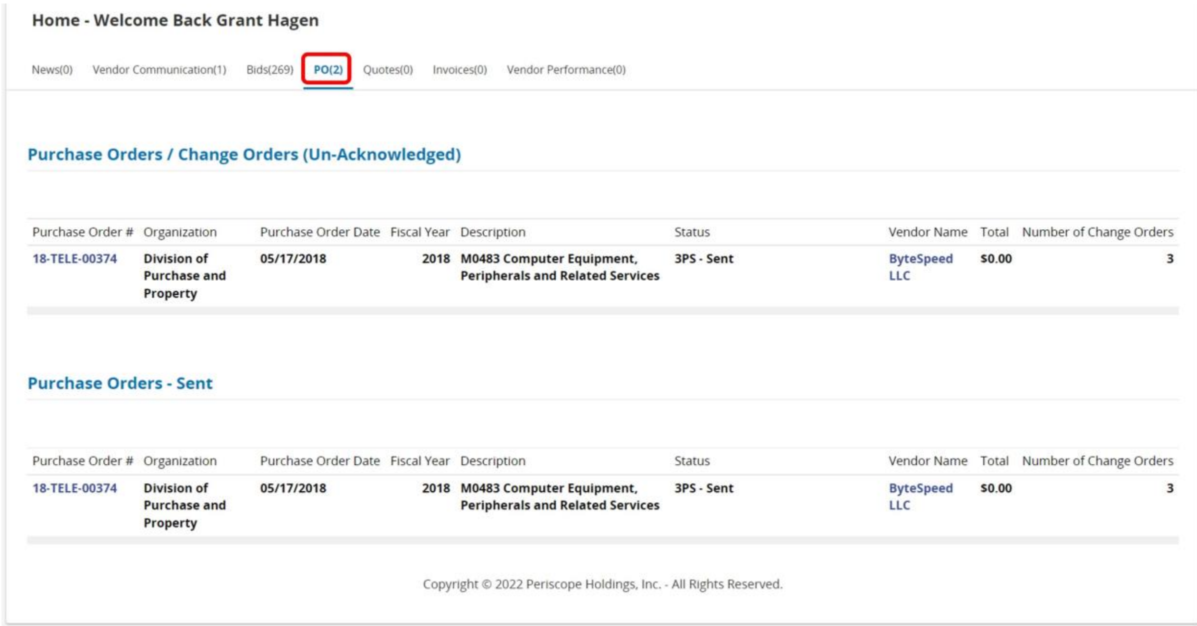
Figure 2.0.1.



3.0 Finding a Purchase Order

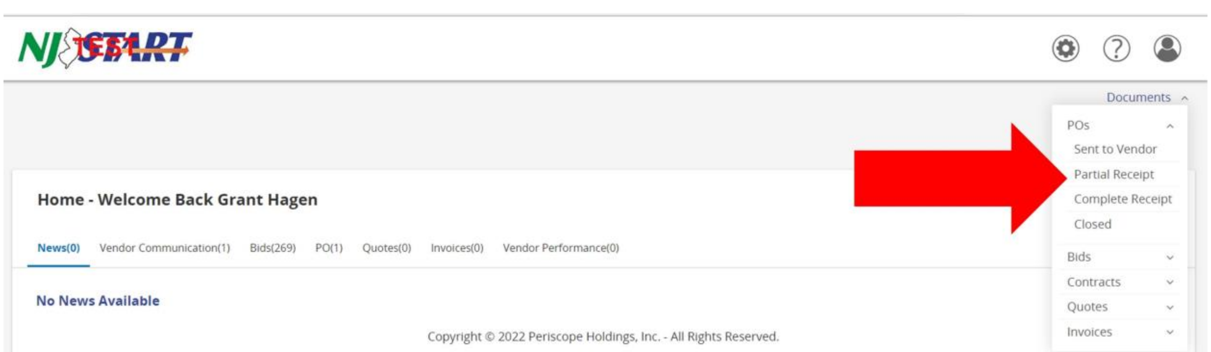
- After login you will see your home page and tabs underneath the **Welcome Back** message.
- To find a PO or Change Order, click on the PO tab as shown on *Figure 3.0.1.*

Figure 3.0.1.



- The POs and/or POs with Change Orders that you have not yet acknowledged will be listed first.
- You can access a PO by clicking on the link in the “Purchase Order #” column on the left side of the screen.
- POs, Bids, Contracts, Quotes, and Invoices (if any) can also be found by clicking on the “Documents” dropdown list at the upper right-hand portion of the “Home” screen in the “Seller” role as shown in *Figure 3.0.2.*

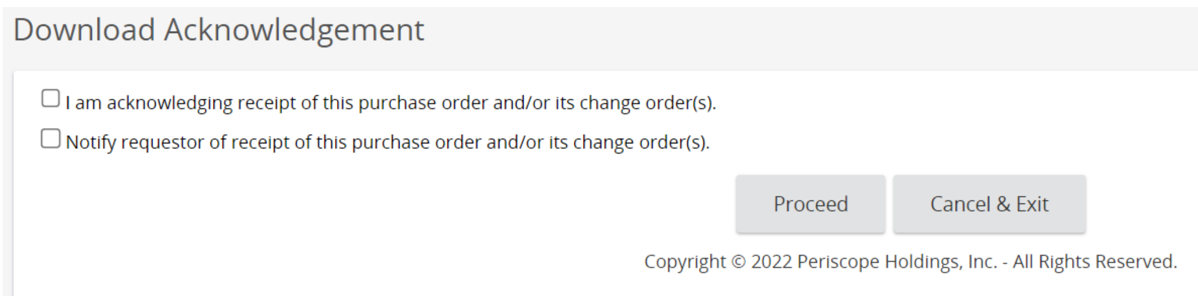
Figure 3.0.2.



3.1. Acknowledging a Purchase Order

- Upon selecting a PO, you will be asked to acknowledge receipt of the PO and its Change Orders before it will display.
- As shown in *Figure 3.1.1.*, acknowledging a PO indicates that you are aware of it and that you will respond to it.
- Check both of the check boxes on the left and click on the Proceed button to:
    - Acknowledge your receipt of the PO and its Change Orders, and
    - Notify the requestor that you have received the PO.

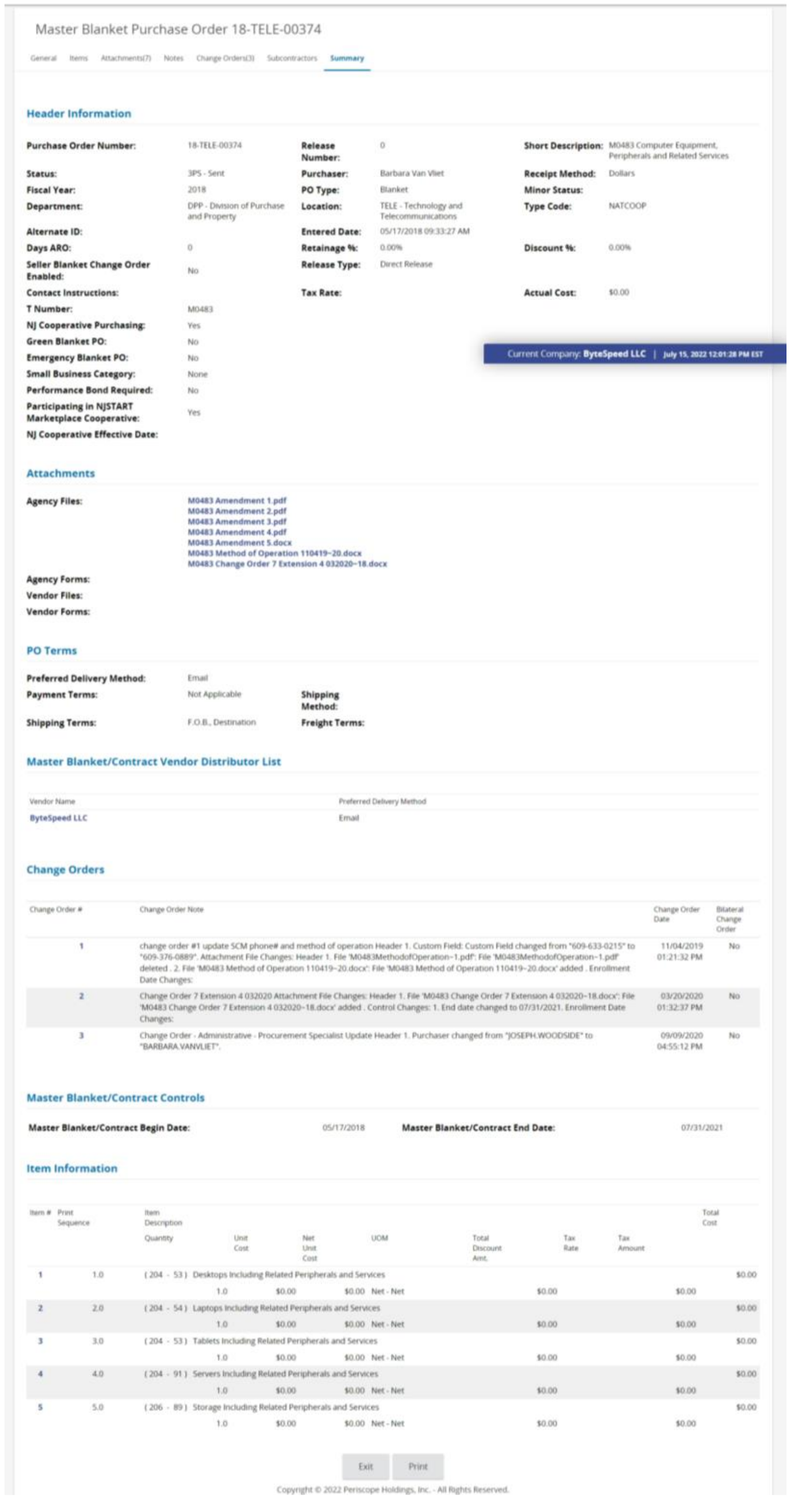
Figure 3.1.1.



3.2. Viewing a Purchase Order

- The PO will be shown with the number prominently displayed in the upper left-hand corner of the document as shown in *Figure 3.2.1.*

Figure 3.2.1.



Master Blanket Purchase Order 18-TELE-00374

General | Items | Attachments(7) | Notes | Change Orders(3) | Subcontractors | Summary

Header Information

Purchase Order Number:	18-TELE-00374	**Release Number:**	0	**Short Description:**	M0483 Computer Equipment, Peripherals and Related Services
Status:	3PS - Sent	**Purchaser:**	Barbara Van Vliet	**Receipt Method:**	Dollars
Fiscal Year:	2018	**PO Type:**	Blanket	**Minor Status:**	
Department:	DPP - Division of Purchase and Property	**Location:**	TELE - Technology and Telecommunications	**Type Code:**	NATCOOP
Alternate ID:		**Entered Date:**	05/17/2018 09:33:27 AM		
Days ARO:	0	**Retainage %:**	0.00%	**Discount %:**	0.00%
Seller Blanket Change Order Enabled:	No	**Release Type:**	Direct Release		
Contact Instructions:		**Tax Rate:**		**Actual Cost:**	$0.00
T Number:	M0483				
NJ Cooperative Purchasing:	Yes				
Green Blanket PO:	No				
Emergency Blanket PO:	No				
Small Business Category:	None				
Performance Bond Required:	No				
Participating in NJSTART Marketplace Cooperative:	Yes				
NJ Cooperative Effective Date:					

Current Company: **ByteSpeed LLC** | July 15, 2022 12:01:28 PM EST

Attachments

Agency Files:
M0483 Amendment 1.pdf
M0483 Amendment 2.pdf
M0483 Amendment 3.pdf
M0483 Amendment 4.pdf
M0483 Amendment 5.docx
M0483 Method of Operation 110419-20.docx
M0483 Change Order 7 Extension 4 032020-18.docx

Agency Forms:
Vendor Files:
Vendor Forms:

PO Terms

Preferred Delivery Method:	Email		
Payment Terms:	Not Applicable	**Shipping Method:**	
Shipping Terms:	F.O.B., Destination	**Freight Terms:**	

Master Blanket/Contract Vendor Distributor List

Vendor Name	Preferred Delivery Method
ByteSpeed LLC	Email

Change Orders

Change Order #	Change Order Note	Change Order Date	Bilateral Change Order
1	change order #1 update SCM phone# and method of operation Header 1. Custom Field: Custom Field changed from "609-633-0215" to "609-376-0889". Attachment File Changes: Header 1. File 'M0483MethodofOperation~1.pdf': File 'M0483MethodofOperation~1.pdf' deleted . 2. File 'M0483 Method of Operation 110419~20.docx': File 'M0483 Method of Operation 110419~20.docx' added . Enrollment Date Changes:	11/04/2019 01:21:32 PM	No
2	Change Order 7 Extension 4 032020 Attachment File Changes: Header 1. File 'M0483 Change Order 7 Extension 4 032020~18.docx': File 'M0483 Change Order 7 Extension 4 032020~18.docx' added . Control Changes: 1. End date changed to 07/31/2021. Enrollment Date Changes:	03/20/2020 01:32:37 PM	No
3	Change Order - Administrative - Procurement Specialist Update Header 1. Purchaser changed from "JOSEPH.WOODSIDE" to "BARBARA.VANVLIET".	09/09/2020 04:55:12 PM	No

Master Blanket/Contract Controls

Master Blanket/Contract Begin Date: 05/17/2018 **Master Blanket/Contract End Date:** 07/31/2021

Item Information

Item #	Print Sequence	Item Description / Quantity	Unit Cost	Net Unit Cost	UOM	Total Discount Amt.	Tax Rate	Tax Amount	Total Cost
1	1.0	(204 - 53) Desktops Including Related Peripherals and Services							$0.00
		1.0	$0.00	$0.00	Net - Net	$0.00		$0.00	
2	2.0	(204 - 54) Laptops Including Related Peripherals and Services							$0.00
		1.0	$0.00	$0.00	Net - Net	$0.00		$0.00	
3	3.0	(204 - 53) Tablets Including Related Peripherals and Services							$0.00
		1.0	$0.00	$0.00	Net - Net	$0.00		$0.00	
4	4.0	(204 - 91) Servers Including Related Peripherals and Services							$0.00
		1.0	$0.00	$0.00	Net - Net	$0.00		$0.00	
5	5.0	(206 - 89) Storage Including Related Peripherals and Services							$0.00
		1.0	$0.00	$0.00	Net - Net	$0.00		$0.00	

Exit | Print

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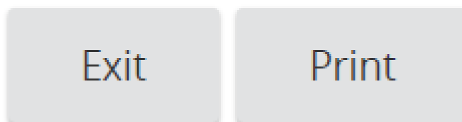
3.3. Printing a Purchase Order

- All POs issued to you will stay within NJSTART indefinitely, so you do not need to print them out.
- If you would like to print out a paper copy of a PO, click on the Print button at the bottom of the invoice, as shown in *Figure 3.3.1.* or press “Ctrl P.”

Figure 3.3.1.

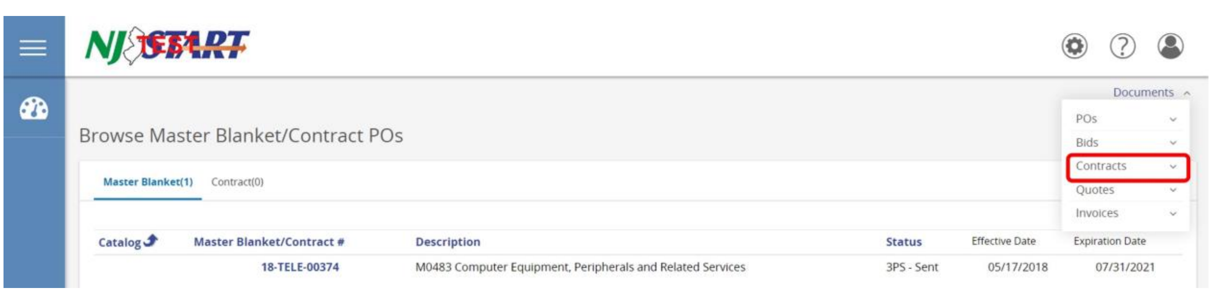


4.0 Finding and Acknowledging a Change Order

- You will be notified of Change Orders if an agency has made changes to a PO it has previously sent to you.
- Notifications of Change Orders also will be sent to the primary email address associated with the Vendor’s profile, and not to individual users established for the Vendor’s profile.
- Change Orders are accessed in exactly the same way as the PO, and are visible on the PO document in the Change Orders section.
- Just like POs, you will be asked to acknowledge receipt of Change Orders upon selecting the PO to view as shown in Figure *3.1.1*.
- Check both of the check boxes on the left and click on the Proceed to view the PO and its Change Order(s).
- Click the number of the Change Order to open and view the change that was made.

NOTE: If you are unable to find the Change Order within the PO tab, click on the Documents dropdown list, select Contracts, then view the Master Blanket or Contract for which you are looking as shown in *Figure 4.0.1.*

Figure 4.0.1.



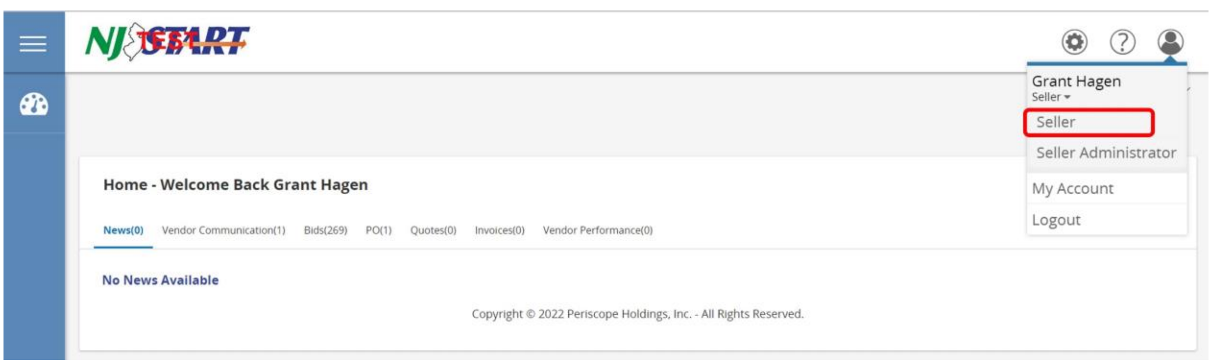
5.0 Creating an Electronic Invoice

- NJSTART enables Vendors to submit invoices electronically to New Jersey State agencies, as an alternative to hardcopy invoices.
- The purpose of submitting an invoice electronically is to make invoice processing more efficient and to reduce the data entry burden on Accounts Payable users.
  - Typically, the Vendor mails invoices to the Accounts Payable user, who enters the Invoice into the system.
- The actions outlined in this guide will be accomplished in the “Seller” role.
- As such, a user should navigate to the “Seller” role to complete the activities.
- To select the appropriate role, click on the Account Icon to the upper right-hand corner at the top of the page after signing in.
- Finally, in this guide, the term "Agency" is used to refer to a New Jersey State Agency that has purchased a Vendor’s product or service.

5.1. Homepage

- The purpose of the Homepage is to present documents the Seller may take action on (e.g., Open Solicitations, Purchase Orders) or that the Seller has created in the past (e.g., Quotes, Invoices).
- The Homepage also presents the latest news items or updates regarding NJSTART.
- If the user's Homepage does not look like the one shown in *Figure 5.1.1.*, the user should navigate to the “Seller” role as shown in *Figure 5.1.1.*

Figure 5.1.1.



- To change roles, follow the steps below.
  - Step 1: Click the Account Icon in the upper right of the Homepage
  - Step 2: Click the down arrow under the User Name
  - Step 3: Select “Seller”

6.0 Purchase Orders

- To access Purchase Orders, click the PO tab on the Home Screen
- The Purchase Order tab is divided into three sections:
    - Purchase Orders/Change Orders (Un-Acknowledged),
    - Purchase Orders - Sent, and
    - Subcontractor Purchase Orders (if applicable) as shown in *Figure 6.0.1.*

Figure 6.0.1.

Purchase Orders / Change Orders (Un-Acknowledged)

Purchase Order #	Organization	Purchase Order Date	Fiscal Year	Description	Status	Vendor Name	Total	Number of Change Orders
PO17-0000038	**Central Procurement Agency**	**12/04/2017**	**2017**	**Contract for Hosting Services**	**3PS - Sent**	Software Solutions, Inc.	**$200,000.00**	**None**
PO17-0000037	Central Procurement Agency	10/24/2017	2017	Contract for Dell computers for Police Dept	3PS - Sent	Dermot Kennedy LLP	$40,000.00	None
PO17-0000036	Central Procurement Agency	10/03/2017	2017	AntiVirus software	3PS - Sent	Software Solutions, Inc.	$97,388.00	None
PO17-0000029	Central Procurement Agency	08/21/2017	2017	Continuing Education Catering Contract	3PS - Sent	Software Solutions, Inc.	$3,000,000.00	None
PO17-0000022	Central Procurement Agency	07/17/2017	2017	Continuing Education Catering Contract	3PS - Sent	Software Solutions, Inc.	$0.00	2

View more...

Purchase Orders - Sent

Purchase Order #	Organization	Purchase Order Date	Fiscal Year	Description	Status	Vendor Name	Total	Number of Change Orders
PO17-0000038	**Central Procurement Agency**	**12/04/2017**	**2017**	**Contract for Hosting Services**	**3PS - Sent**	Software Solutions, Inc.	**$200,000.00**	**None**
PO17-0000037	Central Procurement Agency	10/24/2017	2017	Contract for Dell computers for Police Dept	3PS - Sent	Dermot Kennedy LLP	$40,000.00	None
PO17-0000036	Central Procurement Agency	10/03/2017	2017	AntiVirus software	3PS - Sent	Software Solutions, Inc.	$97,388.00	None
PO17-0000029	Central Procurement Agency	08/21/2017	2017	Continuing Education Catering Contract	3PS - Sent	Software Solutions, Inc.	$3,000,000.00	None
PO17-0000022	Central Procurement Agency	07/17/2017	2017	Continuing Education Catering Contract	3PS - Sent	Software Solutions, Inc.	$0.00	2

View more...

Subcontractor Purchase Orders

Purchase Order #	Organization	Purchase Order Date	Fiscal Year	Description	Status	Total	Number of Change Orders	Payments to Acknowledge	Date of Prime Last Payment	Payments to Prime
PO17-0000003	**Central Procurement Agency**	**04/27/2017**	**2017**	**Purchasing office supplies (printer paper, calculators, staples)**	**3PS - Sent**	**$11,683.35**	**None**	**No**		**$0.00**
PO17-0000012	Central Procurement Agency	05/12/2017	2017	Purchasing office supplies (printer paper, calculators, staples)	3PCR - Complete Receipt	$11,683.35	None	No		$0.00

- Click the Purchase Order number as shown in *Figure 6.0.2.*

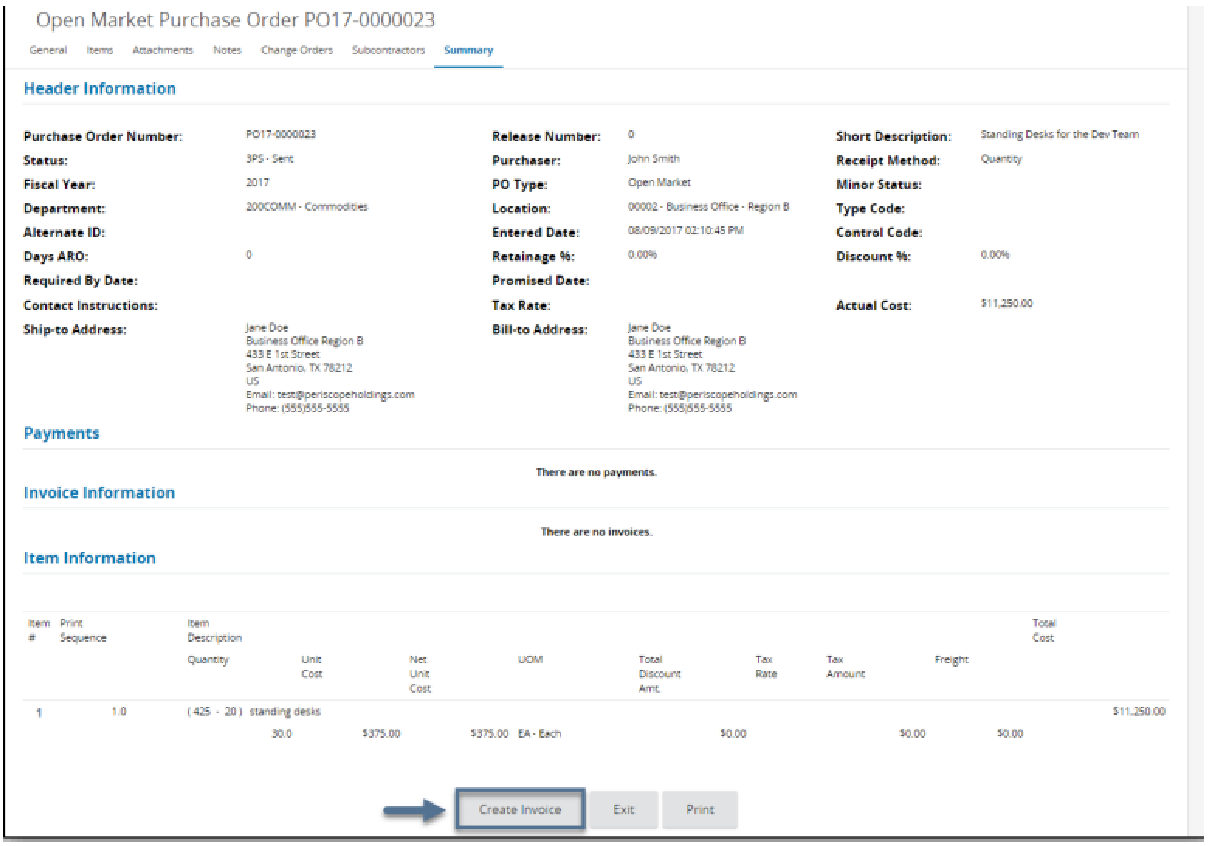
Figure 6.0.2.

Purchase Order #	Organization	Purchase Order Date	Fiscal Year	Description	Status	Vendor Name	Total	Number of Change Orders
18-TELE-00374	**Division of Purchase and Property**	**05/17/2018**	**2018**	**M0483 Computer Equipment, Peripherals and Related Services**	**3PS - Sent**	ByteSpeed LLC	**$0.00**	**3**

CLICK

- If the Seller has not acknowledged the Purchase Order, then the user should select both checkboxes to acknowledge the Purchase Order and to notify the requestor and click "Proceed" as shown in *Figure 3.1.1.*
- Click Create Invoice at the bottom of the screen of the "Summary" tab as shown in *Figure 6.0.3.*

Figure 6.0.3.



6.1. General Tab

- The purpose of the "General" tab is to capture header level data for the Invoice template.
- Each Invoice template is blank when created from scratch.
- The Vendor completes the information and generates the Invoice number, which in combination with the Vendor number, is unique in the system.
- Some of the data is populated on the Invoice from the Purchase Order.

Step 1: Complete Required Fields

- The Vendor must complete all required fields, marked with an asterisk (*), before saving the new document. The table below lists the required fields on the General tab, the description of the field, the functional implication in the system (if any) and the recommended usage as shown in *Table 6.1.1.*

Table 6.1.1.

Field Name	Field Description	Field Implication	Common Usage
Invoice number	Document number	Searchable in internal searches; Once saved, number cannot be edited	The Invoice Number from the Vendor
Invoice Description	Title of the document	Searchable in internal searches	Description of the goods or services that the Agency is paying the Vendor for; should be descriptive and unique
Invoice Date	Pre-populates to the current date	Informational	Audit Trail, Reporting

Step 2: Click "Save & Continue"

- Once the Vendor saves the document, protected fields are auto-filled by the system, and the document is now searchable in the system by authorized users, including from the Vendor's Homepage.
- *Table 6.1.2.* below shows the fields that are auto-populated and that cannot be edited. The table lists the protected fields, the description of the field, the functional implication in the system (if any) and the recommended usage.

Table 6.1.2.

Field Name	Field Description	Field Implication	Common Usage
Invoice Status	Initial status is set to In Progress & will update after an AP user submits the Invoice	Identifies where the document is in the process and if the document is editable	N/A
Payment Amount	Total amount of the Invoice	Will update depending on the amount entered on the Items tab of the Invoice	Audit Trail, Reporting
Payment Terms	Defaulted from the Vendor; can be edited (Note: payment terms are established by the State of NJ)	Applies to the Total Amount	Audit Trail, Reporting
Payment Discount	Defaulted from the Vendor	Applies to the Total Amount	Audit Trail, Reporting
Payment Terms Day	Defaulted from the Purchase Order	Applies to the Total Amount	Audit Trail, Reporting
Entered By	Defaulted from the Seller account entering the Invoice	Informational	Audit Trail, Reporting
Entered Date	Defaulted from date the Invoice is created	Informational	Audit Trail, Reporting
Credit Amount	Defaulted to "$0.00"	Total Amount will update after Credit Memo is applied	Audit Trail, Reporting
Last User Updated	Automatically generated	Informational	Audit Trail, Reporting
Last Date Updated	Automatically generated	Informational	Audit Trail, Reporting

Step 3: Complete Optional Fields as Preferred

- Complete optional Fields as shown in *Table 6.1.3.*

Table 6.1.3.

Field Name	Field Description	Field Implication	Common Usage
Freight Amount	Defaulted to "$0.00"	Total Amount will update after Freight is applied	Audit Trail, Reporting

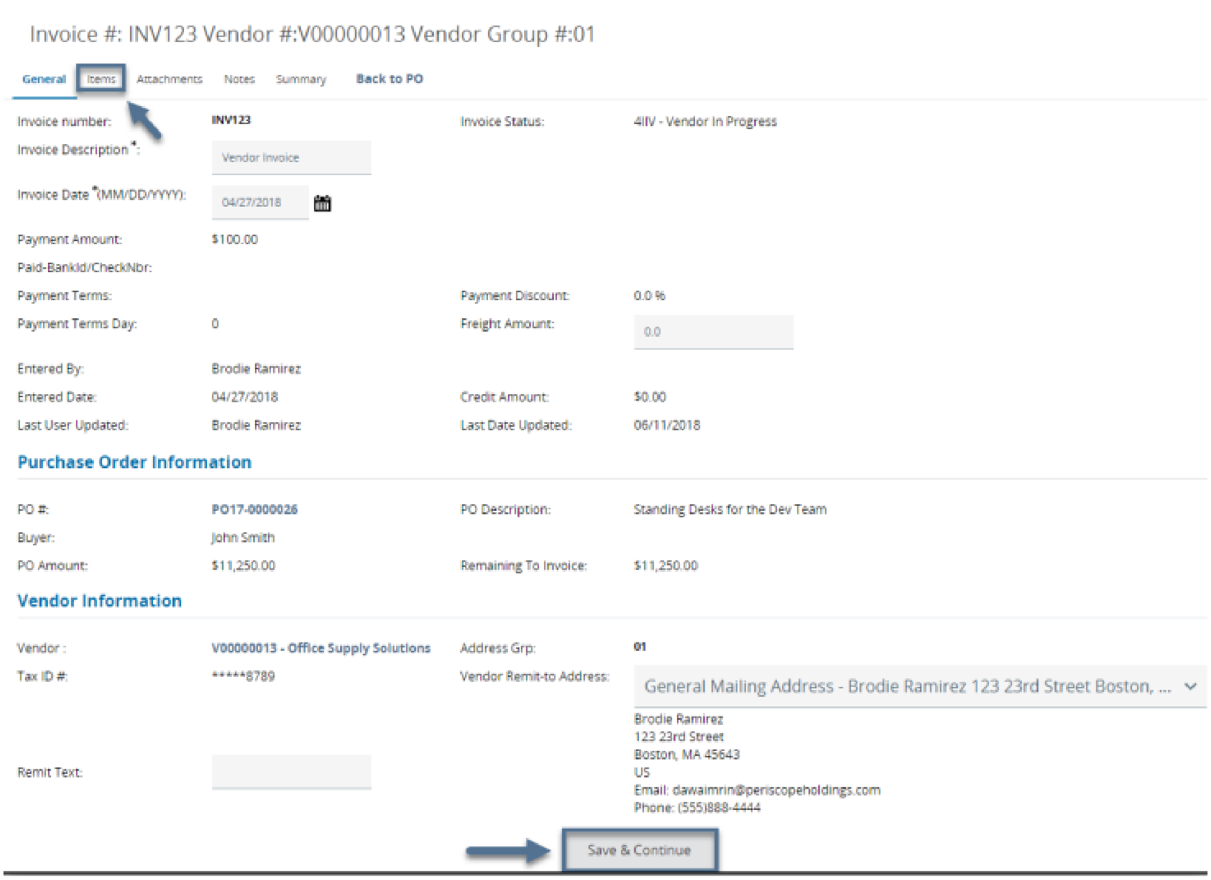
NOTE: The address shown in the Vendor Remit-to Address field must not be changed by the vendor.

Step 4: Click Save & Continue

Step 5: Click Items Tab

- As shown in *Figure 6.1.1.*

Figure 6.1.1.



6.2. Items Tab

- The purpose of the Items tab is to show all items and quantities that may be paid.

Step 1: Enter the Invoice Amount

- The Vendor can enter the amount for each Item on the Invoice.

Step 2: Click "Save & Continue"

6.3. Attachment Tab

Step 1: Click Attachments Tab

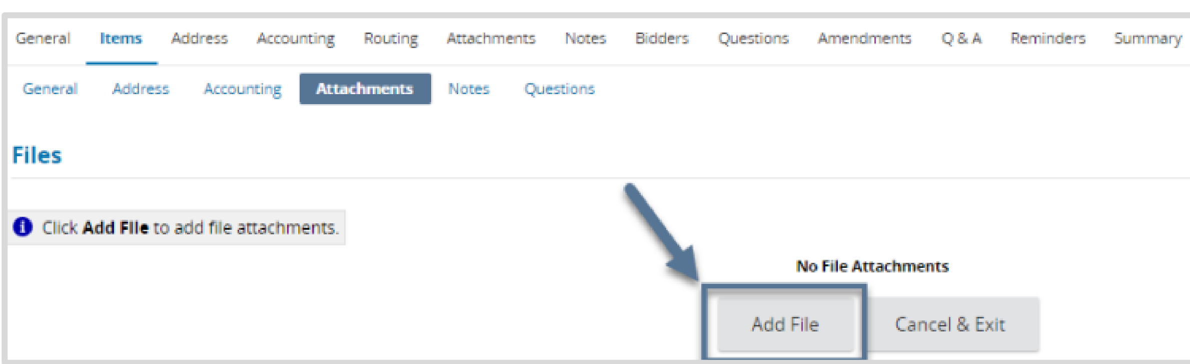
- As shown in *Figure 6.3.1.*

Figure 6.3.1.

Step 2: Click Add File

- As shown in *Figure 6.3.2.*

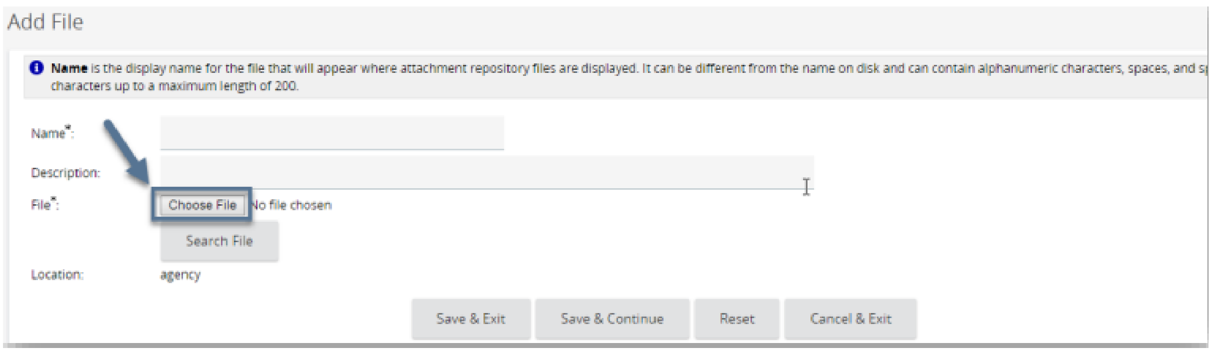
Figure 6.3.2.



Step 3: Click Choose File

- The user clicks Choose File to upload a file from the user's computer as shown in *Figure 6.3.3.*

Figure 6.3.3.



Step 4: Select the File

- Locate the document

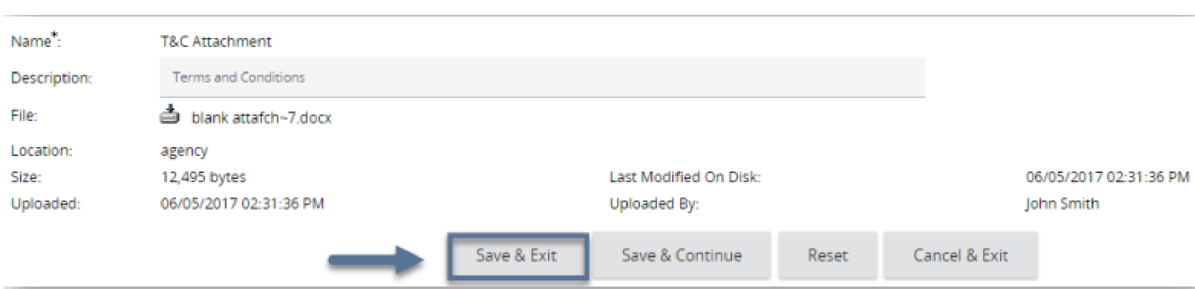
Step 5: Complete the Fields

- The user may update the Name for the attachment and enter a description.

Step 6: Click "Save & Exit"

- The user may click Cancel & Exit to cancel any changes and to return to the previous screen. The user may also click Save & Continue to save the current attachment and upload a new attachment as shown in *Figure 6.3.4.*

Figure 6.3.4.



6.4. Notes Tab

- The purpose of the Notes tab is to capture notes applicable for items listed on the Invoice. The Accounts Payable user processing the Invoice will see these notes.

6.5. Summary Tab

- The Summary tab provides an overview of all the information provided by the Vendor on the previous tabs for review prior to submitting the document to the Accounts Payable user for review and processing.
- Once the document is submitted, the Vendor cannot edit the document.

NOTE: Only invoices that are still in progress and have not yet been submitted to an agency can be canceled by the vendor

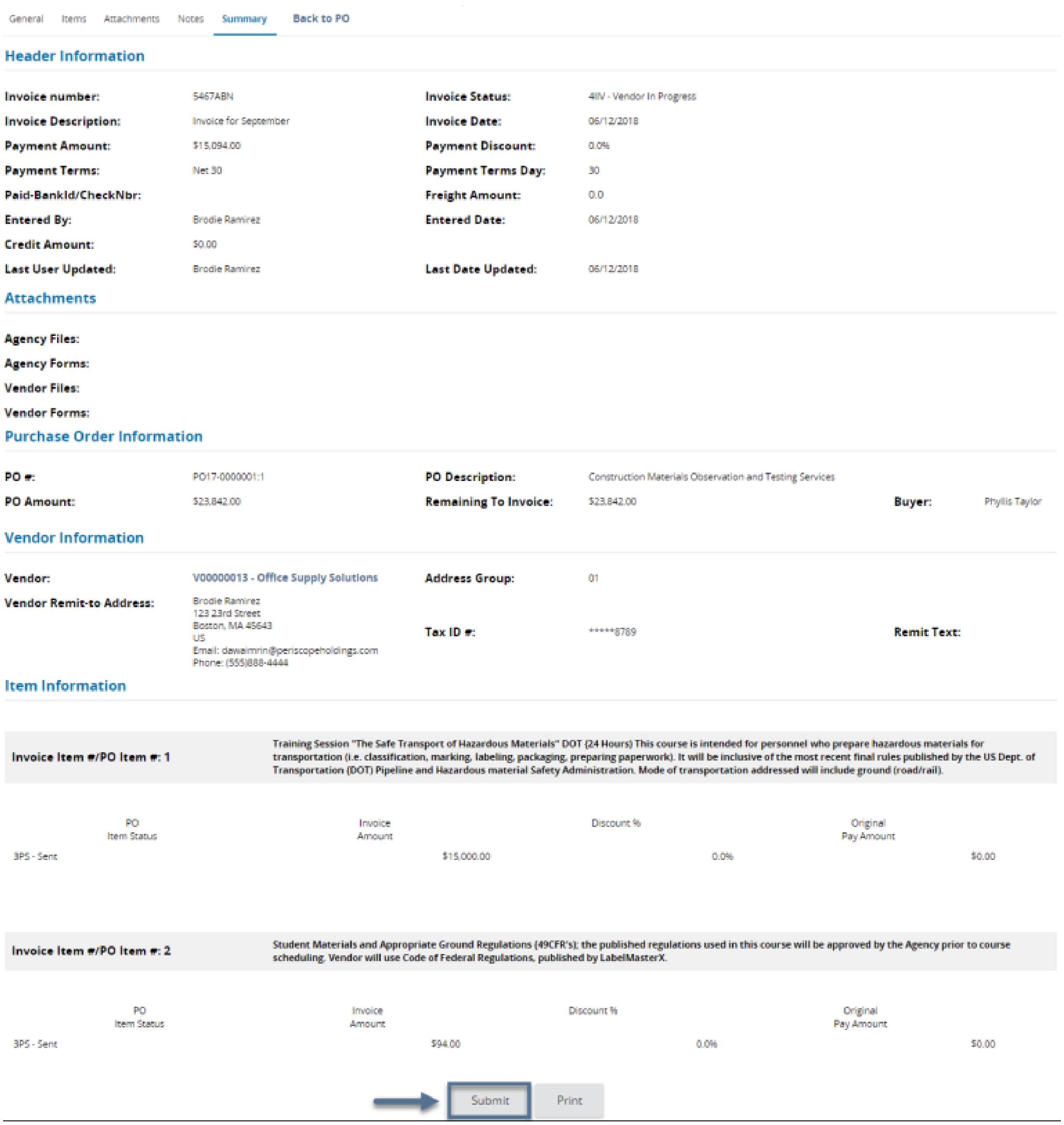
Step 1: Review Information

- Ensure all information is correct before submitting.

Step 2: Click "Submit"

- After the Vendor submits the Invoice, the status of the Invoice will remain In Progress as shown in *Figure 6.5.1*
- The Accounts Payable user at a State agency will be able to complete the Invoice and submit for approval.

Figure 6.5.1.


General
Items
Attachments
Notes
Summary
Back to PO
Header Information
Invoice number: 5467ABN
Invoice Status: 4IIV - Vendor In Progress
Invoice Description: Invoice for September
Invoice Date: 06/12/2018
Payment Amount: $15,094.00
Payment Discount: 0.0%
Payment Terms: Net 30
Payment Terms Day: 30
Paid-BankId/CheckNbr:
Freight Amount: 0.0
Entered By: Brodie Ramirez
Entered Date: 06/12/2018
Credit Amount: $0.00
Last User Updated: Brodie Ramirez
Last Date Updated: 06/12/2018
Attachments
Agency Files:
Agency Forms:
Vendor Files:
Vendor Forms:
Purchase Order Information
PO #: PO17-0000001:1
PO Description: Construction Materials Observation and Testing Services
PO Amount: $23,842.00
Remaining To Invoice: $23,842.00
Buyer: Phyllis Taylor
Vendor Information
Vendor: V00000013 - Office Supply Solutions
Address Group: 01
Vendor Remit-to Address: Brodie Ramirez
123 23rd Street
Boston, MA 45643
US
Email: dawaimrin@periscopeholdings.com
Phone: (555)888-4444
Tax ID #: *****8789
Remit Text:
Item Information
Invoice Item #/PO Item #: 1
Training Session "The Safe Transport of Hazardous Materials" DOT (24 Hours) This course is intended for personnel who prepare hazardous materials for transportation (i.e. classification, marking, labeling, packaging, preparing paperwork). It will be inclusive of the most recent final rules published by the US Dept. of Transportation (DOT) Pipeline and Hazardous material Safety Administration. Mode of transportation addressed will include ground (road/rail).
PO Item Status
Invoice Amount
Discount %
Original Pay Amount
3PS - Sent
$15,000.00
0.0%
$0.00
Invoice Item #/PO Item #: 2
Student Materials and Appropriate Ground Regulations (49CFR's); the published regulations used in this course will be approved by the Agency prior to course scheduling. Vendor will use Code of Federal Regulations, published by LabelMasterX.
PO Item Status
Invoice Amount
Discount %
Original Pay Amount
3PS - Sent
$94.00
0.0%
$0.00
Submit
Print

If you have additional questions, you may contact a New Jersey State Vendor Administrator at (609) 341-3500 or email njstart@treas.nj.gov as shown in *Figure 6.5.2.*

Figure 6.5.2.