



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

Quick Reference Guide:

**How to Review a Submitted Quote
Sellers**

Revised as of: 10/21/22





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1.0 Purpose

- The Purpose of this Quick Reference Guide (QRG) is to provide Vendors {Bidders} with step-by-step instructions on how to review documents uploaded and submitted as part of a Quote, in response to an advertised Bid Solicitation in NJSTART.
- This QRG uses terminology employed by the State of New Jersey’s NJSTART eProcurement system.
- For ease of reference, the following is a table which cross-references the NJSTART term and the statutory, regulatory and/or legacy term.

NJSTART Term	Equivalent Statutory, Regulatory and/or Legacy Term
Bid/Bid Solicitation	RFP/Solicitation
Bid Amendment	Addendum
Change Order	Contract Amendment
Master Blanket Purchase Order (Blanket P.O.)	Contract
Offer and Acceptance Page	Signatory Page
Quote	Proposal
Vendor	Bidder/Contractor

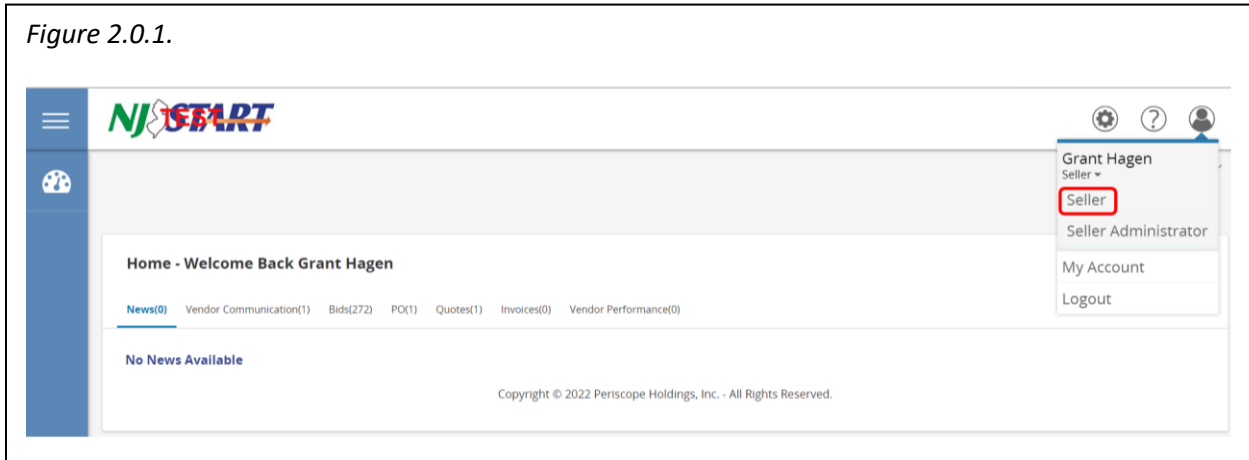
- Before the Quote Opening Deadline, a Vendor {Bidder} can review the documents attached to the Quote. This is to ensure that all required documents have been attached and completed as required.
- If a Vendor {Bidder} desires to make any changes to the attached documents, this can be accomplished by following the steps outlined in the QRG entitled “*Submit a Quote.*”
- After the Quote Opening Deadline, a Vendor {Bidder} can review the documents attached to the Quote; however, a Vendor {Bidder} will be unable to make any changes to the documents.



2.0 Instructions

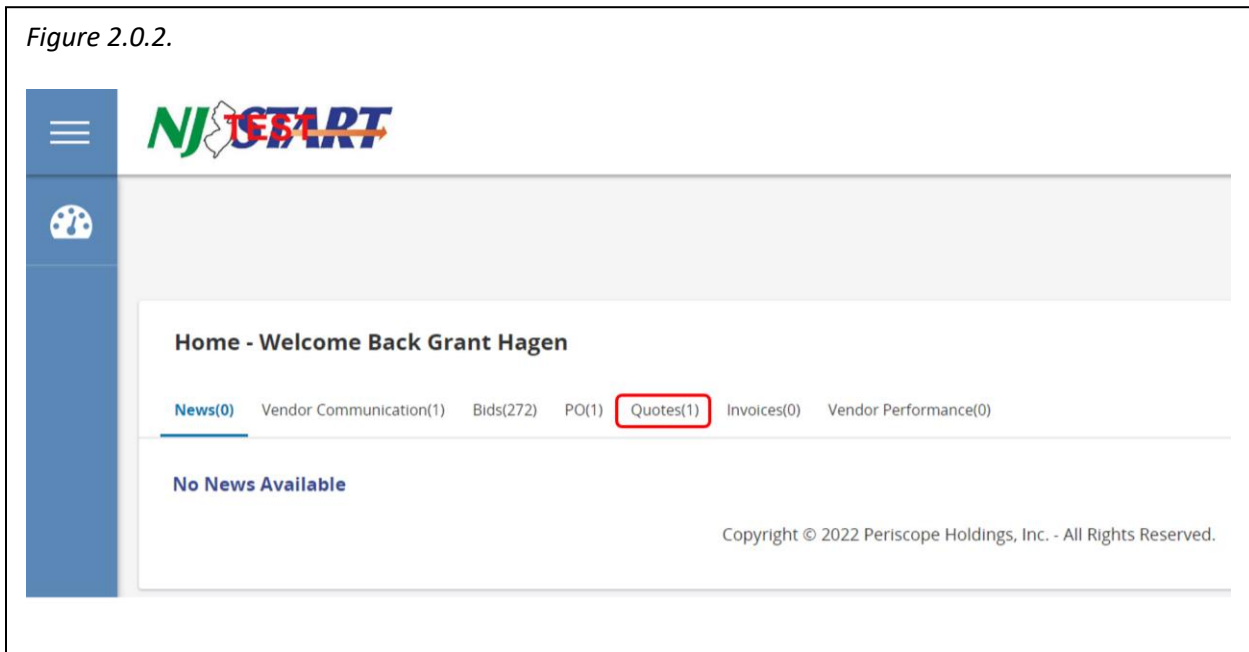
- A Vendor {Bidder} must be logged into to NJSTART to review a submitted Quote.
- After you login to NJSTART, your home page, shown below, will be displayed.
- If you have more than one role in NJSTART, make sure the Seller role is selected as shown in *Figure 2.0.1*.

Figure 2.0.1.



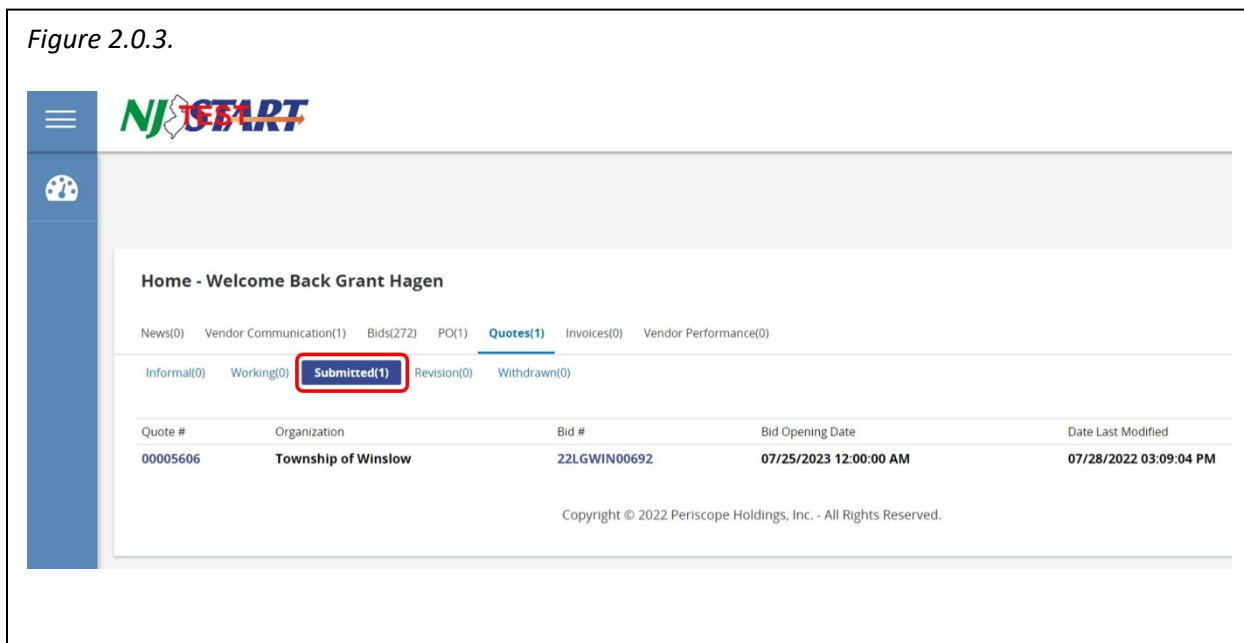
- The area below the **“Home - Welcome Back”** message contains Tabs with document selection options.
- Select the Option for **“Quotes(#)”** as shown in *Figure 2.0.2*.

Figure 2.0.2.



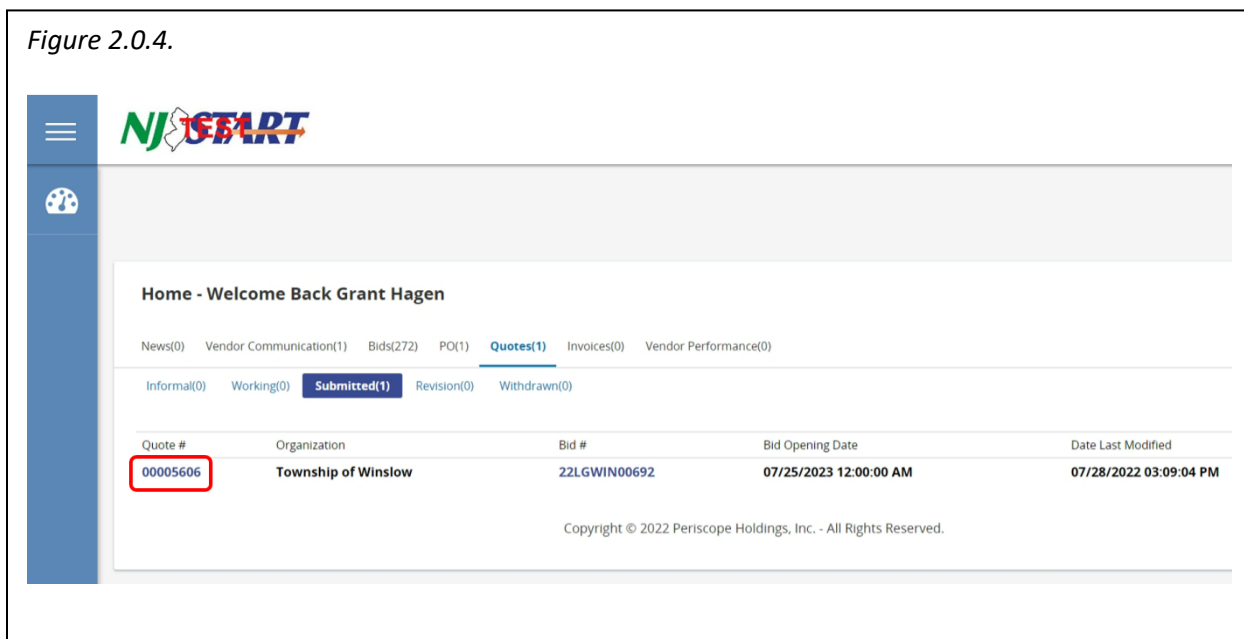
- The following Screen will appear as shown in *Figure 2.0.3*.
- Select the option for “Submitted(#)”

Figure 2.0.3.



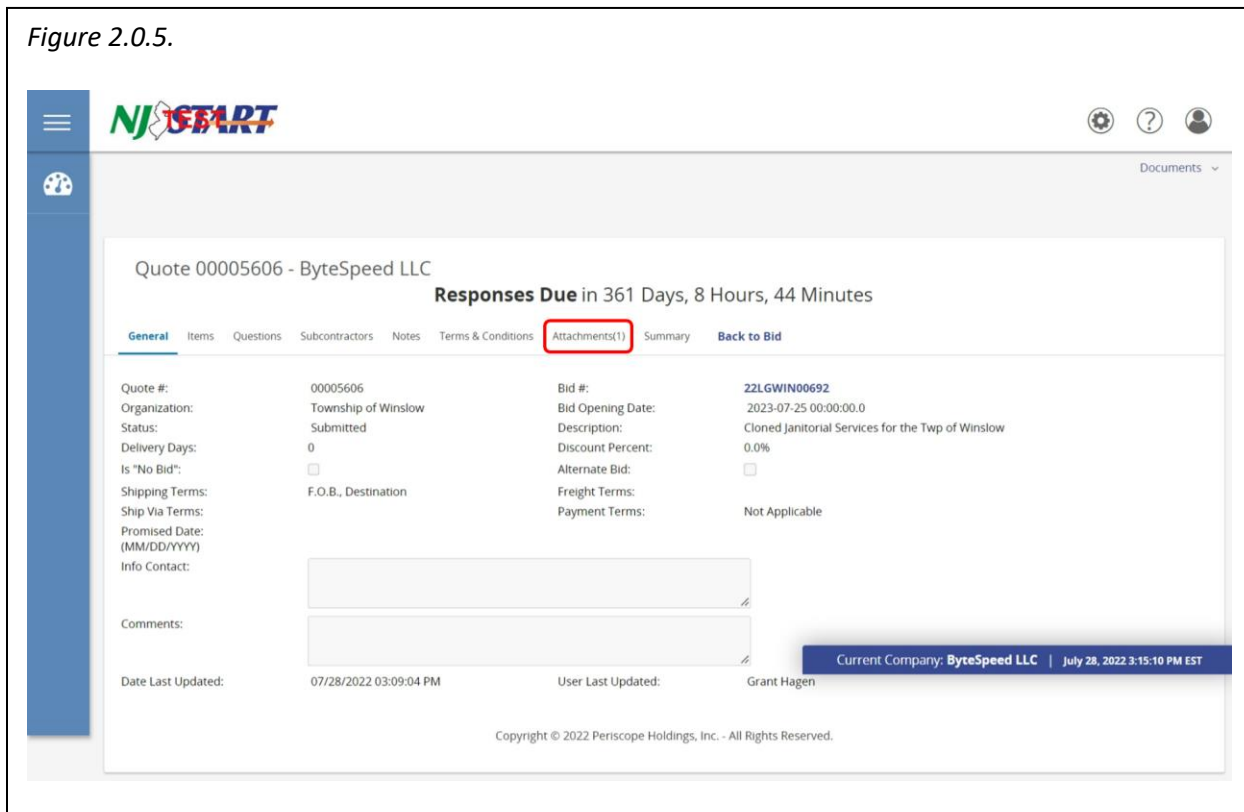
- All of your submitted Quotes will appear.
- Select the Quote number that you wish to review by clicking on the number from the list of submitted Quotes as shown in *Figure 2.0.4*.

Figure 2.0.4.



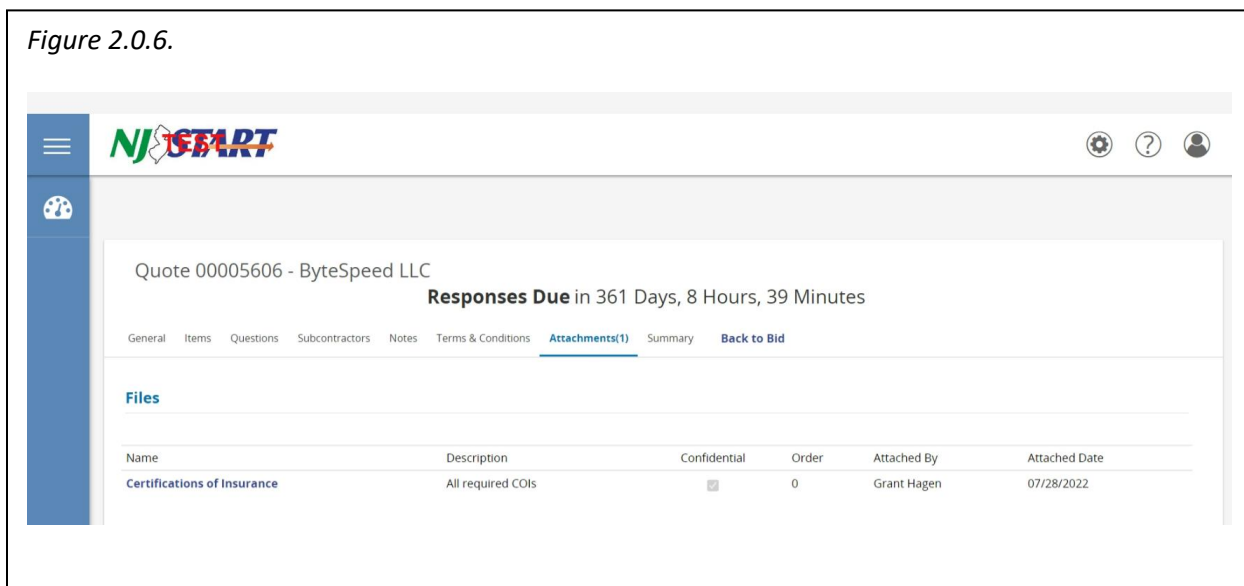
- The following screen will appear as shown in *Figure 2.0.5*.
- Click on the Attachments Tab to view the documents uploaded with the submitted Quote

Figure 2.0.5.



- The following screen will appear, as shown in *Figure 2.0.6*., where you can select which document(s) you wish to review.

Figure 2.0.6.



- All Quick Reference Guides are available at: <http://www.nj.gov/treasury/purchase/vendor.shtml>
- If you have questions about how to use NJSTART you may contact the NJSTART Help Desk
NJSTART email support: njstart@treas.nj.gov as shown in *Figure 2.0.7*.
- NJSTART Phone Support – (609) 341-3500; Monday to Friday 8:30 AM to 4:30 PM
- Specific questions about Bid Solicitations will not be answered by the NJSTART Help Desk

Figure 2.0.7.

NJSTART
Welcome to NJSTART! Our easy-to-use eProcurement system puts the power to do business with the State of New Jersey in your hands by automating the procurement process.
[MORE INFORMATION](#)

NJSTART Search... Bid Solicitation: [Advanced](#)

STATE AGENCY RESOURCES
[Division of Purchase and Property](#)
State Agency Assistance email: njstartagency-support@treas.nj.gov

VENDOR RESOURCES
[Contract with the State](#)
[MWBE, SBE, VOB & Other Certifications](#)
[State Business Resources](#)

VENDOR ASSISTANCE
[NJSTART Vendor Support](#)
email: njstart@treas.nj.gov
phone: 609-341-3500

MARKETPLACE LOCAL GOVERNMENT RESOURCES
[NJSTART Marketplace Buyer Information](#)
[Local Government Services](#)
[eProcurement Regulations](#)

MARKETPLACE VENDOR RESOURCES
[NJSTART Marketplace Program](#)
[NJSTART Marketplace Vendor Information](#)
[Cooperative Purchasing in New Jersey](#)
Marketplace Vendor Assistance
e-mail: suppliers-njstart@mdfcommerce.com

LOCAL GOVERNMENT ASSISTANCE