



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

USER GUIDE

Vendor Registration

Revised as of: 11/07/22





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1.0 Purpose

- This Quick Reference Guide (QRG) provides step-by-step instructions on how to register your company as a vendor in NJSTART.
- After that, your company's Seller Administrator will be able to establish and maintain user access to NJSTART for additional employees of your company.
- Registration is required only once. Reading through this guide before you start will help you identify and gather the information you will need.
- If you have any questions on what a field means, click on the question mark icon on the top right-hand corner of your screen. A new tab will open in your browser containing the online User Manual for the Seller and Seller Administrator roles.
- Quick Reference Guides for managing your NJSTART vendor portal profile, and many other topics, can be found at the New Jersey Division of Purchase and Property Vendor Support Page at <https://www.state.nj.us/treasury/purchase/vendor.shtml>
- If you have questions regarding this registration process, you may contact a New Jersey State Vendor Administrator at (609) 341-3500 or email njstart@treas.nj.gov.

2.0 NJSTART 24/7 Availability

- You can access your NJSTART vendor profile whenever you like, 24/7.
- You may:
 - Begin the registration process.
 - Create and set up quotes.
 - Complete and attach forms.
 - Conduct searches.
 - Update non-financial categories and certifications, etc.

2.1. NJSTART Functions Only Available During Weekday Hours

- Certain NJSTART functions require validation through the New Jersey Comprehensive Financial System (NJCFS).
- NJCFS is only available each weekday from 7:00 AM until 7:00 PM and is unavailable when conducting regular batch processing during evenings and weekends.
- As a result, the following NJSTART functionality is limited to weekday hours due to the need for NJCFS validation:
 - Completing your registration, as described in Section 4.3 of this guide;
 - Entering or editing mandatory Office of Management and Budget categories, as described in Section 6.4;
 - Adding or editing an address, as described in Section 6.3; and
 - Processing purchase orders.



- Attempting to use any of the functions listed in this section will not harm your profile in any way; however, you will receive the red system error messages as shown in *Figure 2.1.1*.

Figure 2.1.1.

System Error(s)

- `com.periscope.service. ServiceException: Unexpected error processing vendor message: BrokeError Interface: NEWJERSEY`
- `java.lang. RuntimeException. com.periscope.service. ServiceException. Unexpected error processing vendor message. BrokeError...`

- The failed transactions will not be processed and NJSTART will not automatically try to send the transaction again the next day when NJCFS comes back online.
- Close NJSTART and log in again during weekday hours, then try to complete your transaction again and save it to clear the error messages.

3.0 Why All Vendors Should Register in NJSTART

- Registering with NJSTART has several benefits. In order to receive notifications about bid opportunities, receive contract awards, or to be issued purchase orders through NJSTART, you must be registered in the system – even if you have previously done business with the State of New Jersey.
- Registering your company in NJSTART allows you to specify information about the goods or services offered by your company to facilitate search results and assist in other aspects of the procurement process.
- You will be required to select one or more of your employees as Seller Administrators during the vendor registration process.
- Seller Administrators maintain your company’s information in NJSTART.
- Below are some of the many benefits that vendors will enjoy by registering in NJSTART:
 - Review all bids, solicitations, and awarded contracts online;
 - Receive direct notifications about opportunities to offer goods and/or services;
 - View screens to select appropriate business categories to ensure proper payment;
 - See snapshots of the certifications needed for a vendor to do business with the State;
 - Vendor profiles, including registered commodities and services, will be accessible by all State procurement staff;
 - Registered vendors are searchable by specific categories to assist with procurement functions such as bid notification and quote solicitation;
 - Registered vendors are also searchable by certain categories to facilitate networking and subcontracting for business opportunities based on factors such as goods and/or services offered, small/minority/women/veteran-owned business status, and location, which will become particularly useful in the future for cooperative purchasing.

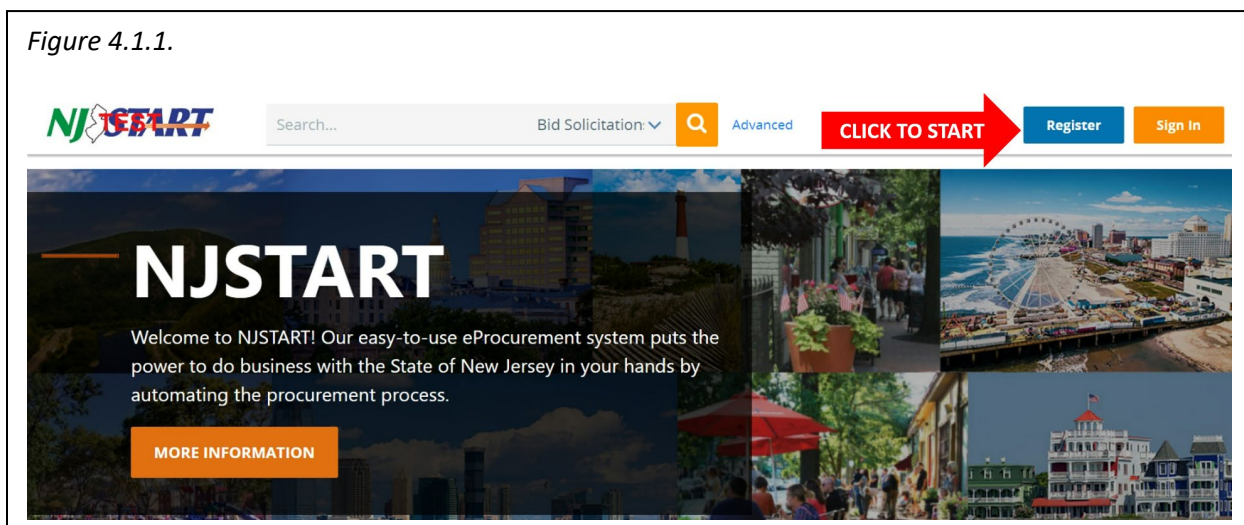
4.0 Using NJSTART As a Vendor

- Your profile allows you to communicate with the State.
- You can also complete and store various procurement forms required by the State in your vendor profile.
- You will control and maintain your company’s information, including all addresses, commodity codes, and any other relevant information.

4.1. Registering Your Company in NJSTART

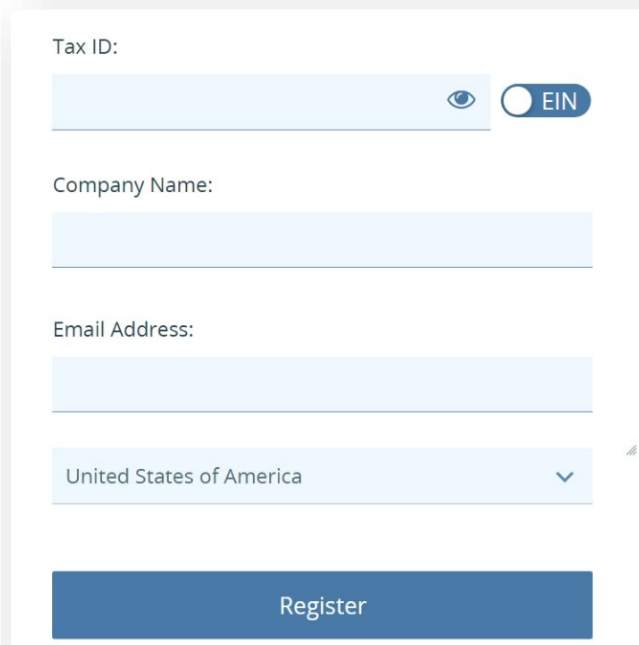
- Navigate to www.njstart.gov.
- Click the “Register” button in the top right corner of the page as shown in *Figure 4.1.1*.

Figure 4.1.1.



- Enter Required Account Registration Information as shown in *Figure 4.1.2*.

Figure 4.1.2.



The screenshot shows a registration form with the following elements:

- Tax ID:** A text input field with an "eye" icon for visibility and a radio button labeled "EIN".
- Company Name:** A text input field.
- Email Address:** A text input field.
- Country:** A dropdown menu currently showing "United States of America".
- Register:** A large blue button at the bottom.

1. Enter your company's tax identification number (EIN) or your Social Security number (SSN).

NOTE: To help you ensure your Tax ID is entered correctly, click on the "eye" icon. This will allow you to view and verify your entry before proceeding to the next field.

2. Enter your EIN (Tax ID), or click on the EIN button if you want to switch to SSN to enter that as your Tax ID.

NOTE: If NJSTART already has your tax ID on file, a dialog box will appear describing how to get help. First, return to the login page and click Complete Registration. If you are still unable to proceed, contact a New Jersey State Vendor Administrator at (609) 341-3500 or email njstart@treas.nj.gov

3. Enter your company's name. Throughout NJSTART, the field label Company Name refers to the Trade Name shown on your State of New Jersey Business Registration Certificate (BRC).

NOTE: If you did not register a trade name with the State (this field is blank on your BRC) then enter your Taxpayer Name instead. For individuals and sole proprietors, enter your Taxpayer Name instead of a Company Name.

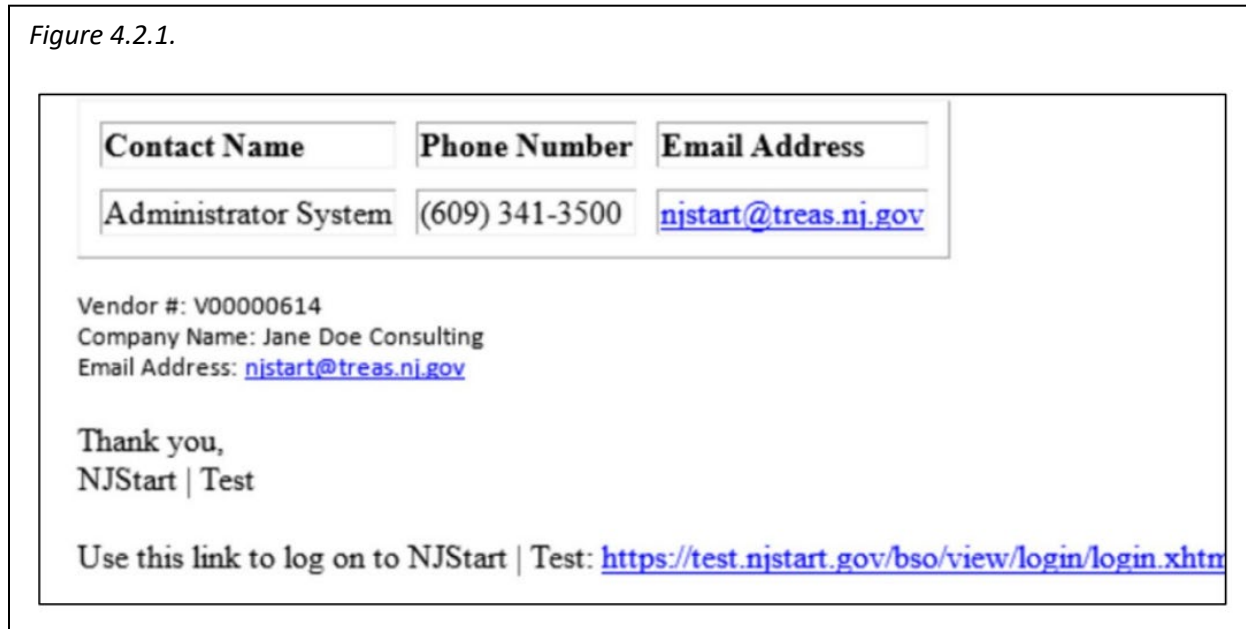


4. Enter a valid email address.
5. Click the “Register” button

4.2. Email Verification

- Clicking on Register saves your information and an email is sent to the email address you entered in the pop-up window when you started the registration process, notifying you that your vendor registration is in progress as shown in *Figure 4.2.1*.

Figure 4.2.1.



- KEEP THIS EMAIL – It contains your Vendor ID number, which you will need to log into NJSTART if you exit before the registration process is completed.

4.3. Completing Registration

- You may now continue with registering.
- In order to do business with the State online, you must first complete your registration in NJSTART.

NOTE: Vendor registration can be completed only during weekday hours (7:00 AM – 7:00 PM).

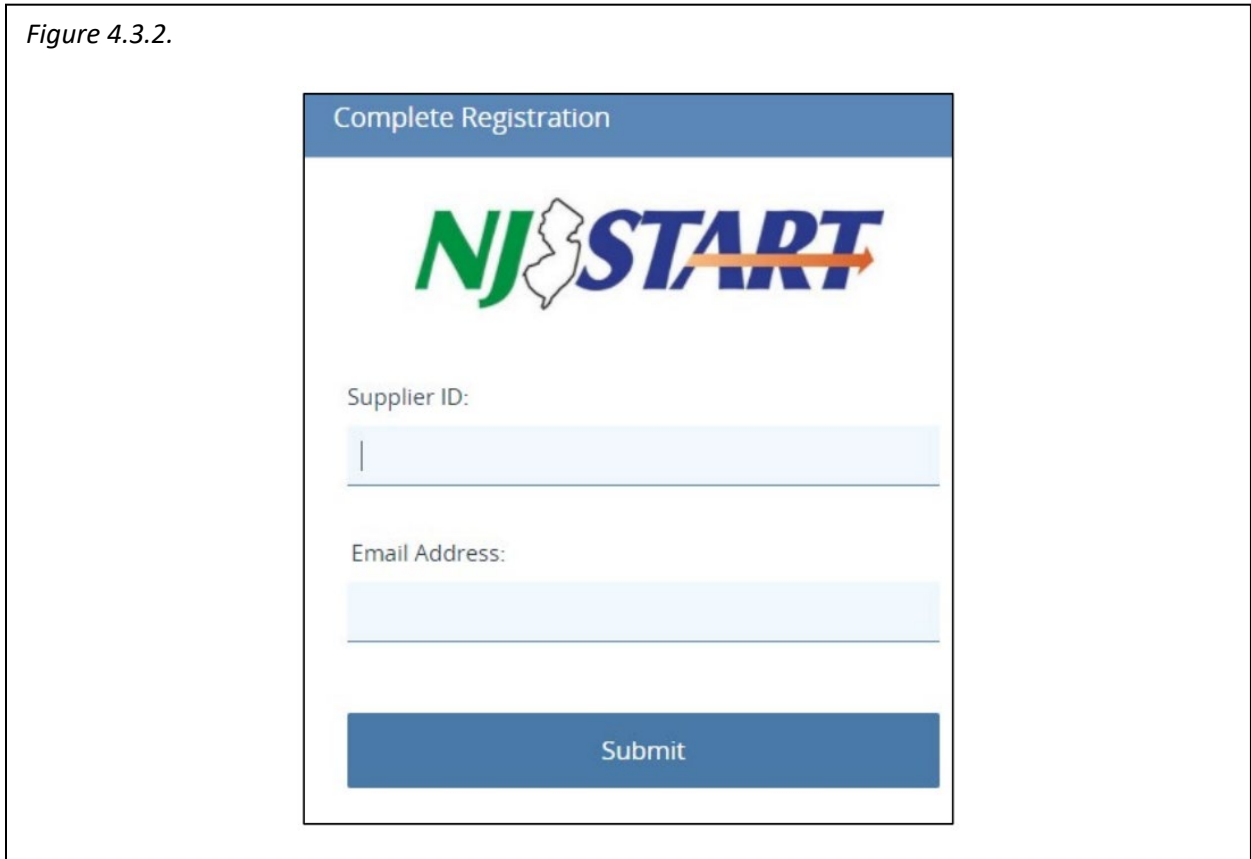
- If you exited NJSTART before completing your registration, click on the Complete Registration link on the login page to the lower left-hand side of the screen, as shown in *Figure 4.3.1*.

Figure 4.3.1.



- If this is your first time logging in after completing pre-registration, the following dialog box will appear as shown in *Figure 4.3.2*. You will need the information contained in your confirmation email to complete the required entries.

Figure 4.3.2.



4.4. NJSTART Error Messages

- Depending on how far along you are in completing your registration, you may see one or more of the following alerts near the top of your screen when you log in as shown in *Figure 4.4.1*.

Figure 4.4.1.

Overall Validation Errors

Company information is required.

Administrator information is required.

Required Category - 1. Primary Business Function - (MANDATORY FIELD) selection required.

Required Category - 3. Business Formation (MANDATORY FIELD) selection required.

Required Category - 4. Electronic Funds Transfer Certification (MANDATORY FIELD) selection required.

Required Category - 5. Required: Tax Id Certification (Substitute W9) selection required.

Required Category - Business Information selection required.

- These messages are normal at this stage of the registration process and merely indicate that certain information required for completing your registration has not yet been provided.
- All error messages must be remedied in order for your registration to be completed. The remaining pages will provide guidance to clear these errors and allow you to complete your registration.



5.0 Entering Your Company Information Without Exiting

- When completing your registration in NJSTART, the following screen appears as shown in *Figure 5.0.1*.

Figure 5.0.1.

The screenshot shows a registration form with the following sections:

- Company Information** (selected tab): Administrator, Address, Terms, Categories & Certifications, Commodity/Service Codes, Summary
- Company Name***: Drone Survey Inc.
- Vendor Legal Name***: Drone Survey Inc. (with a link for info)
- Business Description**: [Empty field]
- Mailing Address Line 1***: [Empty field]
- Address Line 2**: [Empty field]
- Address Line 3**: [Empty field]
- Address Line 4**: [Empty field]
- Country***: US - United States of America (dropdown)
- City***: [Empty field]
- State/Province***: [Empty field]
- ZIP***: [Empty field]
- County**: [Empty field]
- Company Phone***: [Empty field]
- Company FAX**: [Empty field]
- Company Email***: test@periscopeholdings.com
- Tax ID #***: [Empty field] with a "Show" checkbox
- Is Tax ID # an Employer Identification Number (EIN) or a Social Security Number (SSN)?**:
 - EIN
 - SSN
- State of Incorporation**: [Empty field]
- Year of Incorporation**: 0
- Preferred Delivery Method**: Email (dropdown)
- Would you like to be registered as an emergency supplier in the case of an emergency?**
 - Note: Emergency suppliers must be available 24 hours a day, 7 days a week.
 - Yes
 - No
- Emergency Phone**: [Empty field]
- Ext.**: [Empty field]
- Emergency Contact**: [Empty field]
- Emergency Email**: [Empty field]
- Emergency Info Comment**: [Empty field]

Buttons at the bottom: Save & Continue Registration, Reset, Cancel.

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- You can complete your registration and begin building your NJSTART Vendor Profile by making appropriate entries in the fields provided on this series of tabbed screens.
- To switch screens, click on the appropriate tab as shown in *Figure 5.0.2*.

Figure 5.0.2.

The screenshot shows the top navigation tabs of the registration form:

- Company Information** (selected and highlighted with a blue underline)
- Administrator
- Address
- Terms
- Categories & Certifications
- Commodity/Service Codes
- Summary



- Enter as much optional information about your company as you wish; however, field labels containing an asterisk (*) are required. If any required field is left blank, you will not be able to save all the entries made on that page.
- Clicking the tabs at the top of the screen reveals additional pages for your profile information, such as Company Information, Administrator, and Address, etc.

6.0 Complete Your Registration and Set Up Your NJSTART Vendor Profile

- The remainder of this guide provides instructions on how to complete your NJSTART registration and set up your Vendor Profile

6.1. Complete the Company Information Tab

- If not already selected, click on the Company Information tab.
- Some information will be populated using information you supplied during pre-registration.
- The information you enter on this tab establishes your identity and contact information in NJSTART.
- Before proceeding, make sure that each of these items has been entered accurately. Companies located in New Jersey are encouraged to enter their county information in the optional field. It will be important for you to keep all of your Vendor profile information up-to-date whenever there are changes.

6.1.1. Enter Your Company Name or Names

- Your company name must be entered correctly so that your NJSTART records can be found by using the vendor search tools. In addition, your entry in the Vendor Legal Name field **must exactly match** the Taxpayer Name on your State of New Jersey Business Registration Certificate before you can be awarded a contract, issued a purchase order, or receive payments.
- Your BRC should be entered in the fields provided on the Company Information tab. If you did not register a trade name, then enter your BRC taxpayer name in both fields as shown in *Figure 6.1.1.1*.

Figure 6.1.1.1.

Register - Drone Survey Inc. - test@periscopeholdings.com

Company Information Administrator Address Terms Categories & Certifications Commodity/Service Codes Summary

Company Name*:	Drone Survey Inc.	Vendor Legal Name*:	Drone Survey Inc.	Vendor Legal Name info goes here
Business Description:				
Mailing Address Line 1*:				

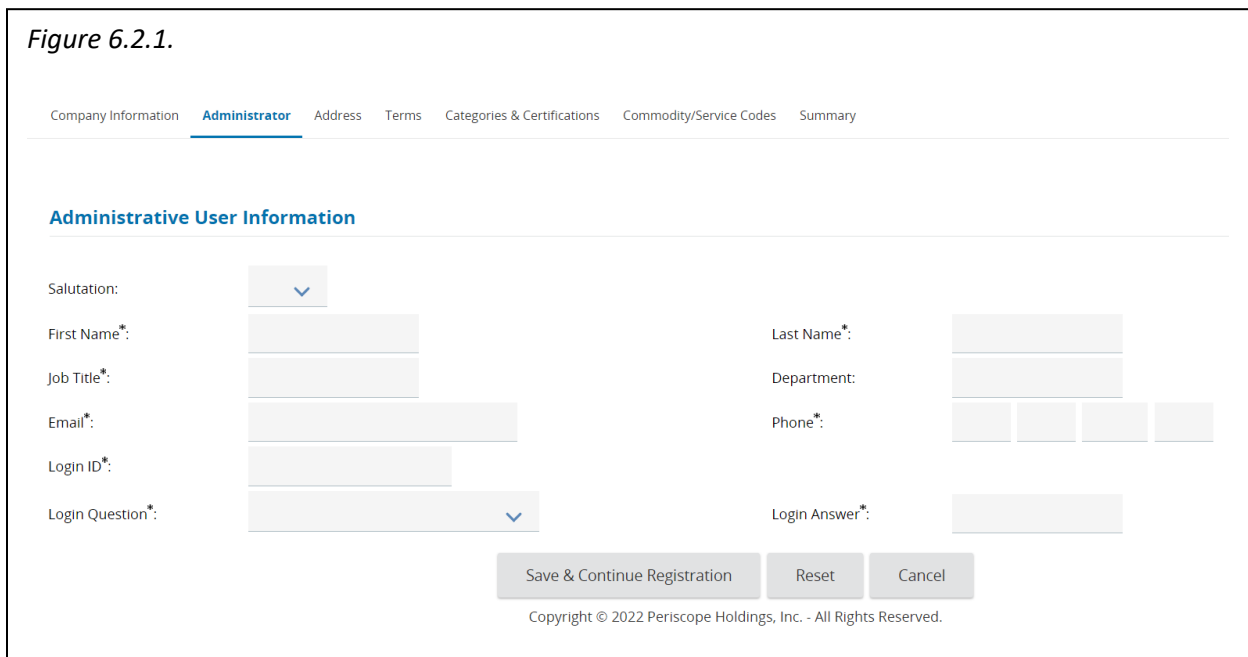
6.1.2. Enter Your Company's Official Address and Contact Information

- The address you provide on this screen is your primary business address. If you have more than one address, you will have an opportunity to enter those on another screen by clicking on the Address tab.
- Enter all required information on the company information tab, click the Save & Continue Registration button at the bottom of the page. If you exit this page without clicking this button, any changes you made will not be saved.

6.2. Complete the Administrator Tab

- You must designate at least one person in your company to serve in the NJSTART Seller Administrator role. Only people assigned to this role will be able to maintain and update the profile information as described in this guide.
- Purchasing activities, bid search, creating and submitting quotes, etc., are performed by members of your company staff serving in the NJSTART Seller Role.
- If you wish, you may assign both the Seller and the Seller Administrator role to an individual user.
- Click on the Administrator tab as shown in *Figure 5.0.2*.
- Enter your information into the fields on the Administrator tab as shown in *Figure 6.2.1*.

Figure 6.2.1.



The screenshot shows the 'Administrator' tab in the NJSTART registration process. The navigation bar includes 'Company Information', 'Administrator' (selected), 'Address', 'Terms', 'Categories & Certifications', 'Commodity/Service Codes', and 'Summary'. The main heading is 'Administrative User Information'. The form contains the following fields: Salutation (dropdown), First Name* (text), Last Name* (text), Job Title* (text), Department (text), Email* (text), Phone* (text with four input boxes), Login ID* (text), Login Question* (dropdown), and Login Answer* (text). At the bottom, there are three buttons: 'Save & Continue Registration', 'Reset', and 'Cancel'. A copyright notice at the bottom reads: 'Copyright © 2022 Periscope Holdings, Inc. - All Rights Reserved.'

- The person you assign to this role using this screen will be able to establish additional user accounts and assign NJSTART user roles for others in your company, as many as you wish.
- Further details are available in the Quick Reference Guide titled “Company Information & User Access.”

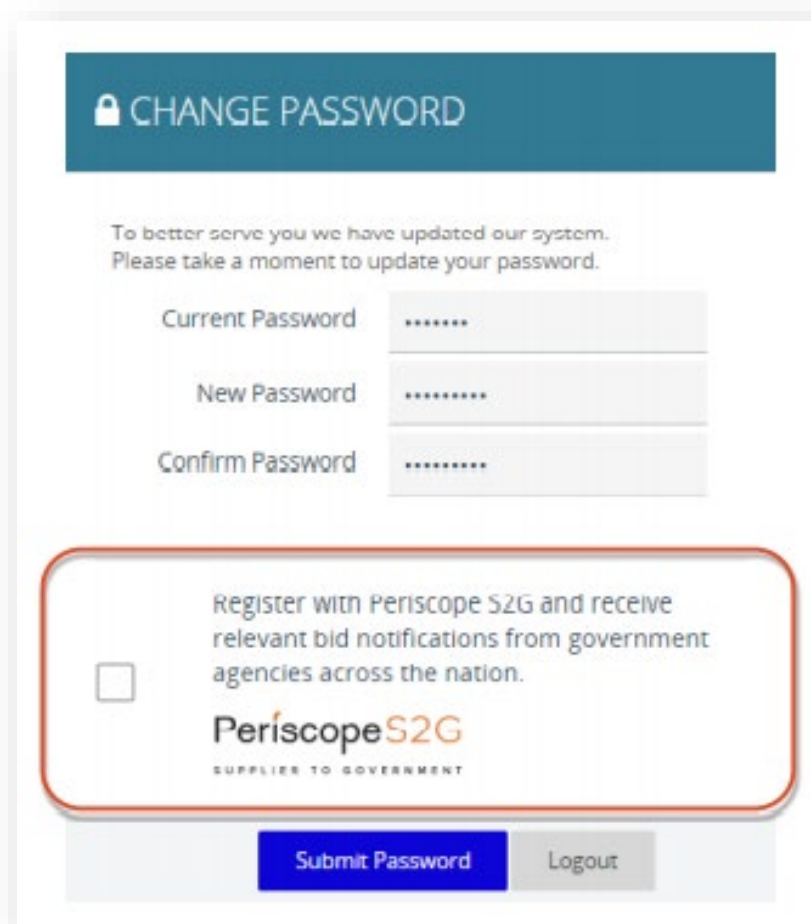
NOTE: Write down your Login ID since you will need it to access your profile. Click “Save & Continue Registration” to move onto the next step.

6.2.1. First-time Login as Administrator Requires a Password Change

- You will receive a temporary password once the registration process is completed. The first time you log in, you will be required to change your temporary password. When you log in, the following screen will appear as shown in *Figure 6.2.1.1*.
- Your new password must comply with requirements shown on this screen. Enter your current password and your new password in the fields provided and then click Submit.

NOTE: Ensure the checkbox for registering for S2G is **NOT CHECKED** as shown in *Figure 6.2.1.1*. An opportunity will be given at a later time to register for S2G; however, it is important not to check this selection to ensure the initial registration is set up properly.

Figure 6.2.1.1.





6.3. Adding Additional Address

- Adding additional addresses can be completed only during weekday hours (7:00 AM – 7:00 PM). Please refer to Section 2.0 for additional information.

6.3.1. General Instructions for Adding Addresses

- Click “Add Another Address.” Complete the required information as shown in *Figure 6.3.1.1.*

Figure 6.3.1.1.

The screenshot shows a web form titled "Enter a New Address". The form includes the following fields and options:

- Address Type:** A dropdown menu with "Bid Mailing Address" selected.
- Name this Address*:** A text input field.
- Contact Name*:** A text input field.
- Address Line 1*:** A text input field.
- Address Line 2:** A text input field.
- Address Line 3:** A text input field.
- Address Line 4:** A text input field.
- Country*:** A dropdown menu with "US - United States of America" selected.
- City*:** A text input field.
- State/Province*:** A text input field.
- ZIP*:** A text input field.
- County:** A text input field.
- Phone*:** A text input field.
- Ext:** A text input field.
- Toll Free:** A text input field.
- Mobile:** A text input field.
- Fax:** A text input field.
- Email*:** A text input field.
- Status:** A dropdown menu with "Active" selected.
- Web Address:** A text input field.

At the bottom of the form, there is a checkbox labeled "Default address for this address type" which is checked. Below the checkbox is the text "(Begin with http:// or https://)".

At the bottom of the form, there are four buttons: "Save & Add Another", "Save & Continue Registration", "Reset", and "Cancel & Continue Registration".

At the bottom of the form, there is a copyright notice: "Copyright © 2022 Periscope Holdings, Inc. - All Rights Reserved."



- The Address Type dropdown allows you to designate an address as: Bid Mailing Address, Emergency Mailing Address, Purchase Order Mailing Address, Remit Address, or Sales Address as shown in *Figure 6.3.1.2*.

Figure 6.3.1.2.

Address Type: Bid Mailing Address

Name this Address*: Bid Mailing Address

Contact Name*: Emergency Mailing Address

Purchase Order Mailing Address

Remit Address

Sales Address

NOTE: Address Line 1 has a limit of 25 characters, including spaces.

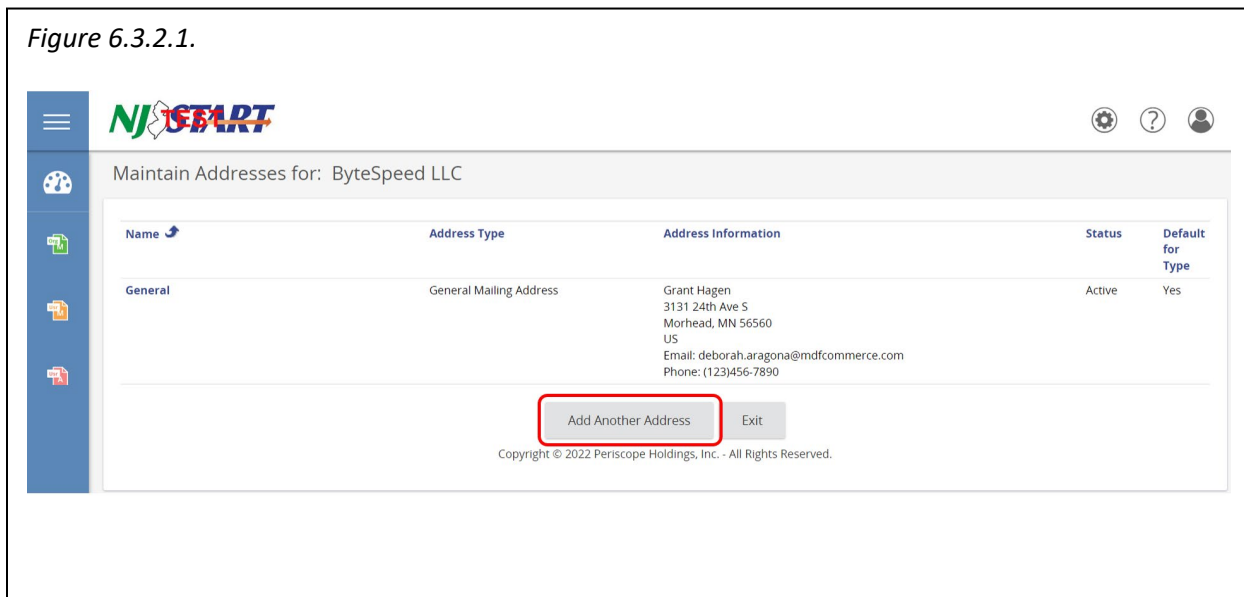
6.3.2. Creating an EFT-enabled Remit Address

- If your company wishes to receive electronic payments from the State of New Jersey for processed invoices, you must provide EFT-related information corresponding to a Remit Address.
- You may also create multiple EFT-enabled Remit addresses for separate bank accounts.
- Receiving payments electronically is the preferred option. It is faster, more convenient and easy to set up.

NOTE: This is a two-step process. After completing your registration, you must log in again before you can set up the address to receive payments by electronic funds transfer (EFT). Skip this step for now and complete all of the remaining steps in the guide that are required for registering in NJSTART and building your vendor profile. Then log back in to resume EFT setup by completing the additional remit address fields shown below.

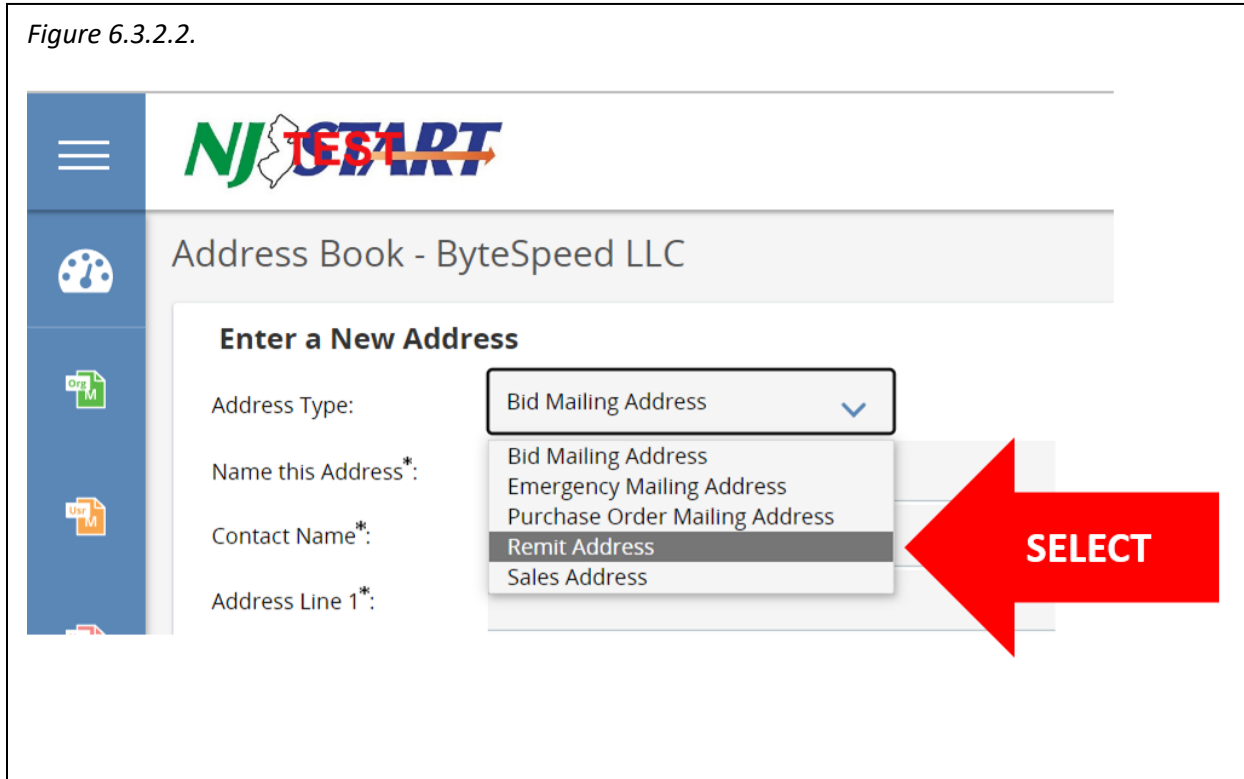
- When you are ready to set up an EFT-enabled remit address, click on the Maintain Addresses tab and click on “Add Another Address” as shown in *Figure 6.3.2.1.*

Figure 6.3.2.1.



- On the next screen as shown in *Figure 6.3.2.2.*, select Remit Address.

Figure 6.3.2.2.



- Then scroll down to the EFT Enabled? box and check it as shown in Figure 6.3.2.3.

Figure 6.3.2.3.

The screenshot shows the 'Enter a New Address' form in the NJSTART system. A red arrow labeled 'CHECK' points to the 'EFT Enabled?' checkbox, which is highlighted with a red box. The form includes the following fields and sections:

- Address Type:** Remit Address
- Name this Address*:** [Empty]
- Contact Name*:** [Empty]
- Address Line 1*:** [Empty]
- Address Line 2:** [Empty]
- Address Line 3:** [Empty]
- Address Line 4:** [Empty]
- Country*:** US - United States of America
- City*:** [Empty] **State/Province*:** [Empty]
- ZIP*:** [Empty] **County:** [Empty]
- Phone*:** [Empty] **Ext.:** [Empty]
- Toll Free:** [Empty] **Mobile:** [Empty]
- Fax:** [Empty] **Email*:** [Empty]
- Id:** 0 **Alternate Id:** [Empty]
- Status:** Active
- Web Address:** [Empty]

Default address for this address type
Current Default Address:
Grant Hagen
3131 24th ave S
Moorhead, MN 56560
US
Email: test@periscopeholdings.com
Phone: (123)456-7890

EFT Enabled?

Description*: [Empty]
Country*: [Empty]
Branch Name*: [Empty]
Account Type*: [Empty]
Routing Number*: [Empty]
Account Number*: [Empty] Show
IAT Flag:

- Complete ALL required fields (marked with an asterisk*) as shown in Figure 6.3.2.3.,
- Then click “Save and Continue” or “Save and Exit.”

NOTE: The IAT (International ACH Transactions) Flag checkbox should be checked ONLY if the financial institution receiving your electronic funds payment is a foreign bank or is acting as an agent of a foreign bank on your behalf.

- In addition to completing the fields shown above for an EFT-enabled address, you must navigate to the Terms & Categories section and ensure that the first box is selected in the Vendor Category Electronic Funds Transfer Certification to receive electronic payments (see Section 6.4.4. of this guide).
- You may continue adding addresses by clicking “Save and Add Another.”



- Once you are finished adding addresses, you may continue registration by clicking “Save and Continue Registration.”

6.4. Complete OMB Categories and Certifications

- Vendor Categories capture specific information that must be completed by you as a Seller Administrator.
- The first five categories on this tab relate to information collected on behalf of the Office of Management and Budget (OMB) for payment processing purposes.
- These categories must be completed to ensure timely and proper payment for your goods and service.
- While still in the Register view, select the Categories and Certifications tab, as shown in *Figure 6.4.1*.

Figure 6.4.1.



NOTE: Filling in values for the four mandatory categories presented in this section is required to complete vendor registration in NJSTART. You will not be able to conduct business using NJSTART until your registration is complete and your profile is set up. Entering or editing values for the four mandatory OMB categories can be completed only during weekday hours (7:00 AM – 7:00 PM). Please refer to Section 2.0 for additional information.



6.4.1. Primary Business Function – Mandatory

- Select only one value that describes your company’s primary business function. If you select “Other” enter the description in the Notes space provided as shown in *Figure 6.4.1.1.*

Figure 6.4.1.1.

Category: 1. Primary Business Function - (MANDATORY FIELD)

Please select exactly one category value

Select

- Provides Construction Goods
- Provides Construction Services
- Provides Healthcare Services
- Provides Legal Services
- Provides Any Other Types of Goods
- Provides Any Other Type of Services
- Other - Enter Description of Business in Notes Below

Notes:

6.4.2. Prompt Payment Exemption

- Most vendors are not excluded from the Prompt Payment Act. If your company is exempt, select the exemption value that applies, otherwise leave this category blank as shown in *Figure 6.4.2.1.*

Figure 6.4.2.1.

Category: 2. Prompt Payment Exemption

Description: Leave this Category blank and skip to Category: 3 UNLESS you represent a government entity or public utility.

Please select at most one category value

Select

- Select if you are a State of NJ employee or represent a government entity.
- Select if your business can be defined as operating or controlling a railroad, railway, subway, bus, or canal operation.
- Select if your business can be defined as operating or controlling a telephone or telegraph network.
- Select if your business can be defined as operating or controlling a water, gas, oil, or electricity distribution system.
- Select if your business can be defined as operating or controlling a pipeline, solid waster collection or disposal system, or a sewer operation.

Notes:



6.4.3. Business Formation – Mandatory

- Select the one value that describes how your business, corporation or government entity has been formed. If necessary, enter any explanatory remarks in the “Notes” section provided as shown in *Figure 6.4.3.1*.

Figure 6.4.3.1.

Category: 3. Business Formation (MANDATORY FIELD)

Please select exactly one category value

Select

- Corporation including Professional Corporation/Government Entity
- Individually Owned including Sole Proprietorship
- Limited Liability Company
- Partnership including Limited Partnership, General Partnership, Limited Liability Partnership

Notes:

6.4.4. Electronic Funds Transfer Certification – Mandatory

- Select the one value that indicates your choice regarding receipt of electronic payments as shown in *Figure 6.4.4.1*.
- If you elect to receive electronic payments, ensure that your NJSTART vendor profile contains a remit address that can be enabled for electronic funds transfer (EFT)

NOTE: Refer to Section 6.3.2. for instructions on how to establish an EFT-enabled remit address.

Figure 6.4.4.1.

Category: 4. Electronic Funds Transfer Certification (MANDATORY FIELD)

Description: I certify that I am an appointed agent of the vendor referenced and that I hereby authorize the State of NJ to initiate payments to the bank acct and bank named in the electronic funds transfer (if and when the information is provided). This authority is to remain in full force and effect until the State of NJ receives notification of any changes, and in such a manner as to afford the State of NJ a reasonable opportunity to Act.

Please select exactly one category value

Select

- Select if you intend to enter the data for EFT payment and agree with the statement above. To enter banking data, you must log in after the initial registration process has been completed, add or edit a Remit address, and check the EFT Enabled box.
- Select if the financial institution referenced in your electronic funds transfer information is a foreign bank or is acting as an agent for a foreign bank.
- Select if you prefer a paper check instead and do not want to receive payment via EFT. (Any banking information entered as part of your remittance address will be disregarded and remain inactive.)

Notes:



6.4.5. Tax ID Certification (Substitute W9) – Mandatory

- Completing this category during NJSTART registration is accepted in lieu of submitting IRS Form W-9: Request for Taxpayer Identification Number and Certification.
- Select the one value that applies as shown in *Figure 6.4.5.1*.

Figure 6.4.5.1.

Category: 5. Tax ID Certification (Substitute W9) (MANDATORY FIELD)

Description: Under Penalties of Perjury, I certify that (1) The number provided via this registration process is my correct taxpayer ID number AND (2) I am not subject to backup withholding AND (3) I am a U. S. Citizen or a defined U. S. Person for federal tax purposes.

Please select exactly one category value

Select

Select if you agree with the statement above.

Select if you agree with the statement above BUT ARE ALSO AN EXEMPT PAYEE.

Notes:

NOTE: There are also Categories in the Vendor Profile that, when completed, allow vendors to submit an abbreviated version of the required form, and in some cases, a form may not be required at all. These DPP Vendor Categories include: Ownership Disclosure; Disclosure of Investment Activities in Iran; Disclosure of Investigations and Other Actions Involving Bidder; Disclosure of Non-Profit Officers and Directors. Vendor Certifications that are grayed out cannot be completed by the vendor since they capture specific information that will be populated by other New Jersey systems of record. Vendor Certifications include the following: Business Registration; Chapter 51/EO 117 Compliance - 2 Year Approval; Debarment; AA/EEOC Compliance; Small Business Category; Small Business Enterprise; Minority-Owned Business Enterprise; Women-Owned Business Enterprise; Veteran-Owned Business; Insurance Liability Compliance.

6.5. Commodity/Service Codes Tab

- When State procurement specialists are searching NJSTART for potential suppliers of goods and services, they will filter their search results using the National Institute of Government Purchasing (NIGP) commodity code catalog.
- Your company will only appear in the results of these searches if your NJSTART vendor profile lists the NIGP code for all of the goods and services being sought. It is in your best interest to ensure that each of the applicable NIGP codes are added to your profile using the instructions provided in this section.
- To complete registration, you must select at least one code applicable to your organization. If you are familiar with the NIGP code, you may use the drop-down links for the NIGP Class and NIGP Class Item to select the code(s). If you are not familiar with the NIGP code or cannot find the code(s) that apply to your organization via the drop-down, then you may use the keyword search to find the applicable code(s).



- Complete your selections on the Commodity/Service Codes tab as shown in *Figure 6.5.1*.

Figure 6.5.1.

Search

NIGP Class

NIGP Class Item

NIGP Keyword

Search using

i Use the NIGP Commodity Code Search Engine if you are familiar with the NIGP code. If not use the NIGP Code Browse below.

NIGP Code Browse

i Select the category that best describes the product and service you offer. Click on the question mark for more information.

01	Administrative, Financial, and Management Services
02	Agricultural Equipment and Related Products and Services
03	Arts, Crafts, Entertainment, Theatre
04	Automotive Products, Vehicles, and Services
05	Building Equipment, Supplies, and Services
06	Clothing, Textiles, Laundry Equipment, and Supplies
07	Communication Equipment and Services
08	Computers, Software, Supplies, and Services
09	Food, Equipment, and Related Services
10	Furnishings and Related Services
11	Furniture and Related Services
12	Hardware, Related Equipment, and Services
13	Highway Road Equipment, Materials, and Related Equipment
14	Janitorial and Cleaning Equipment, Supplies, and Services
15	Laboratory Equipment, Supplies, and Services
16	Maintenance and Repair of Equipment
17	Medical Equipment, Supplies, and Services
18	Miscellaneous Commodities and Services
19	Office Supplies, Related Items, and Services
20	Paper, Printing Equipment, and Related Products and Services
21	Personal Products, Equipment, and Services
22	Public Works, Park Equipment, and Construction Services
23	Rental and Leasing Services
24	Safety and Protection Equipment and Related Services
25	School and Library Equipment, Supplies, and Services
26	Sporting, Athletic, and other Outdoor Equipment and Services
27	Testing and Sampling Equipment and Services
28	The Trades: Electrical, Engineering, HVAC, Plumbing, and Welding
29	Transit Equipment and Related Services, Mass
30	Water and Sewer Treatment Equipment, Supplies, and Services
31	Environmentally Certified Products
32	Higher Education

- After each commodity code selection click “Save and Add More.”
- You are encouraged to add as many codes as you wish, according to the goods and services you provide.
- When you have completed adding all of your codes, click “Save and Continue” Registration as shown in *Figure 6.5.2*.

Figure 6.5.2.

Save and Add More

Save and Continue Registration

7.0 Summary Tab

- The registration summary tab consolidates much of the information in your profile onto a single screen.

7.1. Review Your Information

- Review the information you have entered in the previous steps. If you need to add or change any information, you may click on the tab (across the top of your screen) that corresponds to the information you wish to edit as shown in *Figure 7.1.1*.

Figure 7.1.1.

Company Information Administrator Address Terms Categories & Certifications Commodity/Service Codes **Summary**

- If you make any changes to the information, remember to click “Save” before you click back to the Summary tab.

NOTE: If you do not save, you will lose any changes that you have made.

7.2. Validation Errors

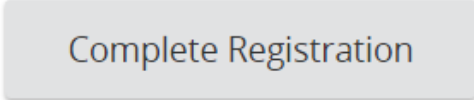
- If you do not have any red errors at the top of your screen as shown in Section 4.4., proceed to Section 8.0. If you have red errors at the top of your screen, then you have not completed a required field during registration. You will not be able to successfully complete registration until you have completed the required field(s) noted as red error(s).
- To determine what is causing the error, read the error message. The first part of the error will tell you the tab where you can find the field error. The second part of the error will direct you to the specific field. If you are having trouble resolving the error, please call a State Vendor Administrator for assistance at (609) 341-3500.



8.0 Complete Registration

- After you verify that all the information is complete and accurate, scroll to the bottom of your screen and click Complete Registration as shown in *Figure 8.0.1*.

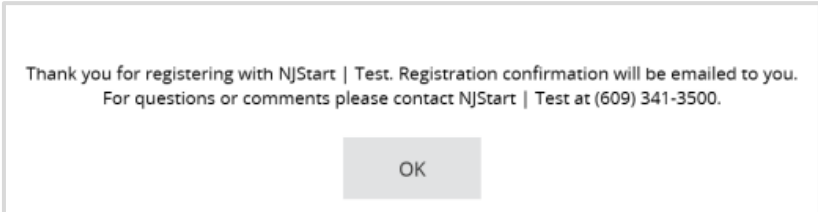
Figure 8.0.1.



Complete Registration

- You will know that you have successfully completed registration in NJSTART when see the “Thank You” message on your screen as show in *Figure 8.0.2*.
- You will also receive a confirmation email similar to the one shown in *Figure 8.0.3*.

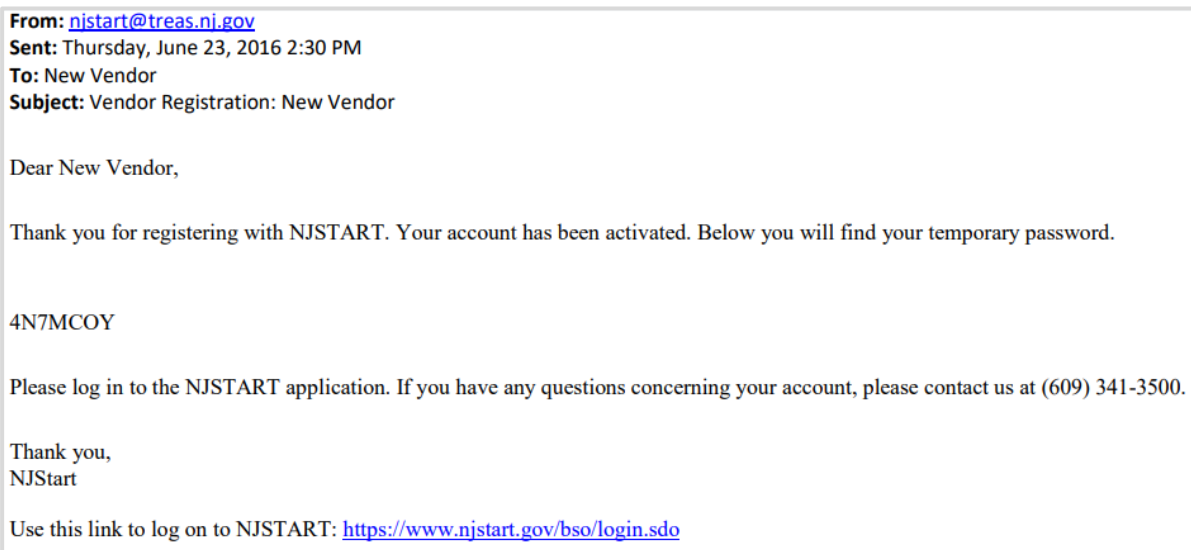
Figure 8.0.2.



Thank you for registering with NJStart | Test. Registration confirmation will be emailed to you.
For questions or comments please contact NJStart | Test at (609) 341-3500.

OK

Figure 8.0.3.



From: njstart@treas.nj.gov
Sent: Thursday, June 23, 2016 2:30 PM
To: New Vendor
Subject: Vendor Registration: New Vendor

Dear New Vendor,

Thank you for registering with NJSTART. Your account has been activated. Below you will find your temporary password.

4N7MCOY

Please log in to the NJSTART application. If you have any questions concerning your account, please contact us at (609) 341-3500.

Thank you,
NJStart

Use this link to log on to NJSTART: <https://www.njstart.gov/bsollogin.sdo>



NOTE: Remember, you are responsible for maintaining your company’s profile information. You can log in at any time and add, change or delete the information you have entered except for your Tax ID or your original Login ID.

- If you do not receive this email, please check your spam or clutter folders. Otherwise, there may be a problem with your registration. Log back in, and ensure that you have entered the correct email address and that there are no alerts present. If you need assistance, please contact a New Jersey State Vendor Administrator at (609) 341-3500 or email njstart@treas.nj.gov as shown in Figure 8.0.4.

Figure 8.0.4.

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: njstartagencysupport@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