



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



QUICK REFERENCE GUIDE:

Request for Revision

Sellers



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PURPOSE

- ✓ This Quick Reference Guide (QRG) entitled *Request for Revision - Sellers*, provides vendors with step-by-step instructions for reviewing and submitting a response to a *Request for Revision* in **NJSTART**.
- ✓ After the Bid Opening Date, the State may issue a *Request for Revision* of the Vendor's quote within **NJSTART**.
- ✓ The *Request for Revision* will be sent from noreply@njstart.gov to the email address associated with your vendor profile. This email notification will provide the Vendor with specific instructions.

From: noreply@test.njstart.gov
To: Stacy Seller@XYZCorp.com
Cc:
Subject: Bid # 15TEST0000434 – Request for Clarification

Consistent with Bid Solicitation Section 6.6, the Division of Purchase and Property requests that your firm submit a clarification with respect to the quote submitted in response to the subject Bid #. Please see the Clarification Letter referenced below and located in the Seller Role in NJSTART under the Vendor Communication Tab on your Home screen in NJSTART for further instructions. Note that the requested clarification must be submitted by 1:00pm on December 23, 2015.

The clarification must be submitted using the “Request for Revision” functionality within NJSTART, consistent with Bid Solicitation Section 6.9 or may be submitted to the following email address: [@treas.nj.gov](mailto:treas.nj.gov). A Quick Reference Guide (QRG) with information regarding Request for Revisions, which includes clarifications, can be found here: <http://www.state.nj.us/treasury/purchase/njstart/pdf/QRG-Seller-Create-a-Quote-in-NJSTART.pdf>. Section 3.5 of the QRG refers to the Request for Revision process.

Attachments:
BAFO Letter
BAFO Price Schedule

- ✓ In the event such a request is made, the Vendor shall respond to the *Request for Revision* only for the reason(s) identified by the State. Any changes made by a Vendor to the quote other than the Revision(s) requested by the State shall be considered null and void.
- ✓ When a *Request for Revision* is issued, any corresponding attachments will exist within NJSTART. To retrieve the attachments sent with the *Request for Revision* and respond to a *Request for Revision*, follow these instructions.



LOGIN TO NJSTART

- ✓ In your web browser navigate to www.njstart.gov.
- ✓ Enter your ID and password in the fields noted below. The ID and password were created during registration or provided to your company's Seller Administrator.

Welcome To **NJSTART**

NJSTART

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

The Division of Purchase and Property is pleased to announce a Pilot Procurement Program of new solicitations to introduce NJSTART, the State's new eProcurement solution.
Please click on the "Open Bids" link below to view Pilot Bidding Opportunities.

Please visit the [NJSTART Vendor Support Page](#), which contains Quick Reference Guides, supporting videos, a glossary of NJSTART terms, and helpdesk contact information.

To get your business "NJSTARTed," please click on the "Register" link below.

Passwords must be between 6 and 8 characters, contain at least one letter and one number, and not contain any special characters (#, &, etc.), etc.).
Passwords are case sensitive.

For proper processing Tax ID numbers should not contain a dash (-).
Please do not use a comma, pound (#), or apostrophe during registration.

- Register**
Register here to begin using NJSTART.
Vendors, please read this [disclaimer](#) prior to registering.
- 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.

Login ID:
 Password:

[Login Assistance?](#)

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Login ID:
 Password:

- ✓ After you login to **NJSTART** your home page will be displayed.

NJSTART

Training Seller Seller Administrator

NIGP Code Browse | My Account | Customer Service | About May 22, 2015 1:24:20 PM EDT

Home POs Bids Contracts Quotes Invoices Stacy Seller

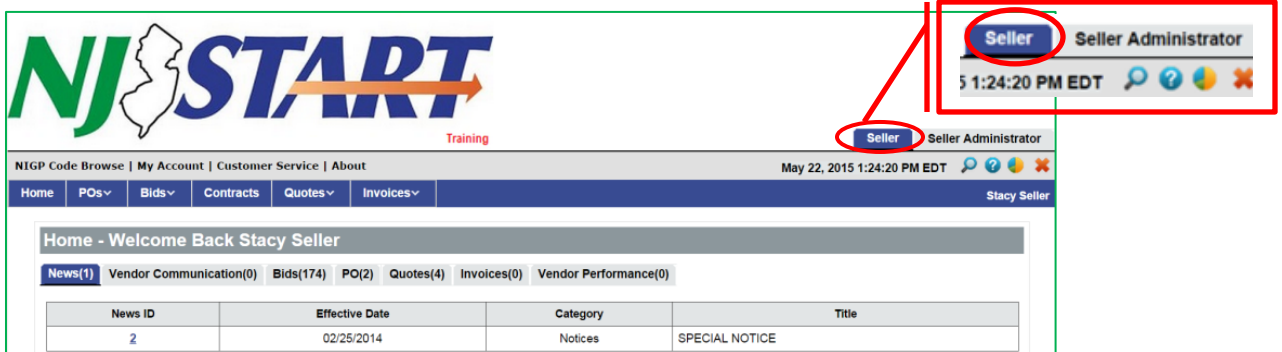
Home - Welcome Back Stacy Seller

News(1) Vendor Communication(0) Bids(174) PO(2) Quotes(4) Invoices(0) Vendor Performance(0)

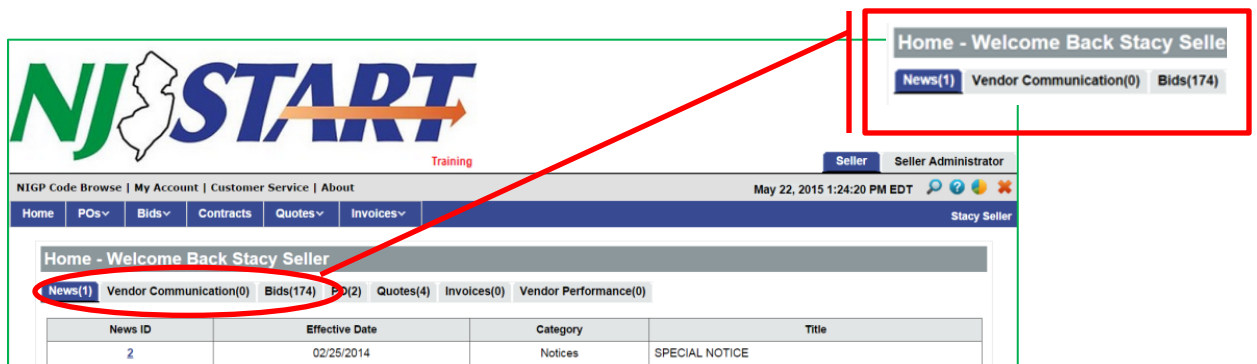
News ID	Effective Date	Category	Title
2	02/25/2014	Notices	SPECIAL NOTICE



- ✓ If you have more than one role in **NJSTART**, make sure the **Seller** Tab (circled in red) is selected.

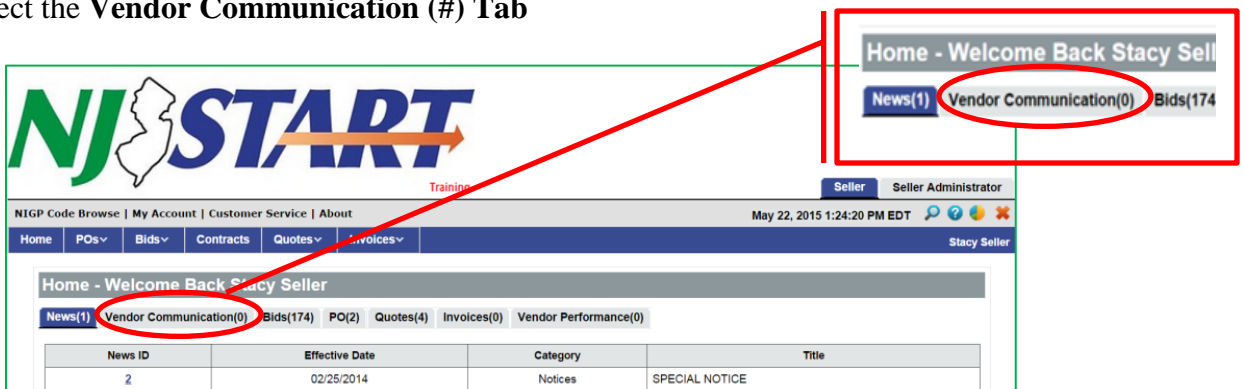


- ✓ The area below the “Welcome Back” message contains Tabs with document selection options. The number in parentheses on each Tab indicates how many documents of each type are waiting for you (E.g. **Vendor Communication (#)**.)



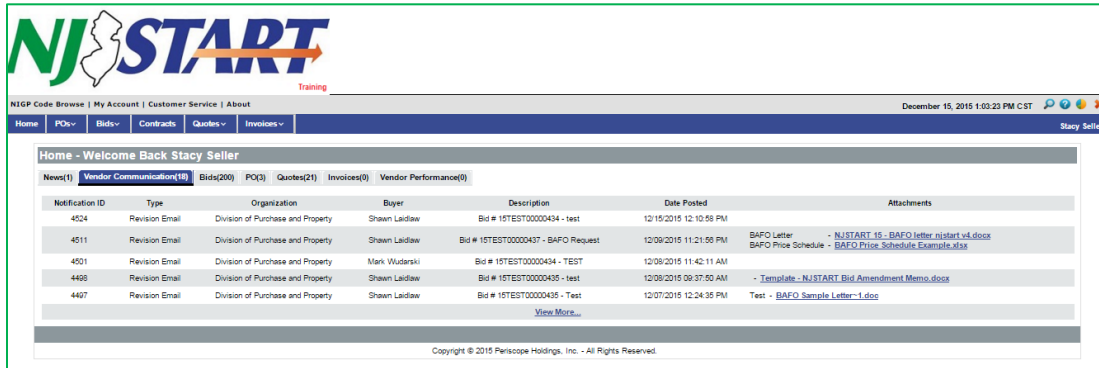
TO ACCESS A REQUEST FOR REVISION IN **NJSTART**

- ✓ Select the **Vendor Communication (#)** Tab

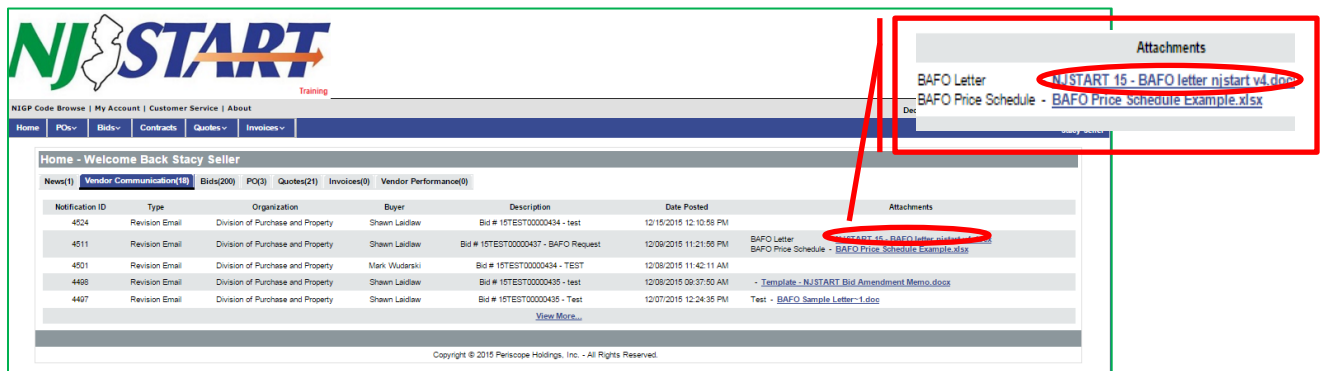




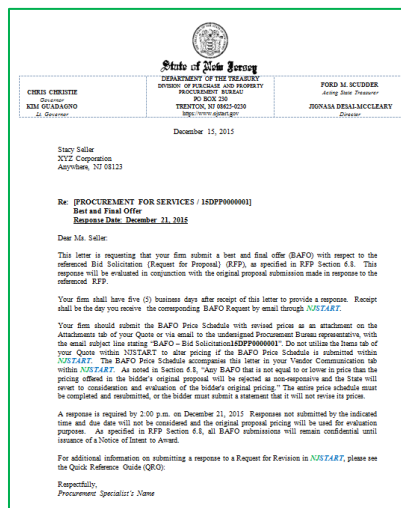
- ✓ The following screen will appear:



- ✓ Select the letter that corresponds to the *Request for Revision* email notification you received.



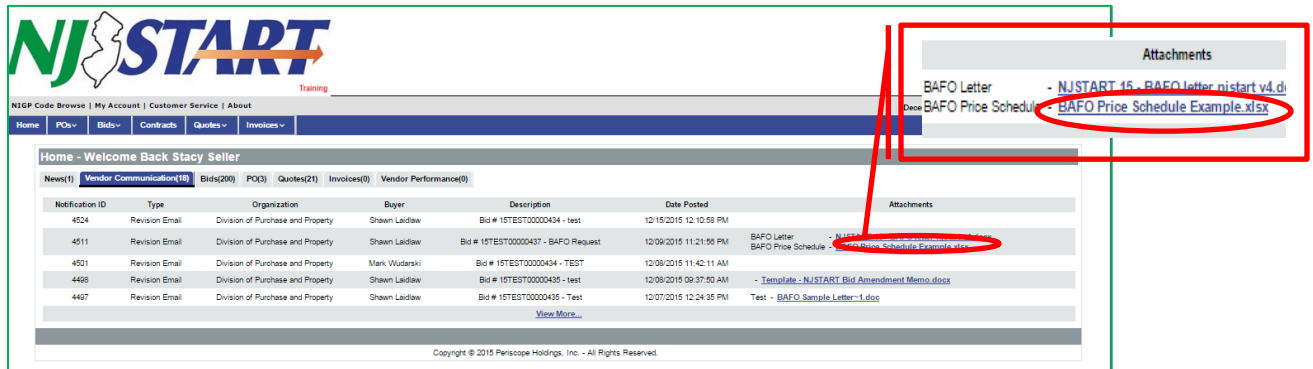
- ✓ A letter from the Division's Procurement Specialist describing the *Request for Revision*, similar to the following, will be downloaded to your computer.



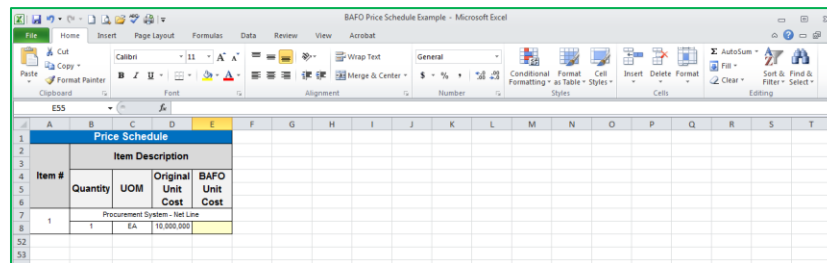
- ✓ You should follow the instructions in this letter for responding to the *Request for Revision*.



- ✓ If there are attachments related to the *Request for Revision*, the additional document(s) will also appear in the **Vendor Communications (#)** Tab.



- ✓ Select the attachment you wish to download.
- ✓ If the *Request for Revision* includes a BAFO request, for example, complete the attachment as directed in the letter and upload the attachment. The process for uploading attachments in response to a *Request for Revision* is discussed below. Be sure to save the completed attachment to your computer in an accessible location.





SUBMITTING A RESPONSE TO A REQUEST FOR REVISION IN NJSTART

- ✓ Once logged into NJSTART, select the **Bids (#)** Tab from the Home Page.

The screenshot shows the NJSTART Home page for a user named Stacy Seller. The navigation menu includes Home, POs, Bids, Contracts, Quotes, and Invoices. The 'Bids' tab is highlighted, and the count 'Bids(200)' is circled in red. Below the navigation, there is a table with columns for News ID, Effective Date, Category, and Title. The first row shows News ID 2, Effective Date 02/25/2014, Category Notices, and Title SPECIAL NOTICE.

- ✓ The following screen will appear:

The screenshot displays the 'Request for Revision' table in NJSTART. The table has columns for Quote #, Organization, Bid #, Bid Opening Date, and Date Last Modified. The data is as follows:

Quote #	Organization	Bid #	Bid Opening Date	Date Last Modified
00004252-05	Division of Purchase and Property	15TE-ET00000437	12/09/2015 12:09:00 AM	12/09/2015 11:13:42 PM
00004252-06	Division of Purchase and Property	15TE-ET00000438	11/24/2015 12:09:00 PM	11/25/2015 11:20:45 AM
00004252-08	Division of Purchase and Property	15TE-ET00000434	11/24/2015 12:09:00 PM	11/25/2015 11:02:45 AM
00004262-01	Division of Purchase and Property	15TE-ET00000426	11/17/2015 01:04:00 PM	11/19/2015 01:17:59 PM
00004262-01	Division of Purchase and Property	15TE-ET00000421	10/29/2015 09:31:00 AM	11/19/2015 01:22:07 PM

Below this table are sections for 'Bids / Bid Amendments (Un-Acknowledged)', 'Open Bids', and 'Closed Bids', each with their respective data tables.



- ✓ Under the Request for Revision section heading (shown in red below), select the Quote # (shown in orange below) that corresponds to the Solicitation for which you have been asked to submit a response for a Request for Revision.

Home - Welcome Back Stacy Seller

News(1) Vendor Communication(18) Bids(200) PO(3)

Request for Revision

Quote #

Quote #	Organization	Bid #	Bid Opening Date	Date	Test M...
00000475-R2	Division of Purchase and Property	1STE ET 00000437	12/09/2015 12:09:00 AM	12/09/2015 12:09:00 AM	
00000472-R5	Division of Purchase and Property	1STE ET 00000434	11/24/2015 12:09:00 PM	11/25/2015 11:11:00 AM	
00000472-R6	Division of Purchase and Property	1STE ET 00000434	11/24/2015 12:09:00 PM	11/25/2015 11:11:00 AM	
00000483-R1	Division of Purchase and Property	1STE ET 00000426	11/17/2015 01:04:00 PM	11/19/2015 05:01:00 AM	
00000482-R1	Division of Purchase and Property	1STE ET 00000421	10/29/2015 09:31:00 AM	11/19/2015 05:01:00 AM	

Request for Revision

Quote #

00000475-R2

00000472-R6

- ✓ The following screen will appear. Click “Yes” to continue.

Quote 00000420-R1 - test101

Quote Number: 00000420-R1
Quote Description: Vendor Admin Training

Click Yes to acknowledge that this quote has not been submitted. Once acknowledged, you may finish the quote and submit it for consideration.

Yes



- ✓ Clicking “Yes” will bring you to the **General** Tab of your Quote.

Quote 0000420-R1 - test101

Other Quotes for this bid by the same vendor: 0000420

Quote #: 0000420-R1
Organization: Division of Purchase and Property
Status: In progress
Description*: Vendor Admin Training
Bid #: 17TEST00000442

Delivery Days: 0
Discount Percent: 0.0 %
Is "No Bid":
Alternate Bid:
Shipping Terms:
Ship Via Terms:
Promised Date:
Due Date for Response: 03/30/2017 03:35:00 PM
Payment Terms:
Info Contact:
Comments:
Date Last Updated: 02/28/2017 04:01:19 PM
User Last Updated: test test

Save & Continue

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- ✓ If the *Request for a Revision* asks that you modify something on the **Items** Tab of your Quote, click on the **Items** Tab. The **General** sub-tab will appear, showing information about the items (goods or services) included in the Bid Solicitation.

Quote 0000475-R3 - Test101

General **Items** Questions Subcontractors
General Notes

Sort by Column: Print Sequence Sort Descending Go

Item #	Print Sequence	Questions Exist	Quantity	UOM	Unit Cost	Discount %	Tax Rate	Freight	Extended Amount	No Bid	No Charge
1	1.0	No	1.0	EA	10000000.00	0.0		0.00	\$10000000.00	<input type="checkbox"/>	<input type="checkbox"/>

Alternate Description:

Quote Response Total \$10000000.00

Discount only quotes indicate discount amount off of list catalog price.

Save & Continue

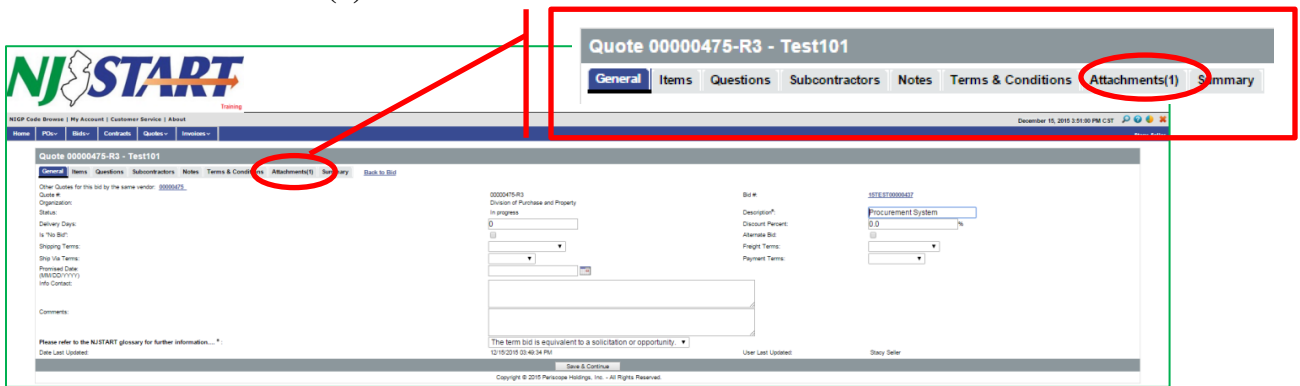
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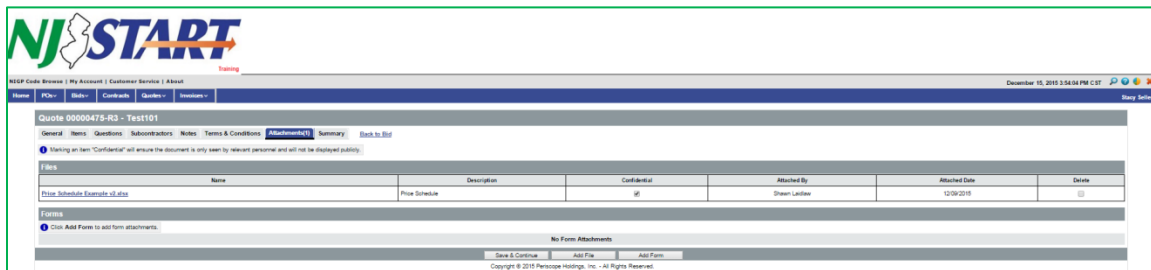
- ✓ You will be able to make any changes to the **Items** Tab, as directed in the *Request for Revision* here. Always remember to hit “Save & Continue” before proceeding to the next Tab.

ATTACHING A RESPONSE TO A REQUEST FOR REVISION IN NJSTART

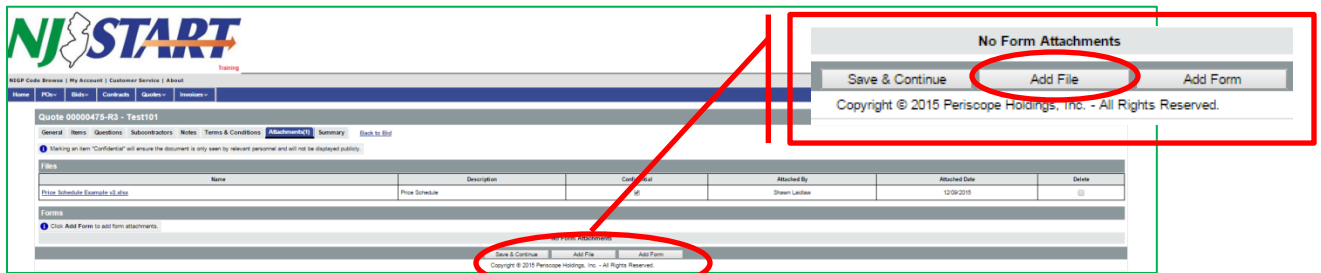
- ✓ Select the **Attachments (#)** Tab.



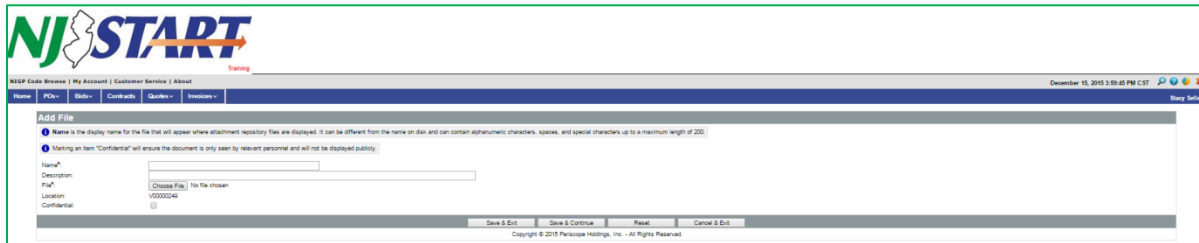
- ✓ The following screen will appear:



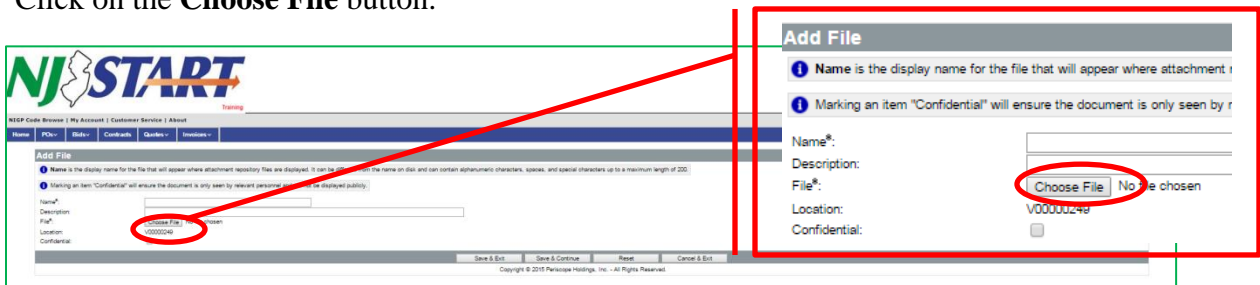
- ✓ Select **Add File** to proceed to the screen where you will be able to upload your response to the *Request for Revision* as an attachment.



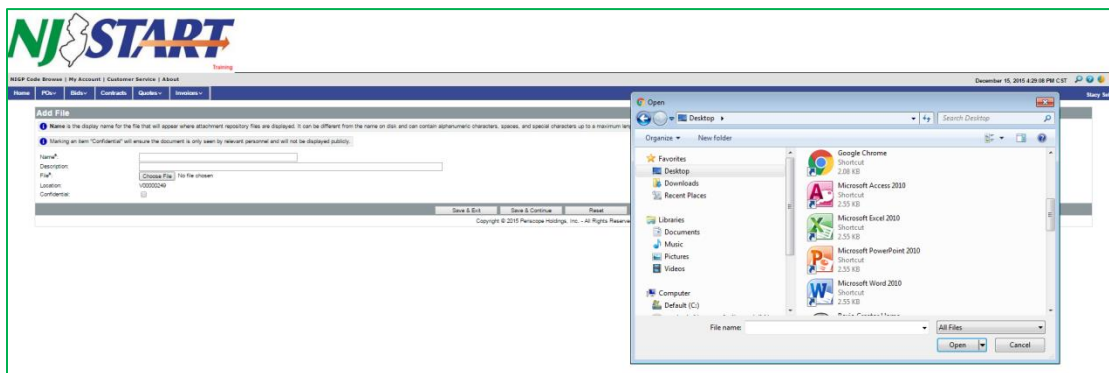
✓ The following screen will appear:



✓ Click on the **Choose File** button.



✓ A dialog box will open allowing you to browse your PC for the file that you want to attach. Select the appropriate file from your computer and then click **Open**.





- ✓ The **Name** field contains the file name for the attachment selected. This field will automatically be completed when the file attachment is selected. NOTE: The file name cannot contain special characters (<, >, &, ' , ? , # , [,] , or %).
- ✓ You may enter text in the **Description** field. The text can be different from the file name location and can contain alphanumeric characters and spaces up to a maximum length of 200 characters, but cannot contain special characters (<, >, &, ' , ? , # , [,] , or %).

The screenshot shows the 'Add File' form with the following fields filled in:
Name*: 20150518 - Acme Quote 00000365.docx
Description: Acme Quote for T-2774 Front End Mail Receipt and Pre-processing Service - Division of Revenue
File*: Choose File | 20150518 - ...0365.docx
Location: V00000257
Confidential:

- ✓ The vendor should select the **Confidential** option in **NJSTART** to request that the attachment(s) not be displayed publicly through **NJSTART**.

This screenshot highlights the 'Confidential' checkbox in red. A red box also highlights the 'Confidential:' label and the checkbox area. A red arrow points from the 'Confidential' checkbox to the 'Confidential:' label.

- ✓ Select **Save & Exit** to return to the **Attachments Tab**.

This screenshot highlights the 'Save & Exit' button in red. A red box also highlights the 'Save & Exit', 'Save & Continue', 'Reset', and 'Cancel & Exit' buttons. A red arrow points from the 'Save & Exit' button to the 'Save & Exit' button.



- ✓ The main screen of the **Attachments (#)** Tab will appear showing the attached file.

Quote 00000366 - Acme, Inc.

General Items Questions Subcontractors Notes Terms & Conditions **Attachments (1)** Summary Back to Bid

Marking an item "Confidential" will ensure the document is only seen by relevant personnel and will not be displayed publicly.

Name	Description	Confidential	Attached By	Attached Date	Delete
20150518 - Acme Quote 00000365.docx	Acme Quote for T-2774 Front End Mail Receipt and Pre-processing Service - Division of Revenue	<input type="checkbox"/>	Stacy Sailer	05/18/2015	<input type="checkbox"/>

Forms

Click Add Form to add form attachments.

No Form Attachments

Save & Continue Add File Add Form

- ✓ Click **Save & Continue**

Quote 00000366 - Acme, Inc.

General Items Questions Subcontractors Notes Terms & Conditions **Attachments (1)** Summary Back to Bid

Marking an item "Confidential" will ensure the document is only seen by relevant personnel and will not be displayed publicly.

Name	Description	Confidential	Attached By	Attached Date	Delete
20150518 - Acme Quote 00000365.docx	Acme Quote for T-2774 Front End Mail Receipt and Pre-processing Service - Division of Revenue	<input type="checkbox"/>	Stacy Sailer	05/18/2015	<input type="checkbox"/>

Forms

Click Add Form to add form attachments.

No Form Attachments

Save & Continue Add File Add Form

Save & Continue Add File Add Form

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- ✓ After completing all Revisions and attaching all necessary forms, select the **Summary** Tab.

NJSTART

Quote 00000475-R3 - Test101

General Items Questions Subcontractors Notes Terms & Conditions Attachments **Summary**

Header Information

Quote #: 00000475 Bid #: 201512000007 Status: In progress

Organization: Division of Purchase and Property

Description: DELIVERY CHARGE

Bid Flag: Alternate Bid: No

Freight Terms: Ship Via Terms: Info Contact: Shipping Terms: Payment Term: Quote Total: \$10,000,000

Die Date for Response: 12/30/2015 03:05:00 PM

Comment: User last Updated: Stacy Sailer

Date Last Updated: 12/10/2015 03:40:34 PM

Vendor accepts the terms & conditions with no exceptions.

Bid Acknowledgements:

Amendment 1 Header 1: Bid Opening Date changed from "12/11/2015 12:04:00 AM" to "12/09/2015 12:00:00 AM"

Notifications: At bid acknowledgement 12/10/2015 03:31:03 AM

Please refer to the NJSTART glossary for further information...

Agency Files: Price Schedule Example.xls.docx

Agency Forms:

Vendor Files:

Vendor Forms:

Item Information

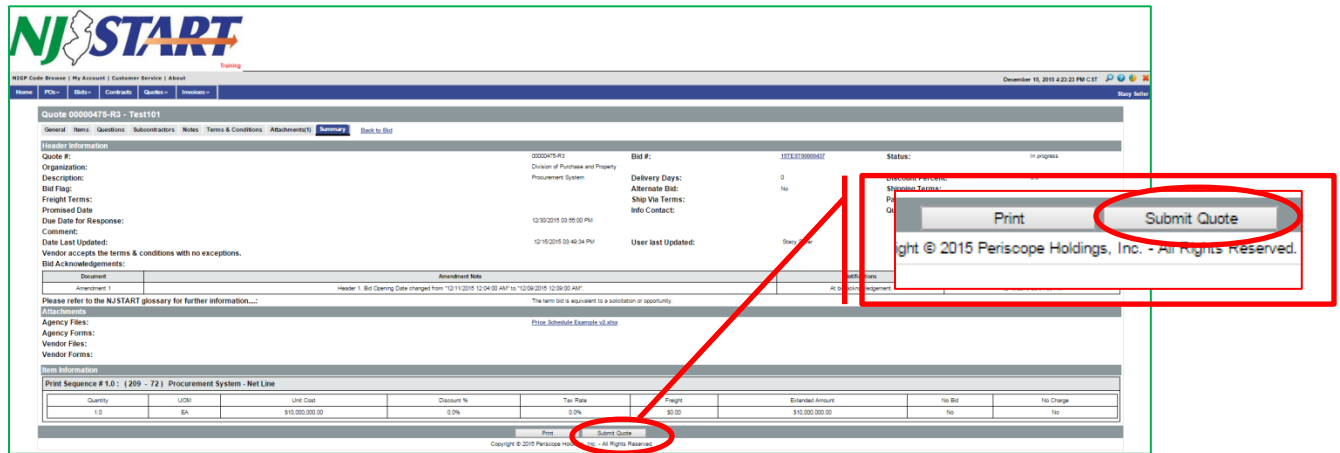
Quantity	UOM	Unit Cost	Discount %	Tax Rate	Freight	Extended Amount	No Bid	No Charge
1.0	EA	\$10,000,000.00	0.0%	0.0%	\$0.00	\$10,000,000.00	No	No

Print Submit Quote

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- ✓ Click on **Submit Quote** on the **Summary** Tab:



- ✓ This completes your Revision process. Please note that any changes made outside of the *Request for Revision* will be null and void.
- ✓ Additional Quick Reference Guides are available at:
<http://www.nj.gov/treasury/purchase/njstart/vendor.shtml>
- ✓ If you have any other questions, you may contact a Vendor Administrator at:

NJSTART Email Support: njstart@treas.nj.gov

NJSTART Phone Support – (609) 341-3500; Monday to Friday 8:30 a.m. to 4:30 p.m.