





New Jersey Department of the Treasury Division of Purchase and Property

Quick Reference Guide:

ACCESSING PAYMENT INFORMATION IN NJSTART

Sellers

Revised as of: 06/26/25







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1.0 Purpose

- This Quick Reference Guide is designed to help Vendors who already have NJSTART accounts understand how to access payment information in NJSTART.
- If you have questions regarding this process, you may contact a New Jersey State Vendor Administrator at (609) 341-3500 or email nj.gov

NOTE		
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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*. Then, the user must ensure they are signed into the correct NJSTART Role as shown in *Figure 2.0.2*.

NJ STA	RT			• ?
				Documents
Home - Welco	ome Back Grant H	lagen		
News(0) Vendor	Communication(1) Bids(269) PO(2) Quotes(0) Invoices(0) Vendor Performance(0)	
No News Availa	ble			
			Copyright © 2022 Periscope Holdings, Inc All Rights Reserved.	
			Access thousands more bid opportunities Periscone S2G	







3.0 Accessing Payment Information through Purchase Order Tab

- After login you will see your home page and tabs underneath the **Welcome Back** message as shown in *Figure 3.0.1*.
- Next, you must click on the PO tab from the home screen.

ure 3.0.1.						
Home	- Welcome Back Da	vy Dou	lgh			
News(?)	Vendor Communication(?)	Bids(?)	PO(?)	Quotes(?)	Invoices(?)	Vendor Performance(?)

3.1. Navigating through the PO Tab

Home - Welcon	me Back First Last							
News(1) Vendor Co	mmunication(0) Bids(526) PO(2) Quote	s(0) Invoices(1) Vendor P	erformance(0)					
Purchase Ord	ers / Change Orders (Un-Ackno	wledged)						
No records found								
No records found	1.							
Duration of the								
Purchase Orde	ers - Sent							
Purchase Ord	ers - Sent							
Purchase Order	organization	Purchase Order Date	Fiscal Year	Description	Status	Vendor Name	Total N	lumber of Change Orders
Purchase Order Purchase Order # 24-ADMIN-02464	ers - Sent Organization Division of Purchase and Property	Purchase Order Date	Fiscal Year 2024	Description Test PO for New Videos	Status 3PS - Sent	Vendor Name Company Name	Total N \$1.00	lumber of Change Orders

- Once the PO menu is opened, you can access a PO by clicking on the link in the "Purchase Order #" column on the left side of the screen as shown in *Figure 3.1.1.*
- Upon selecting a PO, you will be asked to acknowledge receipt of the PO and notify the purchaser of the document.
- As shown in *Figure 3.1.2.*, acknowledging a PO indicates that you are aware of it and that you will respond to it.





Check both check boxes on the left and click on the Proceed button to:

 Acknowledge your receipt of the PO and/or its Change Orders, and
 Notify the requestor that you have received the PO and/or its Change Orders.

Figure 3.1.2.			
Download Acknowledgement			
 I am acknowledging receipt of this purchase order and/or its change order(s). Notify requestor of receipt of this purchase order and/or its change order(s). 			
	Proceed	Cancel & Exit	
Copyright	© 2022 Periscope I	Holdings, Inc All Rights	Reserved.

3.2. Navigating through PO Summary Tab

• From the PO summary tab, begin by scrolling down to the section that reads invoice information, and clicking directly on your invoice number as shown in *Figure 3.2.1*.

	\$11.00
	\$11.00
	\$11.00
	\$11.00
Total Cost	
	\$1.00
0.00	
c	Cost

- This will take you to the Invoice Summary tab.
- If a check number has been posted, it will appear in the field labeled "Paid-"BankId/CheckNbr" as seen in *Figure 3.2.2.*





Invoice #: 000000000	1 Vendor #:V00018782 Vendor (Group #:01		
General Items Attachments Not	Summary Back to PO			
the start of second second				
neader information				
Involce number:	000000001	Involce Status:	4II - In Progress	
Involce Description:	Description	Involce Date:	10/27/2023	
Payment Amount:	\$11.00	Payment Discount:	0.5%	
	A FALLAR DAVE NET DA		30	
Payment Terms:	0.5% 30 DAYS NET 30	Payment Terms Day:		
Payment Terms: Pald-Bankld/CheckNbr:	0.5% 30 DAYS NET 30	Payment Terms Day: Freight Amount:	10.0	
Payment Terms: Pald-Bankld/CheckNbr: Entered By:	0.5% 30 DAYS NET 30	Payment Terms Day: Freight Amount: Entered Date:	10.0 10/12/2023	
Payment Terms: Pald-Bankld/CheckNbr: Entered By: Credit Amount:	0.5% 30 DAYS NET 30 First Last \$0.00	Payment Terms Day: Freight Amount: Entered Date:	10.0 10/12/2023	
Payment Terms: Pald-Bankid/CheckNbr: Entered By: Credit Amount: Last User Updated:	50.00 First Last \$0.00 First Last	Payment Terms Day: Freight Amount: Entered Date: Last Date Updated:	10/12/2023	
Payment Terms: Pald-Bankld/CheckNbr: Entered By: Credit Amount: Last User Updated:	50.00 First Last 50.00 First Last	Payment Terms Day: Freight Amount: Entered Date: Last Date Updated:	10.0 10/12/2023 10/12/2023	
Payment Terms: Pald-Bankld/CheckNbr: Entered By: Credit Amount: Last User Updated: Attachments	50.00 First Last 50.00 First Last	Payment Terms Day: Freight Amount: Entered Date: Last Date Updated:	100 10/12/2023 10/12/2023	
Payment Terms: Pald-Bankld/CheckNbr: Entered By: Credit Amount: Last User Updated: Attachments Agency Files:	First Last \$0.00 First Last	Payment Terms Day: Freight Amount: Entered Date: Last Date Updated:	100 10/12/2023 10/12/2023	

4.0 Accessing Payment Information through Invoice Tab

• Begin by logging into NJSTART and selecting the Seller role from the dropdown menu as shown in *Figure 4.0.1.*

Figure 4.0.1
۲
Davy Dough Seller Admin -
Seller
Seller Administrator
My Account
Logout

4.1 Navigating through Invoice Tab

• After signing into the seller role, click on the "Invoices(?)" tab from the home screen shown in *Figure 4.1.1.*





ome Back Da	vy Dou	ugh				
		-0.,				
Communication(?)	Bids(?)	PO(?)	Quotes(?)	Invoices(?)	Vendor Performance(?)	
	Communication(?)	Communication(?) Bids(?)	Communication(?) Bids(?) PO(?)	Communication(?) Bids(?) PO(?) Quotes(?)	Communication(?) Bids(?) PO(?) Quotes(?) Invoices(?)	Communication(?) Bids(?) PO(?) Quotes(?) Invoices(?) Vendor Performance(?)

• Once you are in the Invoices screen, click directly on the Invoices Submitted sub-tab as shown in *Figure 4.1.2.*

Home - Welco	ome Back Fir	rst Last				
News(1) Vendor C	Communication(0)	Bids(526)	PO(2)	Quotes(0)	Invoices(1)	Vendor Performance(0)
Vendor In Progress	(0) Invoices Su	bmitted(1)				
in Progress Wor	rktiows					
Vendor In Pro	ogress					
te secondo ferro						

- This sub-tab will display the invoices that have been processed by the accounts payable team of the various state agencies, the vendor is performing work for.
- To view the invoice summary tab, click on the link in the "Invoice #" column on the left side of the screen as shown in *Figure 4.1.3*.





i igure i	.1.3.					
Home - Welco	ome Back First Last					
News(1) Vendor C	ommunication(0) Bids(526) PO(2) Quotes(0)	Invoices(1) Vendor Performance(0)				
	-					
Vendor In Progress(0) Invoices Submitted(1)					
Vendor In Progress(0) Invoices Submitted(1) kflows					
Vendor In Progress(In Progress Wor	0) Involces Submitted(1) kflows					
Vendor In Progress(In Progress Wor	0) Invoices Submitted(1) kflows mitted					
Vendor In Progress(I In Progress Wor Invoices Subr	0) involces Submitted(1) kflows nitted					
Vendor In Progress(In Progress Wor Invoices Subr) involces Submitted(1) kflows mitted Vendor	Invoice Description	Invoice Date	Invoice Amt.	PO #	Invoice Status
Vendor In Progress(In Progress Wor Invoices Subr Invoice # 0000000001	0) Involces Submitted(1) kflows mitted Vendor V00018782 - Company Name	Invoice Description Description	Invoice Date 10/27/2023	Invoice Amt.	PO # \$1.00 24-ADMIN-02464	invoice Status 411 - In Progress

4.2 Navigating through Invoice Summary Tab

• Once you are on to the Invoice Summary tab, you can review the status and the corresponding check number that has been applied to the document as shown in *Figure 4.2.1*.

Invoice #: 000000000	1 Vendor #:V00018782 Vendor Gr	oup #:01	
General Items Attachments Not	Summary Back to PO		
Header Information			
nvolce number:	000000001	Involce Status:	4II - In Progress
nvolce Description:	Description	Involce Date:	10/27/2023
ayment Amount:	\$11.00	Payment Discount:	0.5%
ayment Terms:	0.5% 30 DAYS NET 30	Payment Terms Day:	30
ald-Bankld/CheckNbr:		Freight Amount:	10.0
ntered By:	First Last	Entered Date:	10/12/2023
redit Amount:	\$0.00		
		Last Date Undated:	10/12/2022





5.0 Accessing Payment Information through Performing an Advanced Search

• Again, begin by logging into NJSTART and ensuring you're signed in as the seller role as shown in *Figure 5.0.1.*



5.1. Selecting Purchase Order or Invoice from Document Type

- To perform an advanced search, click on the settings icon and click the header labeled "Advanced Search" as shown in *Figure 5.1.1.*
- You will need either your specific purchase order or invoice number.

Figure 5.1.1.			
	۲	?	
Advanced Search			
Reports			
Catalog Manager			

• Once you have selected Advanced Search, in the Document type dropdown, you can select either purchase order or invoices as your search criteria as shown in *Figure 5.1.2.*





Figure 5.1.2.		
- Advanced Search		
Document Type:	Select Document Type	~
	Select Document Type	
	Bid Solicitations	
	Contracts	
	Invoices	
	Purchase Orders	

5.2. Quick Navigation Reminder

• To quickly find the status of documents that have been issued to you, you can reference the documents dropdown in the upper right corner of the home screen as shown in *Figure 5.2.1*.

Fig	Figure 5.2.1.			
	٢	?		
	Doci	uments	^	
	POs	~		
	Bids	~		
	<u>Contracts</u>	~		
	<u>Quotes</u>	~		
	Invoices	~		





• Clicking directly on the dropdown option, either POs or invoices as shown in *Figures* 5.2.2. and 5.2.3., will permit you to quickly sort corresponding documents into groups of statuses. This may aid you in identifying specific document numbers in the system.

Figu	re 5.2.2.	
	Docum	ents 🗠
	POs.	^
	Sent to Vendo	or
	Partial Receip	<u>ot</u>
	Complete Red	<u>ceipt</u>
	Closed	

Figu	re 5.2.3.		
	Docume	ents 🗠	
	<u>POs</u>	~	
	<u>Bids</u>	~	
	Contracts	~	
	<u>Quotes</u>	~	
	Invoices	^	
	<u>Vendor In</u>		
	Progress		
	Submitted		
	Search		
t.			

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