

## eCommerce

DSS envisions to embracing four (4) ERP elements:

**eCommerce:** Once duly registered with a valid DSS Account, a customer agency may use the eCommerce to place orders, check inventory availability and pricing, view open orders & historical purchases, etc.

**ERP-One+:** DSS uses the desktop software for purchasing, selling, warehousing, delivering, and billing.

**Warehouse+:** When this service is ready; Receiving, Picking, Moving, and Loading of Stock Keeping Units (goods) will be automated using barcodes.

**Delivery App:** When this service is ready, DSS drivers would digitally capture customer representatives' signatures on handheld devices while making deliveries.

Visit DSS' website, *Distribution*, to learn more.

## How-To-Benefit

Public customers interested in NJ State's surplus property may visit DSS' Online Auctions or Live Auctions page.

Agency customers may dispose of their scrap metal utilizing DSS-managed State Master Blanket Purchase Order.

Agency customers must buy from DSS those food and household commodities stocked by DSS and needed by those client agencies. In this regard, agency customers may utilize eCommerce for managing their orders.

## Surplus Property

DSS sells NJ State's surplus property either through public Live Auctions or Online Auctions as follows:

Public *Live Auctions* are held for selling surplus State vehicles and other surplus property at DSS.

Relevant aspects include:

- **DSS' location:** 1620 Stuyvesant Ave., Trenton, NJ 08625.
- **DSS' Mailing Address:** P.O. BOX-234, Trenton, N.J. 08625-0234.
- **Inquiries:** Call 609-530-3300, or contact DSS at [dssauction@treas.nj.gov](mailto:dssauction@treas.nj.gov).
- **Results:** Live Auctions found online.
- **Auction Newsletter:** Subscribe to the Auction Newsletter to receive notifications. <https://www.nj.gov/treasury/dss/newsletter.shtml>
- **Live Auctions' Procedures, Instructions, and Standard Terms and Conditions:** View the document online to learn more.
- **Current Online Auctions and Terms & Conditions:** Online Auctions are offered by The State of New Jersey Purchase and Property Surplus Store through a 3<sup>rd</sup> party per State contract. Visit DSS' website, Surplus Property, to learn more.

## Contact Customer Service

[dsscustomerservice@treas.nj.gov](mailto:dsscustomerservice@treas.nj.gov)

609-530-3308

## Contact DSS online:

Visit DSS' website, *Contact DSS*.

# The State of New Jersey's Distribution and Support Services (DSS)



1620 Stuyvesant Avenue

Trenton, NJ 08625

609-530-3308

<https://www.nj.gov/treasury/dss>

## About us

The State of New Jersey's Distribution and Support Services (DSS) is NJ Treasury's supply chain management entity that is "in gear to serve New Jersey". DSS supports Treasury's mission by highlighting fiscal responsibility and sustainable savings, as part of Treasury's Division of Purchase and Property (DPP).

DSS strives to provide quality and cost-effective products in a timely fashion, and administers the State's surplus property, to enable client agencies to meet their objectives.

## DSS Operations

DSS' functions include Management, Acquisition, Quality Assurance and Control, Warehousing, Shipping, and Support Operations—including Customer Services and Surplus Property.

Beside administering NJ State's surplus property, DSS utilizes State contracts and DPA authority while researching, buying in bulk, inventorying, and distributing 600+ food and household commodities. Additionally, DSS runs two drop-ship programs (Canteen/Commissary and Drop-Ship Contract), supporting NJ's Department of Corrections.

Operationally, DSS runs its own distribution center. Supporting its \$49M+/year revolving fund, DSS's teams operate a central distribution facility at 1620 Stuyvesant Ave in Ewing. DSS teams utilize non-human technical resources—e.g., facility, warehouse equipment, as well as its own fleet of tractors, box trucks, and trailers— to make deliveries in both routine situations and emergencies.

## DSS Services

DSS provides the following services: Quality Assurance and Control, Distribution, and Surplus Property.

The Quality Assurance and Control (QAC) Unit continually updates and improves existing product specifications to meet customers' needs for quality goods that meet State's required standards. QAC monitors product safety and certifies that products received at DSS are in compliance with contract specifications, and provides competition-based standardization of product requirements to maximize the potential bidding field for solicitations.

Any of the following organizations located in the State of New Jersey may utilize DSS' distribution services by purchasing goods at significantly reduced prices: All Branches of New Jersey State Government, Commission or Authority, Municipal Agency, County Agency, College or Institution of Higher Education, Regional School Board, Volunteer Fire Department or First Aid Rescue Squad, and others.

The Surplus Property Unit administers the State's surplus property, generating revenue for the State through public live and online auctions. DSS advertises relevant auction information on-line through its website <https://www.nj.gov/treasury/dss>

\*Private Citizens Cannot Purchase Goods (Except Surplus Property) From Distribution and Support Services, in Accordance with NJSA 52:25-13

## Distribution

Along with administering NJ State's surplus property, DSS buys in bulk and distributes 600+ food and household commodities to 270+ State agencies, counties, municipalities, school board, hospitals, veterans' homes, nursing homes, as well as correctional facilities all over New Jersey.

DSS' customers rely on DSS deliveries on a daily basis:

- DSS is not just a cost center; it is a \$49M+ revolving fund.
- DSS's socio-technical work system is operationally essential all year round.
- DSS is not a traditional supply chain; DSS' agency customers must buy from DSS those commodities stocked by DSS and needed by those agency customers.
- Many agency customers rely on DSS' just-in-time deliveries in routine and emergency situations.
- By purchasing in large volumes using its substantial expertise and bargaining power, DSS offers a wide variety of products at discounted prices, including food, and household products.
- DSS carries dry, canned and frozen food products, household products, and janitorial supplies.
- DSS provides delivery to registered agency customers at no charge. A minimum order of \$150 is required.