



State of New Jersey

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To : DSS Customers

Date & Ref : 830_DSS_Customers_ERP_eCommerce_2021.12.22nd_v1
Previous Ref. : 830_DSS_Customers_ERP_eCommerce_Shutdown_2021.11.19_v2

Subject : eCommerce Master Account Activation

This memo pertains to DSS's new eCommerce Master Account Activation, and DSS's previous memo: 830_DSS_Customers_ERP_eCommerce_Shutdown_2021.11.19_v2

eCommerce Launch:

- **Note 1:** DSS's eCommerce will formally open up for ordering after **5:30am on January 3rd, 2022.**
- **Note 2:** ONLY formally registered DSS customers with a formally active eCommerce account may place orders, come January 3rd, 2022.

eCommerce Master Customer Account Activation:

- **Note 3:** DSS has activated a Master Account User to only those DSS customers that have successfully registered an authorized agency's business office representative. If this situation applies to your agency, the registered, authorized agency's business office representative may request their password, as follows:
 - i. Visit DSS website <https://www.state.nj.us/treasury/dss/supplychain.shtml>
 - ii. Go to the eCommerce website: <https://portal2.distone.com/njdss/>
 - iii. Reset your password by clicking on "forgot password".
 - iv. As the username, you may use the "customer ID" or the email address of the registered, authorized agency's business office representative, then follow the corresponding instruction.
 - v. A password will be sent to that email address.
 - vi. Until January 3rd, 2021—5:30am—you may practice using the new system. You may review your agency's Ship-To information, and you may even setup your agency's Sub-User accounts. All practice order data will be cleared by January 3rd, 2021—5:30am, and then, your agency may start placing orders using the new eCommerce.

Questions?

- If you have questions in this regard, please contact Tynisa Hall, AR & AP Supervisor. Thank you so much for your collaboration, and Happy Holidays. *Tynisa Hall 12/22/21*

Dr. Ayman Alminawi, EdD
Chief of Operations
Distribution and Support Services (DSS)
Division of Purchase & Property,
Department of the Treasury

Ayman Alminawi
12/22/21

CC: DPP Senior Management, DSS Management Team, & File