

# DSS's

## State of NJ Supply Chain Solution "NJSCS"

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USER GUIDE

"ECOMMERCE: CUSTOMER PASSWORD RESET"

V1 (DECEMBER 22ND, 2021)

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To view DSS's NJSCS eCommerce, customers may use browsers such as: Google Chrome, Firefox, or Edge

Visit DSS website at:

<https://www.state.nj.us/treasury/dss>

Click here to open up NJSCS

The screenshot shows a web browser window with two tabs: 'USER MANAGEMENT - NJ DSS' and 'NJ Distribution and Support Services'. The address bar displays 'state.nj.us/treasury/dss/'. The website header features a yellow bar with 'November 12, 2021' and 'COVID-19 Information', and a 'SHOW ALERTS' button. Below this is an orange bar with 'Tropical Storm Ida Recovery' and a 'HELP AVAILABLE' button. The main header is dark blue with the NJ state seal and 'OFFICIAL SITE OF THE STATE OF NEW JERSEY' on the left, and 'Governor Phil Murphy • Lt. Governor Sheila Oliver' with navigation links on the right. A dark blue navigation bar contains 'NJ Treasury' and 'Purchase and Property' with menu icons. Below this is a white section for 'Distribution and Support Services'. A dark blue navigation bar at the bottom contains links: 'Distribution and Support Services' (with a home icon), 'DSS NJ Supply Chain Solution-NJSCS' (with an arrow pointing to the NJSCS image), 'Auction Information', 'Auction Newsletter', 'Directions', 'What We do', and 'Contact DSS'. The main content area features three images: two people in a warehouse, a warehouse aisle, and a gavel on 'AUCTION' blocks.

## Welcome to the NJSCS page.

Here you will find a link to the **eCommerce** website along with other useful information such as:

- Relevant Forms
- Policies & SOPs
- Educational Material

Please check this web page often to stay up to date on the latest forms, policies, and educational material.

The screenshot shows the NJSCS website interface. At the top, there is a navigation bar with the date "November 16, 2021" and "COVID-19 Information". Below this is a banner for "Tropical Storm Ida Recovery". The main header includes the NJ State logo and "OFFICIAL SITE OF THE STATE OF NEW JERSEY", along with the names of the Governor and Lt. Governor. The primary navigation menu lists "NJ Treasury" and "Purchase and Property". The main content area is titled "Distribution and Support Services" and features a sub-menu with links to "Distribution and Support Services", "DSS NJ Supply Chain Solution-NJSCS", "Auction Information", "Auction Newsletter", "Directions", "What We do", and "Contact DSS". The breadcrumb trail shows "Home / Distribution and Support Services NJSCS". The main heading is "Distribution and Support Services NJSCS", with a sub-heading "eCommerce website". Below this are three columns: "Relevant Forms" containing "Customer Login & Contact Information Survey", "Policies & SOPs", and "Educational Material" containing "Logging into eCommerce & Sub-User Account setup". A footer note states "Last Updated: Monday, 11/15/21". Red arrows from the text on the left point to the "eCommerce website" link, the "Relevant Forms" column, the "Policies & SOPs" column, and the "Educational Material" column.

Once you have clicked on the eCommerce link, you will be redirected to this page:

- Click on the “**FORGOT PASSWORD?**” link

LOGIN / SIGN IN - NJ DSS - TRAI x

portal2.distone.com/njdss/login

DSS' NJ SUPPLY CHAIN SOLUTION - NJSCS (609) 530-3308 MY CART MY ACCOUNT LOGIN

Enter Item or Part # CART - \$0.00

HOME PRODUCTS CONTACT US LOGIN SALES LOGIN REGISTER

PRODUCT CATEGORY

- CANTEEN - FOOD
- CANTEEN - HOUSEHOLD
- DROP SHIP - FOOD
- DROP SHIP - HOUSEHOLD
- WAREHOUSE - FOOD
- WAREHOUSE - HOUSEHOLD

### LOGIN

ALL FIELDS MARKED WITH AN ASTERISK (\*) MUST BE COMPLETED

CUSTOMER ID\*\*  
2500

SUB-USER ID (OPTIONAL)

PASSWORD\*  
.....

I'm not a robot reCAPTCHA Privacy - Terms

FORGOT PASSWORD?

LOGIN REGISTER FIND MY CUSTOMER ID

Once you have clicked on the “**FORGOT PASSWORD?**” link, you will be redirected to this page:

- Now, enter your Customer ID or email address
- If applicable, enter your sub user ID or email address
- Click the captcha box
- Click the **Send Password to Email** button

The screenshot shows a web browser window with the URL `portal2.distone.com/njdss/login`. The page header includes the NJSCS logo, a search bar, and navigation links for HOME, PRODUCTS, CONTACT US, LOGIN, and SALES LOGIN. A shopping cart icon shows 0 items for \$0.00. The main content area features a 'FORGOT PASSWORD' form with the following elements:

- A heading: **FORGOT PASSWORD**
- A warning: **ALL FIELDS MARKED WITH AN ASTERISK (\*) MUST BE COMPLETED**
- A required field: **CUSTOMER ID /EMAIL ADDRESS\*** with an input box.
- A field: **SUB USER ID /EMAIL ADDRESS** with an input box.
- A reCAPTCHA box with the text "I'm not a robot" and a "reCAPTCHA Privacy - Terms" link.
- Two buttons: **SEND PASSWORD TO EMAIL** and **GO TO LOGIN**.
- A message placeholder: **FORGOT PASSWORD MSG**.

Red arrows from the instructions on the left point to the 'CUSTOMER ID /EMAIL ADDRESS\*' field, the 'SUB USER ID /EMAIL ADDRESS' field, the reCAPTCHA box, and the 'SEND PASSWORD TO EMAIL' button.

After you click the **Send Password to Email** button you, or your supervisor/master account holder, will receive an email with your new password.



DSS - NJSCS LOGIN / SIGN IN - NJ DSS - TRAI

portal2.distone.com/njdss/login

DSS' NJ SUPPLY CHAIN SOLUTION - NJSCS (609) 530-3308 MY CART MY ACCOUNT LOGIN

Enter Item or Part # CART - \$0.00

HOME PRODUCTS CONTACT US LOGIN SALES LOGIN

**PRODUCT CATEGORY**

- CANTEEN - FOOD
- CANTEEN - HOUSEHOLD
- DROP SHIP - FOOD
- DROP SHIP - HOUSEHOLD
- WAREHOUSE - FOOD
- WAREHOUSE - HOUSEHOLD

**FORGOT PASSWORD**

ALL FIELDS MARKED WITH AN ASTERISK (\*) MUST BE COMPLETED

CUSTOMER ID /EMAIL ADDRESS\*

SUB USER ID /EMAIL ADDRESS

I'm not a robot reCAPTCHA Privacy - Terms

**SEND PASSWORD TO EMAIL** **GO TO LOGIN**

FORGOT PASSWORD MSG

Once you have your new password, return to this page:

- Click the **GO TO LOGIN** button

Once you have clicked the **GO TO LOGIN** button, you will be redirected to this page:

- Enter your **CUSTOMER ID**
- Enter your **SUB-USER ID**, if applicable
- Enter your new password from the email
- Click the captcha box
- Click the **LOGIN** button

The screenshot shows a web browser window with the URL `portal2.distone.com/njdss/login`. The page header includes the phone number `(609) 530-3308`, `MY CART`, `MY ACCOUNT`, and `LOGIN` links. A search bar contains the text "Enter Item or Part #". A shopping cart icon shows `CART - $0.00`. The navigation menu includes `HOME`, `PRODUCTS`, `CONTACT US`, `LOGIN`, `SALES LOGIN`, and `REGISTER`. A sidebar menu titled "PRODUCT CATEGORY" lists: `CANTEEN - FOOD`, `CANTEEN - HOUSEHOLD`, `DROP SHIP - FOOD`, `DROP SHIP - HOUSEHOLD`, `WAREHOUSE - FOOD`, and `WAREHOUSE - HOUSEHOLD`. The main content area is titled "LOGIN" and contains the following fields and elements:

- A warning: "ALL FIELDS MARKED WITH AN ASTERISK (\*) MUST BE COMPLETED"
- CUSTOMER ID\*\***: Input field containing "2500"
- SUB-USER ID (OPTIONAL)**: Empty input field
- PASSWORD\***: Input field with masked characters "\*\*\*\*\*" and a visibility toggle icon
- reCAPTCHA: "I'm not a robot" checkbox with a green checkmark and "reCAPTCHA Privacy - Terms" link
- FORGOT PASSWORD?**: Link
- Buttons: `LOGIN`, `REGISTER`, and `FIND MY CUSTOMER ID`

Red arrows from the list on the left point to the following elements in the login form:

- Arrow 1: Points to the **CUSTOMER ID\*\*** input field.
- Arrow 2: Points to the **SUB-USER ID (OPTIONAL)** input field.
- Arrow 3: Points to the **PASSWORD\*** input field.
- Arrow 4: Points to the reCAPTCHA "I'm not a robot" checkbox.
- Arrow 5: Points to the **LOGIN** button.

What if I have additional questions?

- Please use either the contact us form, or just email DSS

CONTACT US - NJ DSS - TRAINING x +  
portal2.distone.com/njdss/contact

DSS' NJ SUPPLY CHAIN SOLUTION - NJSCS (609) 530-3308 MY CART WISH LIST MY ACCOUNT LOGOUT ABC AGENCY

Enter Item or Part # CART - \$0.00

HOME PRODUCTS CONTACT US LOGOUT

## CONTACT US

ALL FIELDS MARKED WITH AN ASTERISK (\*) MUST BE COMPLETED

YOUR NAME\*  
Name

EMAIL ADDRESS\*  
Test@ABCAgencyTest.test

SUBJECT\*  
Subject

PHONE NUMBER  
6090001234

YOUR COMMENTS\*  
Comment

I'm not a robot reCAPTCHA Privacy - Terms

SEND MESSAGE

## INFORMATION

NJ DSS - TRAINING

1620 STUYVESANT AVE,  
TRENTON, NJ, 08618  
US

(609) 530-3308

DSSCUSTOMERSERVICE@TREAS.NJ.GOV