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Director's Message

To Our Valued Suppliers,

As the central procurement division for the State of New Jersey, we remain committed to ensuring a fair and competitive process and strive to provide clear and timely information to our suppliers. We encourage you to participate in our procurement opportunities and provide your best possible proposals. Please ensure your contact information in NJSTART is current to avoid missing notices of bid opportunities.

We appreciate your interest and commitment to providing essential goods and services for our client agencies. We believe strong partnerships with our suppliers are essential to achieving the State's goals.

Thank you,

Amy Davis
Acting Director

Notes

More than 76,000 suppliers have registered with NJSTART to date, and our agency partners continue their efforts to encourage vendors to register in our electronic procurement system.





How to Do Business with the State of NJ

NJSTART is designed to streamline the procurement process and make it more efficient for suppliers looking to do business with the State.

Key features of NJSTART include:

- Direct notifications about new bidding opportunities emailed to vendors based on the commodity codes they select in their vendor profile.
- An online repository for Vendor forms, eliminating the need to prepare forms repeatedly.
- Vendors can view their remittance addresses to ensure their accuracy and select their preferred form of payment.
- Vendors can view a snapshot of the certifications required to do business with the State, along with their status.

We strongly encourage all vendors to register in NJSTART, [here](#).

Additional information and resources are available below:

- Division of Purchase & Property: [NJ Division of Purchase and Property](#)
- NJSTART: <https://www.njstart.gov/>
- NJSTART Help Desk: email njstart@treas.nj.gov or call (609) 341-3500.
- NJSTART Vendor Support Page: [NJ Division of Purchase and Property](#)
- Division of Revenue (Business Registration): [State of NJ - NJ Treasury - DORES](#) or call (609) 292-9292.
- Business Portal and General Assistance: <https://business.nj.gov/>
- Uniform Certification Services (Small-, Women-, Minority-, Veteran-Owned, Disadvantaged-, LGTBQ+ Business Certification): <https://business.nj.gov/pages/certifications> or call (609) 292- 2146.
- NJ Business Action Center (BAC): <https://www.nj.gov/state/bac/>

Upcoming Bidding Opportunities

The **Upcoming Bidding Opportunities** hyperlink has been added to the **Vendor Resources** section of the NJSTART homepage:

VENDOR RESOURCES

[Contract with the State](#)

[MWBE, SBE, VOB & Other Certifications](#)

[State Business Resources](#)

[Upcoming Bidding Opportunities](#)

The bidding opportunities are separated into the procurements that relate to each individual DPP Unit. They are as follows:

- Professional & Environmental Services Unit
- Commodities Unit
- Technology Unit
- General Services Unit



Vendor Forms

The State of New Jersey has several specific forms that are required to be submitted by Vendors as part of the procurement process.

A key feature of NJSTART is the elimination of repeated efforts to prepare and submit some required forms by allowing vendors to complete and maintain them within their NJSTART Vendor Profile, or on their computer, until they are needed for a Quote submission as part of a Bid Solicitation or until they are required to be updated.

There are also several Categories in the Vendor Profile that allow vendors to complete certification requirements simply by selecting the appropriate checkboxes, thereby eliminating the need to upload some forms altogether.

Note: All forms necessary for a Quote submission are identified in each Bid Solicitation. Forms are either included with the Bid Solicitation as an attachment located on the “Attachments” Tab of the document, or may be found on the Division’s website [here](#).

As a reminder, it is the Vendor’s responsibility to ensure that all required forms are properly completed and up-to-date.

Revenue Certifications

The State of New Jersey offers set-aside and other goals-based programs for certain businesses that qualify as a Small Business Enterprise, and/or Disabled Veteran-Owned Enterprise. You can now apply for certification under one or more of these programs through the Division of Revenue and Enterprise Services' streamlined registration portal. Through a uniform certification service, businesses can apply online through a single application for a single fee. The service saves applicants time, speed in processing, and improves communication between review staff and applicants.

Other Certifications include:

- Minority and Women-owned Business Enterprise(MWBE) Program – Applies to qualifying firms wishing to do business with any State department or agency that administers programs requiring the certification of businesses as MWBEs, and/or MWBEs wishing to do business with casino licensees pursuant to State law.
- Lesbian, Gay, Bisexual, Transgender, Queer, Questioning+ Business Enterprise (LGBTQ+) Program – Applies to qualifying firms wishing to do business with any State department or agency that administers programs requiring the certification of businesses as LGBTQ+, and/or wishing to do business with casino licensees pursuant to State law.
- Small Business Enterprise (SBE) Set-Aside Program – Sets a goal of awarding 25 percent of state contracting and purchase order dollars to SBEs.
- Veteran-Owned Business (VOB) Set-Aside Program – Goal that contracting agencies give due consideration to certified VOBs in awarding contracts.
- Disabled Veteran-Owned Business (DVOB) Set-Aside Program – A goal of awarding three percent of state contracting and purchase order dollars to New Jersey businesses that are certified to be independently owned and operated by a service-disabled veteran(s).
- Socially and Economically Disadvantaged Business Enterprise (SEDB) Program – Applies to qualifying firms wishing to do business with any State department or agency that administers programs requiring the certification of businesses as SEDB, and/or wishing to do business with casino licensees pursuant to State law.

For more information regarding these Business Certifications, visit the Division of Revenue’s [website](#) or call (609) 292-2146.



Accessing Purchase Orders as a Vendor

To access Purchase Order information through NJSTART, please refer to the information below:

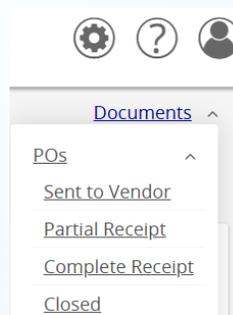
- First, login to your NJSTART account.
- In the home screen, click the person icon in the top right.
- Where the role name is listed, select "Seller" from the dropdown options.



- In the new screen, you will be greeted with a Welcome Back message, followed by your name. Below this message are different tabs that Sellers can navigate through.

News(0) Vendor Communication(0) Bids(0) PO(0) Quotes(0) Invoices(0) Vendor Performance(0)

- Click on the tab that is listed as PO. Inside of this tab, you will have access to your main Purchase Order functions within NJSTART.
- Purchase Orders are broken up in between two sections; Purchase Orders (Un-Acknowledged) & Purchase Orders – Sent
 - Purchase Orders that are unacknowledged are documents that have not yet been reviewed by a Seller within the Vendor Profile.
 - Purchase Orders that are in a Sent status have been reviewed by a Seller, with the option to send an acknowledgment receipt back to the issuing State Agency.
- Clicking any of the bold Purchase Order labels, will allow you to access that specific document.
- To sort your Purchase Orders by their receipt status, please refer to the options included in the Documents dropdown that is shown below:





Accessing Invoices as a Vendor

To access Invoice Information in NJSTART, please refer to the information below:

- First, login to your NJSTART account.
- In the home screen, click the person icon in the top right.
- Where the role name is listed, select "Seller" from the dropdown options.

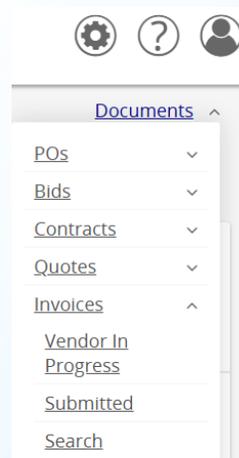


- In the new screen, you will be greeted with a Welcome Back message, followed by your name. Below this message are different tabs that Sellers can navigate through.



- Click on the tab that is listed as Invoices. Inside of this tab, you will have access to your main Invoice functions within NJSTART.
- Invoices are broken up between two sections, Vendor In Progress & Invoices Submitted
 - Invoices that are generated by a Seller User and have not yet been submitted, will populate under the "Vendor In Progress" tab.
 - Invoices that are created and submitted by Seller Users under the Vendor Profile or State Agencies on behalf of the Vendor, are contained under the "Invoices Submitted" tab.

- Clicking any of the bold Invoice labels, will allow you to access that specific document.
- To sort your Invoices by their status, please refer to the options included in the Documents dropdown that is shown below:





Vendor Frequently Asked Questions (FAQs)

A sampling of some of the most Frequently Asked Questions (FAQs) appears on this page. The complete set of FAQs can be accessed [here](#).

How do I register in NJSTART?

- Visit www.njstart.gov and click on "Supplier Registration" to start the process. More information can be found in the NJSTART "Vendor Registration" guide by clicking on the "**VENDOR QUICK REFERENCE GUIDES**" tab at [NJSTART Vendor Support page](#). You should also watch the "Registration Video" located on the Welcome page of the [NJSTART Vendor Support page](#).

I have lost access to my account?

- If you cannot recall your NJSTART Login ID or password, click on "Sign In" at the top of the Welcome to NJSTART page, then click on the "Login Assistance" option. Then, select either "Forgot User ID" or "Forgot Password". Follow the corresponding prompts, to recover your credentials. If you are still unable to access your account, email us at NJSTART@treas.nj.gov.

How do I update my remit address?

- Once registered, sign into www.njstart.gov using the Login ID and Password you created when you registered in **NJSTART** and ensure you're in the Seller Administrator role to make the necessary updates. Navigate to Maintain Organization Information, then click on "Maintain Addresses." Once there, review each Remit Address, ensure it has a Name, or add one if it's missing (e.g., Main Remit Address, Corporate Remit, etc.). You may also have to add an email address in the designated field; select one remit address as the Default address; and complete any other missing fields marked with an asterisk. The Reference Guide titled *Company Information & User Access* provides additional information regarding the process of adding, changing, or deleting any of your organization's addresses.

The person who created our company's profile is no longer employed by us. How do we access the account?

- Email us at NJSTART@treas.nj.gov using your company email address and provide us with the former company administrator's name and your company's tax ID. You may also call us at 609-341-3500, press option 1 and provide us with the former company administrator's name and your company's tax ID for verification.



Vendor Frequently Asked Questions (FAQs) Continued

How do I submit a Quote (Proposal)?

- Please read the Bid Solicitation in its entirety as well as the other attachments. Also read the Reference Guide titled [Submit a Quote](#). There is also a video available titled "[Submit a Quote](#)" on our website.

How do I enter my banking information for electronic payments?

1. You can add your banking information after your initial registration has been completed. Sign in at www.njstart.gov using the Login ID and Password you created when you registered in **NJSTART** and ensure you're in the Seller Administrator role to make the necessary updates. Navigate to Maintain Organization Information, then click on "Maintain Addresses." Once there, review each Remit Address, ensure it has a Name, or add one if it's missing (e.g., Main Remit Address, Corporate Remit, etc.). Select one remit address as the Default address; and complete any other missing fields marked with an asterisk.
2. Click on the blue name link to the left of each remit address you want to update. **Check the "EFT Enabled?" box** to open the fields to enter your bank account description, country, bank name, account type, routing, and account numbers to receive electronic (ACH) payments. **Remember to save your changes.**
3. **If you find that a password has been saved in the Account Number field within NJSTART inadvertently, please disable your browser's auto-populate or form fill feature. You can also try clearing your browser's cache or use a different browser.** Then re-enter your account number, Save & Exit, or Save & Continue. Log back into **NJSTART** to double-check the account number and ensure that the correct account number has been saved. Some browsers save information like passwords and then enter it in some fields automatically when the auto-populate or form fill feature is turned on.
4. Also, navigate to the "Terms & Categories" section and review your selection for Category: 4 to ensure it matches your remittance preference (the EFT box must be checked if you want to receive electronic payments).

Note: The Division of Purchase & Property will never ask for a vendor's direct deposit information as this is a function in NJSTART where the vendor can enter that information directly after logging into the system securely, as noted above.



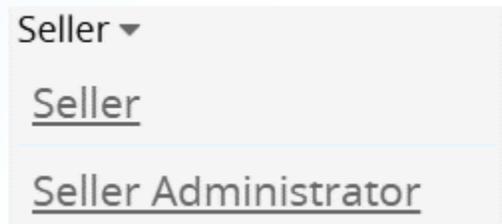
ACH/EFT Transaction Failures

If you are ever advised by the State that an ACH/EFT transaction failed because the banking details in your NJSTART account need to be updated, please follow the below instructions:

- First, sign into your NJSTART profile.
 - You will see three circles in the upper right-hand corner, click on the one that looks like a shadow of a person.



- When you click on the person icon, you will be presented with a dropdown, with a role label of “Seller” or “Seller Administrator”. Click on the option that says “Seller Administrator”.



- In the new screen, click on the box that is labeled as Maintain Organization Information. Next, click on Maintain General Organization Information. Then, click on Maintain Addresses.
 - In the Maintain Addresses screen, click on the blue name link, to the left of the remit address that you want to update.
 - Replace the existing banking information with the new banking information.

EFT Enabled?

Description *:

Country *:

Branch Name *:

Account Type *:

Routing Number *:

Account Number *:

IAT Flag: ⓘ

- Once you are done, click Save & Continue, and then you can exit out of the page.
- Additionally, please ensure that you check Category 4 of your NJSTART Terms & Categories section, to ensure that you have EFT selected as a payment preference within your Vendor Profile.



Vendor Quick Reference Guides (QRGs)

All Vendor Quick Reference Guides (QRGs) are updated periodically to reflect the most recent changes to the NJSTART e-procurement system.

Please visit our NJSTART Vendor Support Page [here](#) to see all our Vendor related QRGs, frequently asked questions, and helpful videos. If you need assistance or have questions about NJSTART, please email us at njstart@treas.nj.gov or call the NJSTART helpdesk at 609-341-3500.

Registration: Enrolling Your Company in NJSTART

- [Vendor Registration](#)
- [Vendor Registration Video](#)
- [Establishing a Doing Business As \(DBA\)](#)
- [Login/Password Assistance](#)

Vendor Profile Management

- [Company Information & User Access](#)
- [Vendor Categories & Certifications](#)
- [Attaching Forms & Files](#)

Vendor Bidding Opportunities

- [Find a Bid](#)
- [Submit a Quote](#)
- [Submit a Quote Video](#)
- [How to Review a Submitted Quote](#)
- [Accessing Purchase Orders & Electronic Invoicing](#)
- [Electronic Invoicing Video](#)

Registered Vendor Search

- [Search for Registered Vendors](#)

State Contract Search

- [How to Search for State Contracts](#)



NJSTART- Supplier Program Overview

NJSTART Marketplace- A New Jersey Cooperative Procurement Alliance

How Does it Work?

Join the NJSTART (NJSTART) Marketplace and reach buyers from local governments, school districts, county and state colleges and independent authorities within the state of New Jersey. This modern, web-based platform streamlines the RFP, contract, and purchasing process and gives suppliers the opportunity to create a presence in the NJSTART Marketplace.

1. Do you have an active State of New Jersey Cooperative Contract

If your contract does not contain NJSTART Procurement Efficiency Program (PEP) Marketplace terms and conditions, ask NJSTART and the State if your contract is eligible to join. If yes, sign the contract amendment and return it to suppliers-njstart@mdfcommerce.com.

2. Broaden your Prospects and Expand Your Reach

Once your contract is successfully implemented in the NJSTART Marketplace, you'll be connected with Periscope/SOVRA's Supplier Success Team. They will guide you through onboarding and provide dedicated support to enhance the visibility of your contract with local government buyers across New Jersey.

Why Participate in NJSTART?

Centralized Profile and Compliance Management: Easily maintain all profile and compliance documentation in one convenient location, streamlining administrative tasks and ensuring compliance with procurement requirements.

Live Support: Access live support from NJSTART experts, ensuring prompt assistance and guidance throughout the procurement process, leading to smoother transactions and improved vendor satisfaction.

Free RFx Lead Notifications: Receive free notifications for RFx (Request for Proposal, Request for Quote, etc.) leads, enabling suppliers to stay informed about relevant bidding opportunities and increase their chances of winning contracts.

Electronic Bid Submissions: Submit bids electronically, eliminating the need for paper-based submissions and simplifying the bidding process for suppliers. This saves time and resources while improving efficiency.

Contract Versioning: Easily manage contract versions within the NJSTART platform, ensuring suppliers have access to the latest contract terms and updates, reducing the risk of misunderstandings and disputes.

eSignatures: Streamline contract signing processes with electronic signatures, enabling suppliers to sign contracts securely and efficiently online, reducing paperwork and accelerating contract execution.



NJSTART- Supplier Program Overview Continued

Key Benefits of Being an Approved Supplier in NJSTART: (Or: What's in it for you?)

Increased Sales Opportunities: Being part of NJSTART's new eProcurement platform opens significant sales opportunities within the State of New Jersey. Having a presence in the marketplace is critical for visibility and awareness of your contracts by gaining access to a vast network of local government buyers.

Comprehensive Support: NJSTART offers extensive support to suppliers through our partners at Periscope, ensuring your contracts are properly presented within the new marketplace through our Marketplace Catalogue Implementation and Supplier Success Teams.

Visibility and Contract Awareness: NJSTART enhances suppliers' visibility and ensures that buyers are aware of available contracts, leading to increased contract utilization and business growth. This visibility extends beyond the marketplace, reinforcing the importance of participation in the program.

Marketing Support: In addition to supporting suppliers in creating their presence in Marketplace, NJSTART provides marketing support to drive local buyers to the Marketplace. Our dedicated Account Managers work with local government buyers regularly, providing training, webinars, newsletters, category spotlights, and more, all with the goal of driving more buyers to NJSTART.

End-to-End Assistance: NJSTART doesn't just assist suppliers with initial setup of their marketplace presence; it provides support throughout the entire lifecycle. From pre-registration guidance to post-contract support, suppliers can rely on NJSTART to assist wherever support is needed.

Inclusive Opportunities: NJSTART ensures that no matter the type of contract you hold, your presence in the NJSTART Marketplace is essential and the Marketplace Implementation team is there to support you to effectively showcase your offerings and reach more potential buyers.

For more information or to get started, visit njstart.info/vendors or contact us at suppliers-njstart@mdfcommerce.com.