



**New Jersey Department of the Treasury  
Division of Purchase and Property**

**Quick Reference Guide:**

**COMPANY INFORMATION & USER ACCESS**

**Seller Administrators**

Revised as of: 11/07/22





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## 1.0 Purpose

- This Reference Guide is one of several that provides step-by-step instructions on how to manage your company's NJSTART Vendor Profile and applies only to those vendors who have completed NJSTART registration.
- This guide addresses the following NJSTART Seller Administrator functions:
  - Maintaining general organization information about your company, such as preferred means of contacting you, addresses, commodity codes, and service codes.
  - Managing access to NJSTART by other employees of your company, to include: adding new users, managing user account information, assigning user roles and privileges, and removing access from employees who are no longer authorized.
- If you have any questions about the terminology or function of what you see on your screen, click on the question mark icon present on the top right hand corner of every screen.
  - A drop-down list will appear containing choices in the User Manual.
  - To locate the section of the Manual that pertains to maintaining organization information and other topics, find the Seller Administration heading in the Table of Contents.
  - Reference Guides for registering your company in NJSTART, managing your Vendor Profile, and many other topics can be found at the NJSTART Vendor Support Page at: <https://www.state.nj.us/treasury/purchase/vendor.shtml>
- If you have additional questions, you may contact a New Jersey State Vendor Administrator at (609) 341-3500 or email [njstart@treas.nj.gov](mailto:njstart@treas.nj.gov)

## 2.0 Certain NJSTART Functions Only Available During Weekday Hours

- You can access your NJSTART vendor profile whenever you like, 24/7, to begin the registration process, edit your general organization information, create and set up quotes, manage your company's user access, complete and attach forms, conduct searches, and update non-financial categories and certifications.
- However, certain NJSTART functions require validation through the New Jersey Comprehensive Financial System (NJCFIS). NJCFIS is only available each weekday from 7:00 a.m. until 7:00 p.m. and is unavailable on weekends. As a result, the following NJSTART functionality is limited to weekday hours:
  - Completing registration in NJSTART;
  - Entering or editing values in any of the mandatory OMB categories, as described in Reference Guide: Vendor Categories and Certifications;
  - Adding or editing an address
  - Conducting business with the State to process purchase orders.



- Attempting to use any of the functions listed on the previous page during periods when NJCFS is not available will not harm your vendor profile in any way. Instead, you will receive the following red system error messages as shown in *Figure 2.0.1.*:

*Figure 2.0.1.*

**System Error(s)**

- `com.periscope.service. ServiceException: Unexpected error processing vendor message: BrokeError Interface: NEWJERSEY`
- `java.lang. RuntimeException. com.periscope.service. ServiceException. Unexpected error processing vendor message. BrokeError...`

- The failed transactions will not be processed or stored, and NJSTART will not automatically try to send the transaction again the next day when NJCFS comes back online.
- Close NJSTART and log in again during weekday hours. The next time you log into the system, try to complete the transaction and save to clear the error messages.

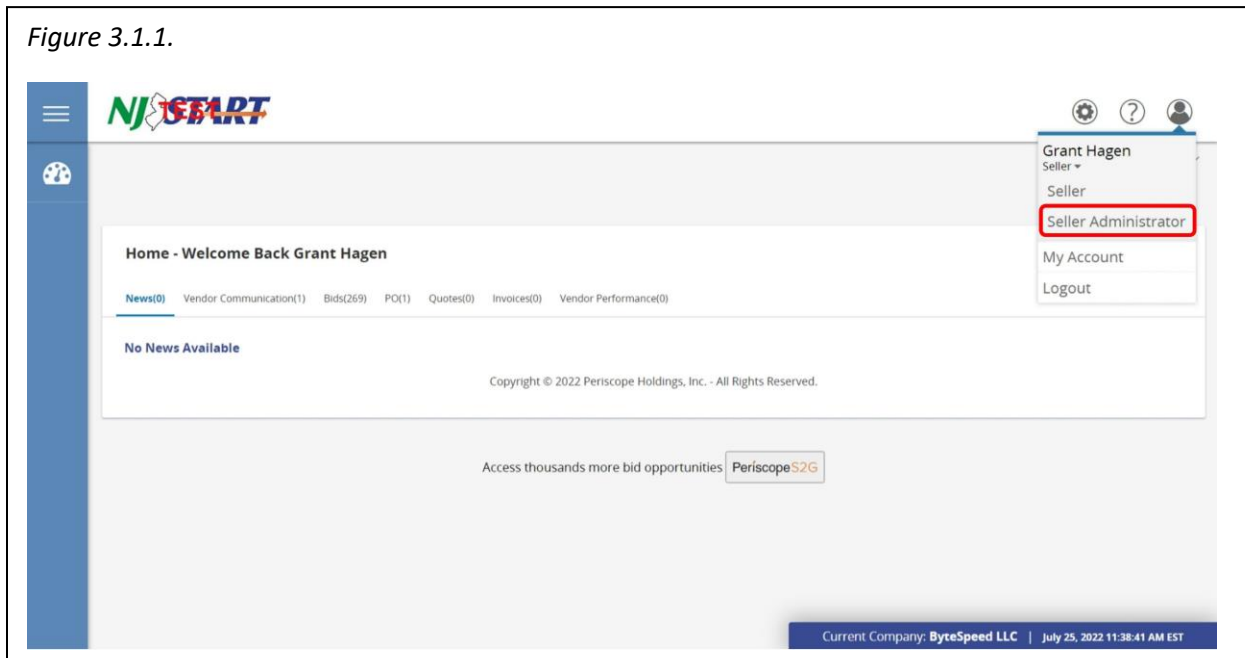
### 3.0 Login and User Role Selection

- You must be logged in to NJSTART to perform any of the actions described in this guide. This section provides an overview on how to maintain your company information in your NJSTART vendor account.

#### 3.1. Verify that the Seller Administrator Role Is Selected

- The activities described in this section require the user to have Seller Administrator privileges. Select the Seller Administrator role by clicking the icon and selecting the correct role from the drop-down list as shown in *Figure 3.1.1*.

Figure 3.1.1.



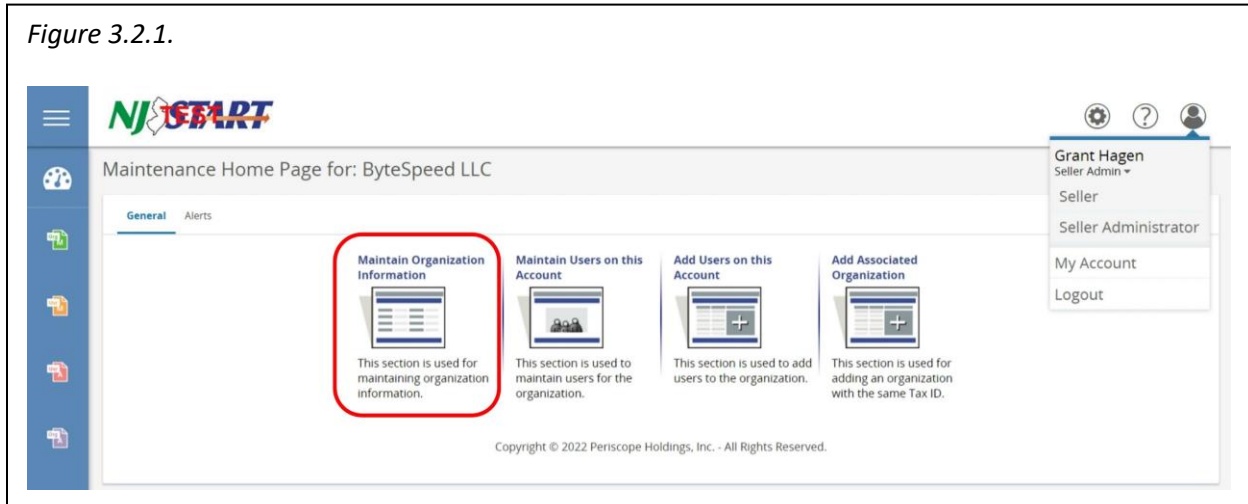
- If you cannot select the Seller Administrator role or see the screenshot shown above, then you do not have the necessary privileges to perform Seller Administrator management tasks.
- To remedy this, you may request that the necessary privileges be granted to you by your company's Seller Administrator.

**NOTE:** If you see a red "Overall Validation Errors" message on your home page, click on it. 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 will also have to add an email address in the designated field, and select one remit address as the Default address.

### 3.2. Vendor Profile Navigation

- Once you're logged in and have selected the correct user role, the Seller Administrator Maintenance Home Page opens as shown in *Figure 3.2.1*.

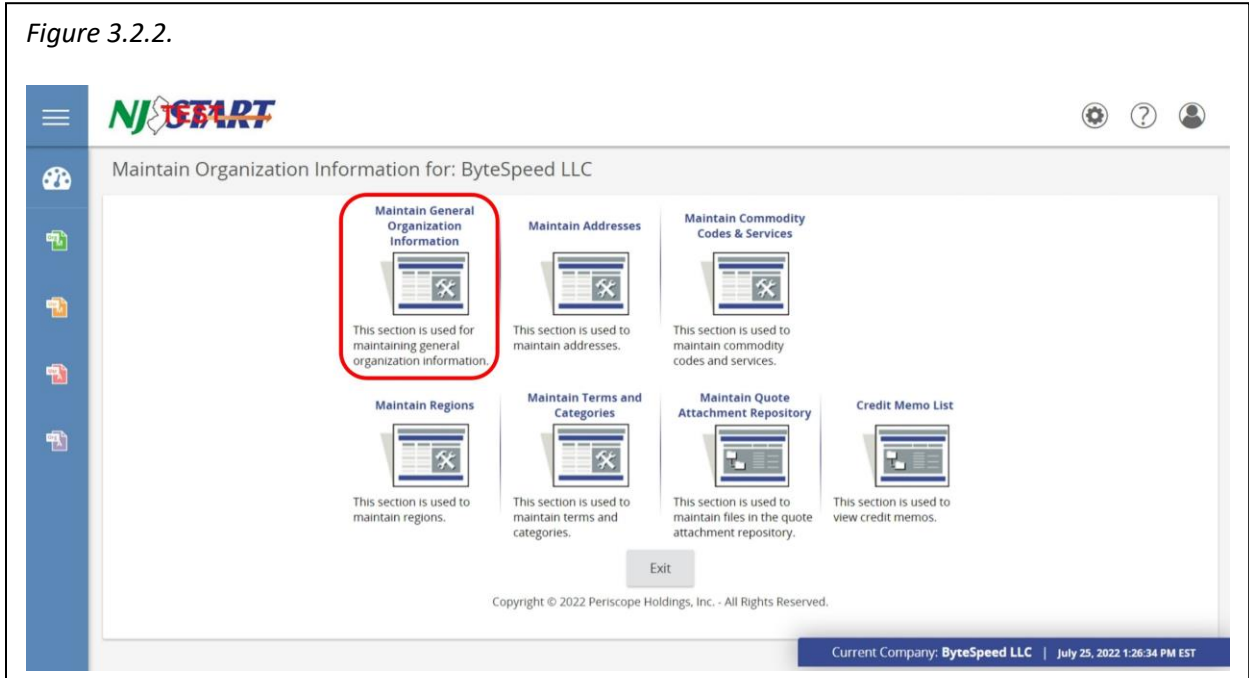
*Figure 3.2.1.*



- All of the information about your company contained in your NJSTART Vendor Profile is maintained using the first function on this screen: Maintain Organization Information as shown in *Figure 3.2.1*.
  - The second and third functions on the Maintenance Home Page screen are used to add and maintain user access accounts for other employees in your company.
  - The last function, Add Associated Organization, is described in Quick Reference Guide: “Establishing a Doing Business As (DBA).”
- Click on Maintain General Organization Information as shown in *Figure 3.2.2*.
  - This control panel will give you access to all of your organization’s information and is divided into seven categories.
  - This guide will describe how to maintain four Vendor Profile information functional categories on this screen. They are:
    - Maintain General Organization Information;
    - Maintain Addresses;
    - Maintain Commodity Codes & Services; and
    - Maintain Quote Attachment Repository.

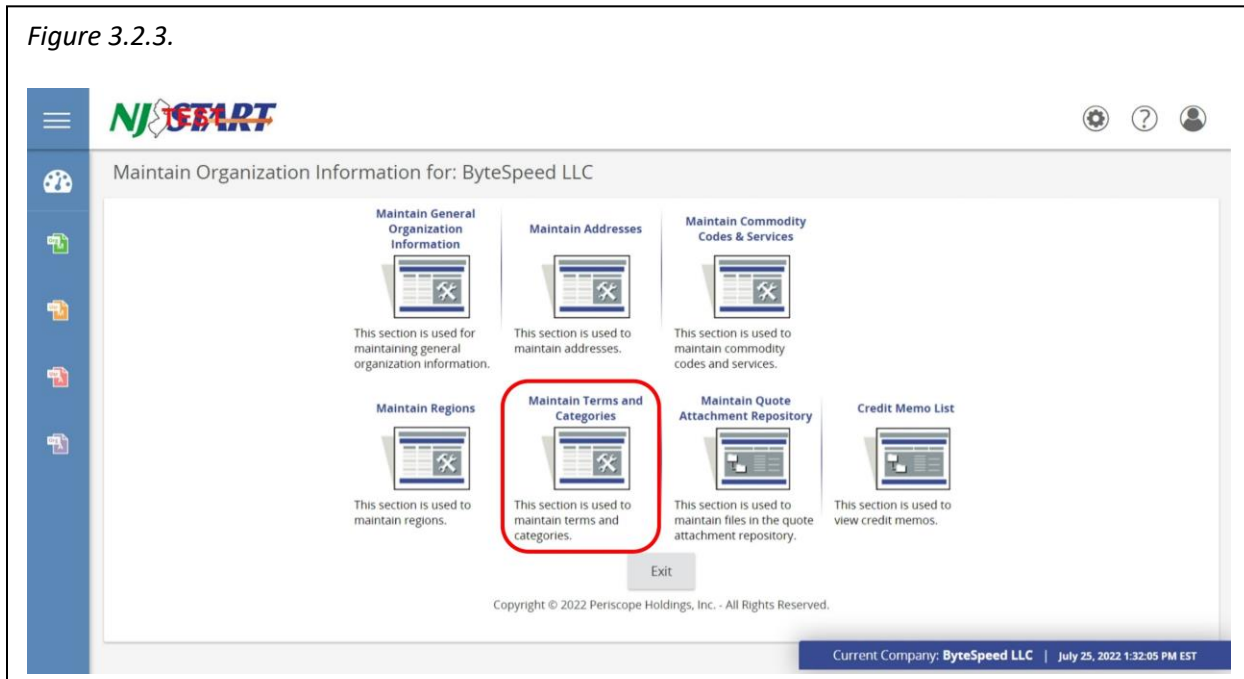
**NOTE:** Maintain Regions and Credit Memo List are not currently used in NJSTART.

Figure 3.2.2.



- The Maintain Terms and Categories function, in the bottom row as shown in *Figure 3.2.3.*, is described in the Reference Guide titled Categories and Certifications.

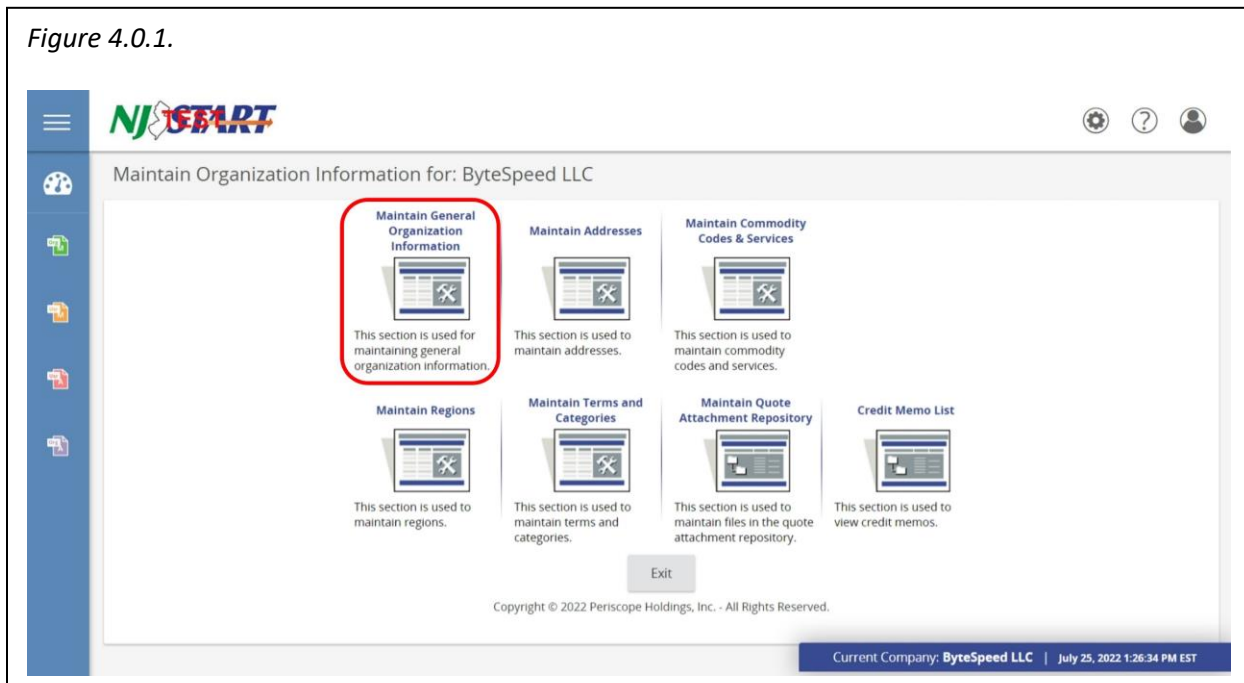
Figure 3.2.3.



#### 4.0 Maintain General Organization Information

- Click on the Maintain General Organization Information function as shown in *Figure 4.0.1.*

Figure 4.0.1.







- The Maintain General Organization Information screen appears as shown in *Figure 4.0.3*.

Figure 4.0.3.

**Maintain General Organization Information**

Vendor ID: **V00005830**

Company Name\*: ByteSpeed LLC Vendor Legal Name\*: ByteSpeed LLC

DBA for Vendor:

Tax ID #: 346773458 Country Code for Tax ID\*: US - United States of America

Is Tax ID # an Employer Identification Number (EIN) or a Social Security Number (SSN)?

EIN  SSN

Incorporation Details: State: MN Year of Incorporation: 18

Business Description: Technology Solutions Provider

Preferred Delivery Method: Email

Vendor Email: test@periscopeholdings.com

Vendor Fax:

Interagency Voucher Eligible

Emergency Supplier:

Yes  No

Emergency Phone\*: Ext.:

Emergency Contact Name\*:

Emergency Email\*:

Emergency Info Comment:

User Last Updated: Dominic Scola  
Date Last Updated: 10/05/2017 11:31:38 AM

Current Company: **ByteSpeed LLC** | July 25, 2022 1:44:06 PM EST

**Attachments**

Download	File	Description	Size	Uploaded By	Uploaded Date	Confidential	Delete
	ByteSpeed Info Packet.pdf		0 bytes	Matt Thompson	09/28/2017 05:59:25 PM	<input type="checkbox"/>	<input type="checkbox"/>

File:  No file chosen

Description:

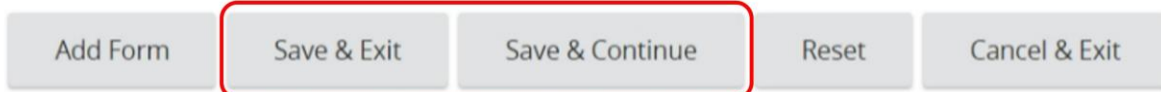
**Forms**

**No Form Attachments**

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- This screen contains information about your company’s identity, the nature of your business, the preferred means of contacting you, etc.
- All of your company’s General Organization Information can be changed, as necessary, except for your Vendor ID and your Tax ID #.
- Your company name must be entered correctly so that your NJSTART records can be found by using the vendor search tools.
- In addition, your entry in the Vendor Legal Name field must match the Taxpayer Name on your State of New Jersey Business Registration Certificate, before:
  - You can be awarded a contract:
  - Issued a purchase order; or
  - Receive payments.
- After you’ve entered all your changes, click on “Save & Exit” or “Save & Continue” on the bottom of the screen as shown in Figure 4.0.4.

Figure 4.0.4.



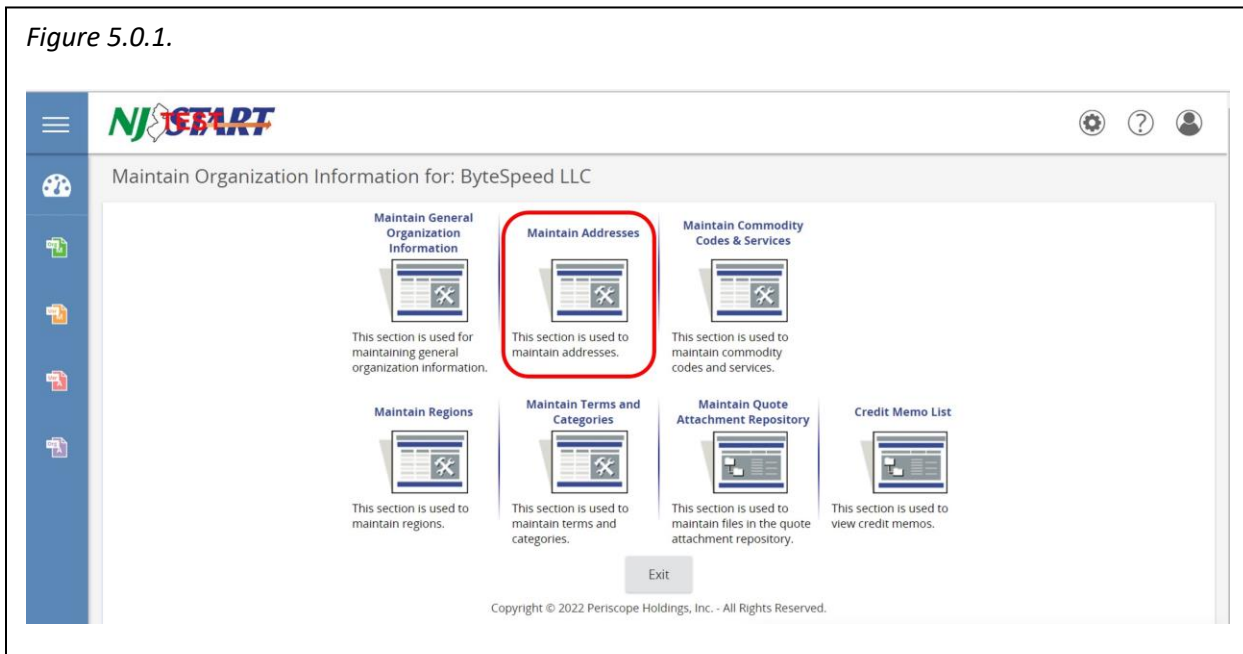
- The purpose of the Attachments section on the Maintain General Information screen is addressed in the Reference Guide titled “Attaching Forms & Files” which is available at: <https://www.state.nj.us/treasury/purchase/vendor.shtml>

## 5.0 Maintain Addresses

**NOTE:** Adding addresses, or editing current addresses, can be completed only during weekday hours (7:00 AM – 7:00 PM). Please refer to Section 2.0 for additional information. If you see a red “Overall Validation Error” message, refer to Section 3.1.

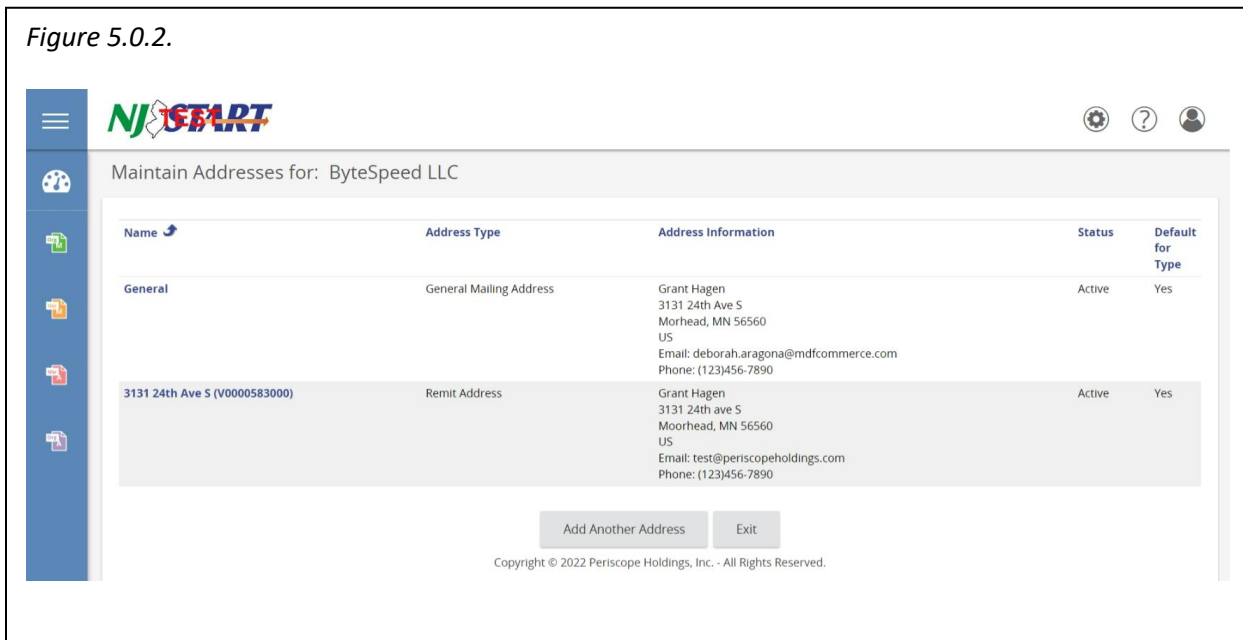
- To add, change or delete any of your organization’s addresses, click the Maintain Addresses function, as shown in *Figure 5.0.1*. on the Maintain Organization Information control panel:

Figure 5.0.1.



- The screen will appear as shown in *Figure 5.0.2*.

Figure 5.0.2.

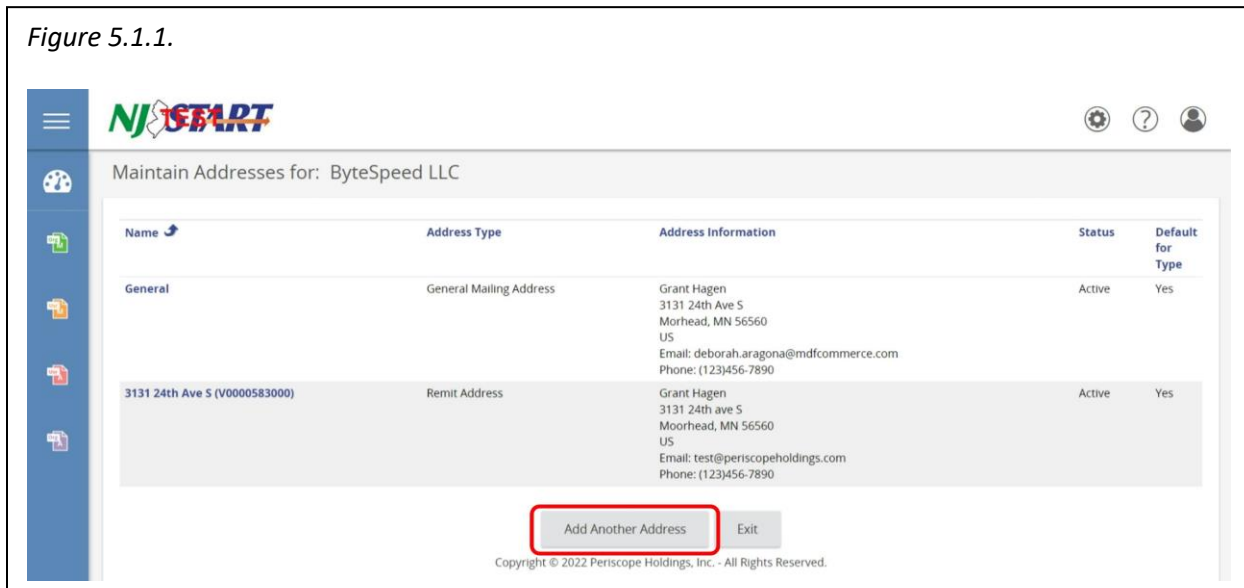


- This view allows you to see all of your company’s addresses that are currently in NJSTART. To see the details of a particular address, click on the link in the Name column. The details for that address will appear in a separate screen. Make whatever edits you wish, and when you’re finished, click “Save & Exit.”

### 5.1. Adding Another Address

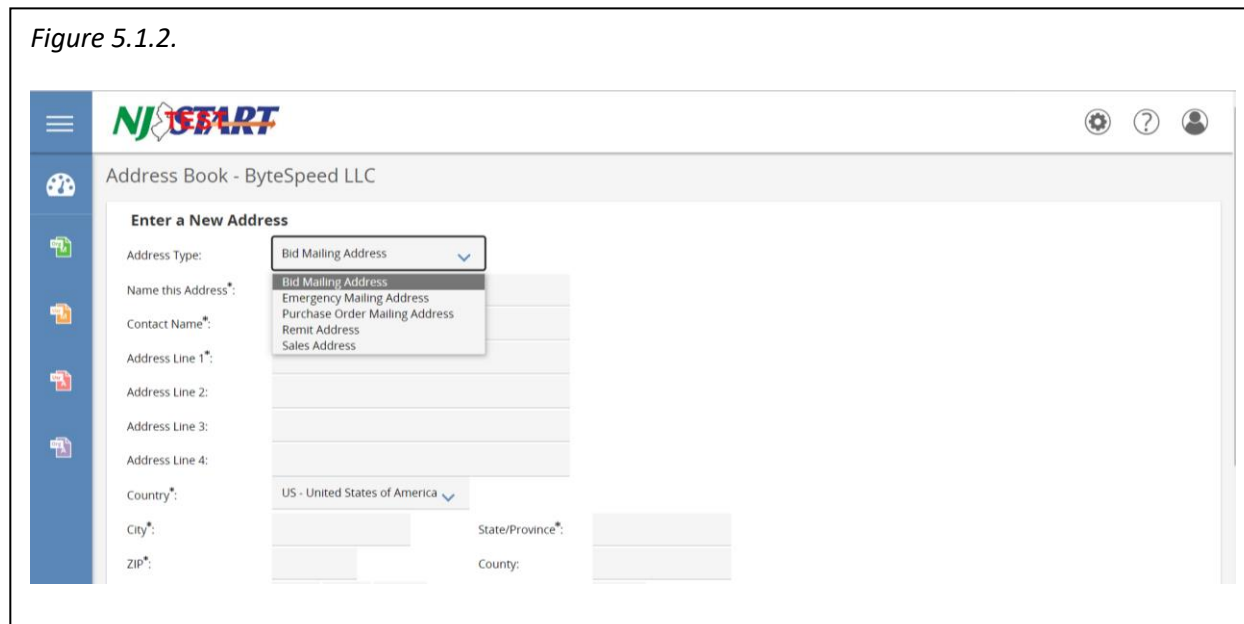
- Click on the Add Another Address button at the bottom of the screen as shown in *Figure 5.1.1*.

Figure 5.1.1.



- The following blank new address screen appears as shown in *Figure 5.1.2*.

Figure 5.1.2.





- The first step in adding a new address is determining the address type. The following options are available:
  - Bid Mailing Address;
  - Emergency Mailing Address;
  - Purchase Order (PO) Mailing Address;
  - Remit Address; and
  - Sales Address.

**NOTE:** Address Line 1 has a limit of 25 characters, including spaces.

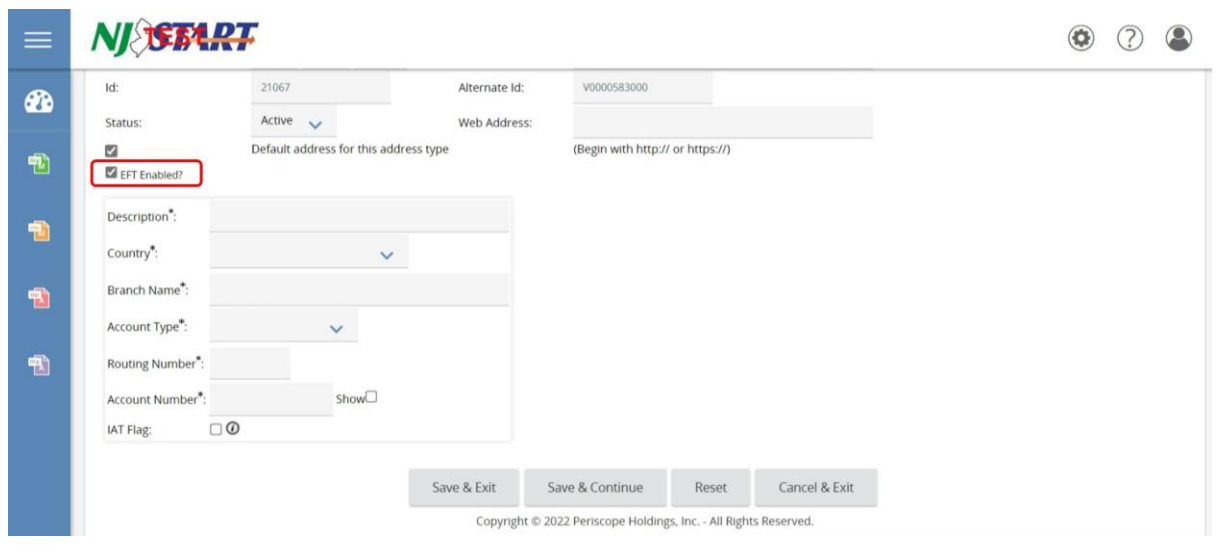
- You may have multiple addresses of the same type, but each type will have one address as the default. For example: there may be two PO Mailing Addresses, but when creating a PO, only the default will appear on the PO. However, State procurement staff can select other addresses in your profile, if necessary, when issuing a purchase order.
- Once you have finished entering the information for the address, click the “Save & Exit” button.

## 5.2. Enabling a Remit Address for Electronic Payments

- First, navigate to the Maintain Terms and Categories section of your Vendor Profile and ensure that the EFT payment option for Category 4 (Electronic Funds Transfer Certification) has been selected and saved. This is required in order to receive electronic payments.
- Second, navigate to the Maintain Addresses section and select the Remit Address to which you want to add banking information by clicking on the link in the Name column to the left of each address. You may add banking information to multiple Remit Addresses, but you can only modify one at a time.

**NOTE:** The details for each address will appear in a separate screen. Scroll down towards the bottom of the screen and check the box next to “EFT Enabled?” to access the additional banking fields as shown in *Figure 5.2.1*.

Figure 5.2.1.



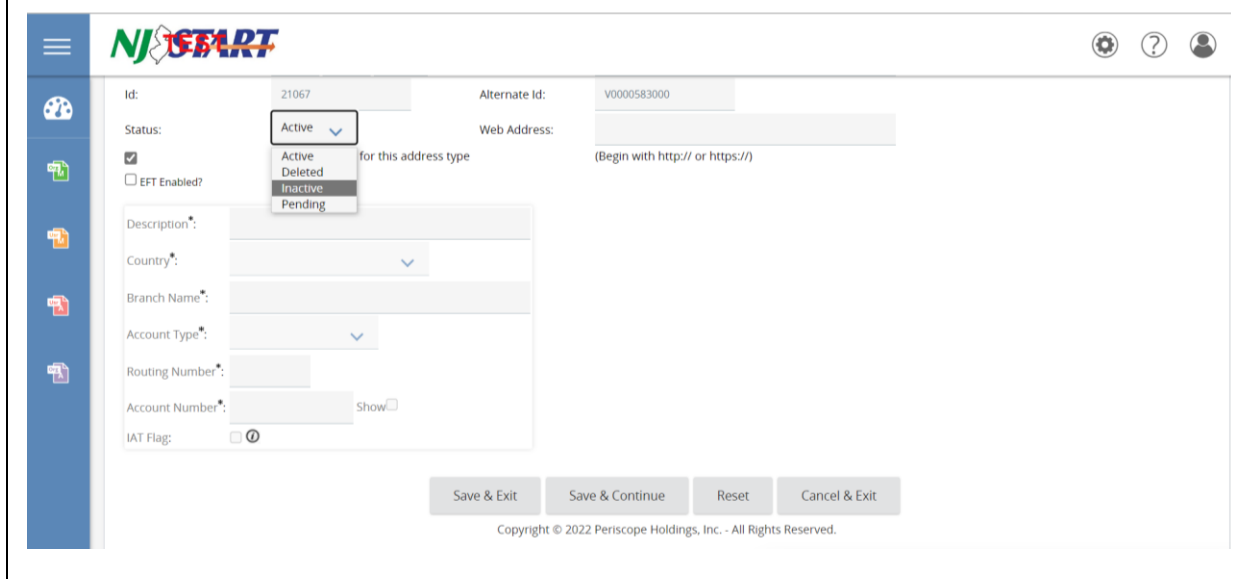
- Enter your banking information into each of the required fields marked with an asterisk and then click the “Save & Exit” button.

**NOTE:** If you find that a password has been saved in the Account Number field within NJSTART inadvertently, disable your browser’s auto-populate or form fill feature, 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. 11 of 20 The IAT (International ACH Transactions) Flag checkbox at the bottom of the page should be checked ONLY if the financial institution receiving your electronic funds payment is a foreign bank or is acting as an agent of a foreign bank on your behalf.

### 5.3. Making an Address Inactive

- NJSTART does not permit users to delete information from the system, but it does allow you to inactivate an address, if it is no longer in use.
- To do this, select the address you wish to deactivate from the Maintain Addresses. When the address details screen opens, find the status field near the bottom of the screen, as shown in *Figure 5.3.1*.
- Click the drop-down box in the Status Field, and set this value to Inactive. Then click “Save & Exit.”
- The State will no longer use an address if its status is set to Inactive.

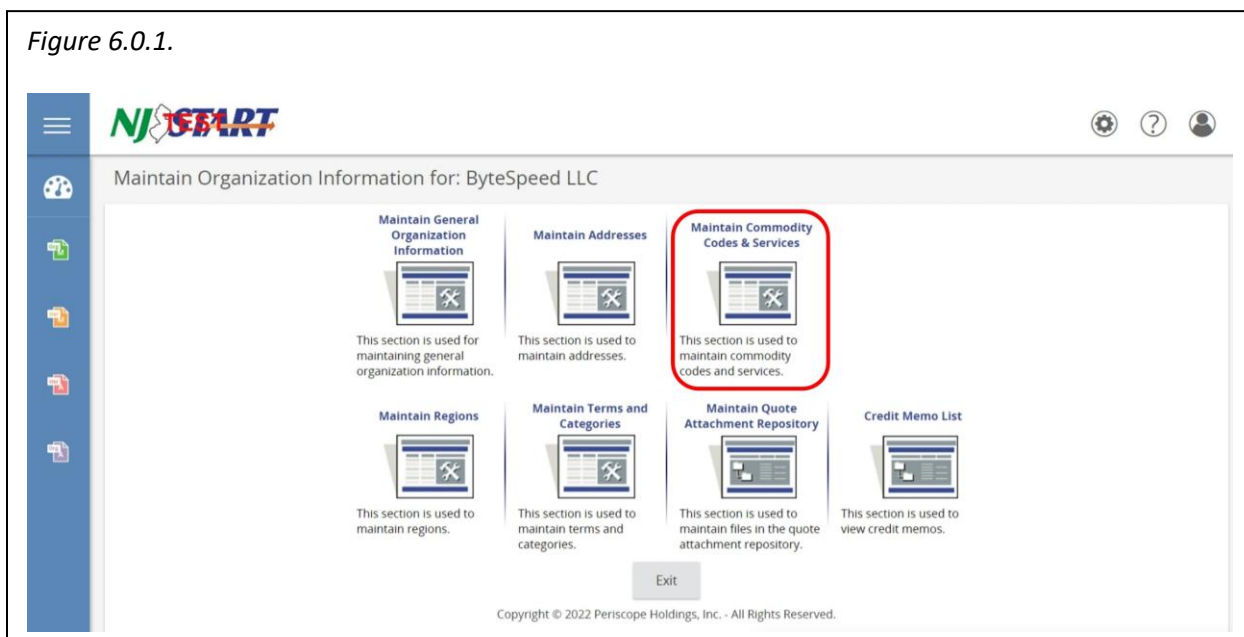
Figure 5.3.1.



## 6.0 Maintain Commodity Codes and Service Codes

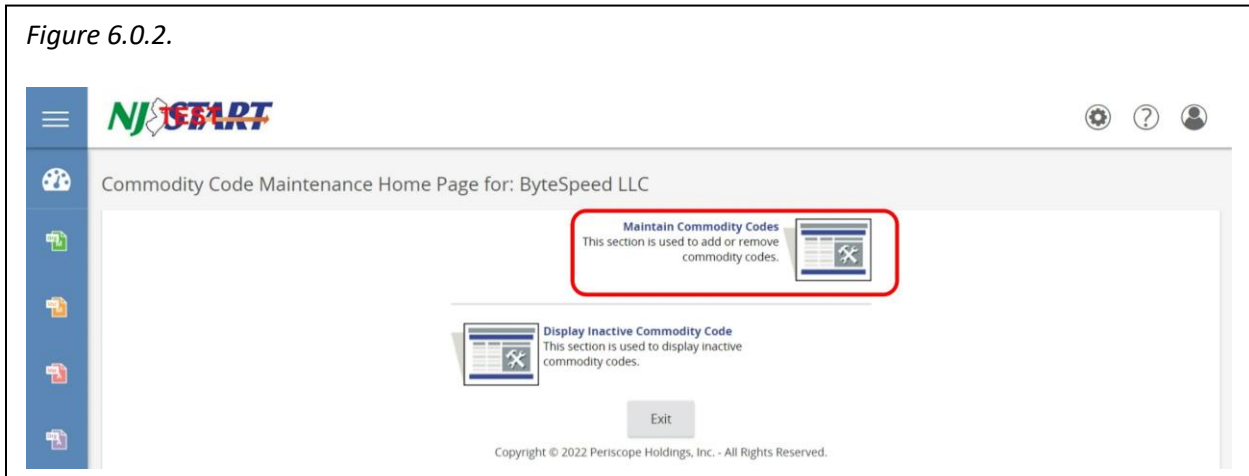
- During NJSTART registration, your organization was required to select at least one NIGP (National Institute of Governmental Purchasing) commodity or service code.
- This section provides step-by-step instructions on how to add, deactivate or reactivate NIGP codes.
- You can maintain commodity codes and service codes by clicking on that function on the Maintain Organization Information control panel as shown in *Figure 6.0.1*.

Figure 6.0.1.



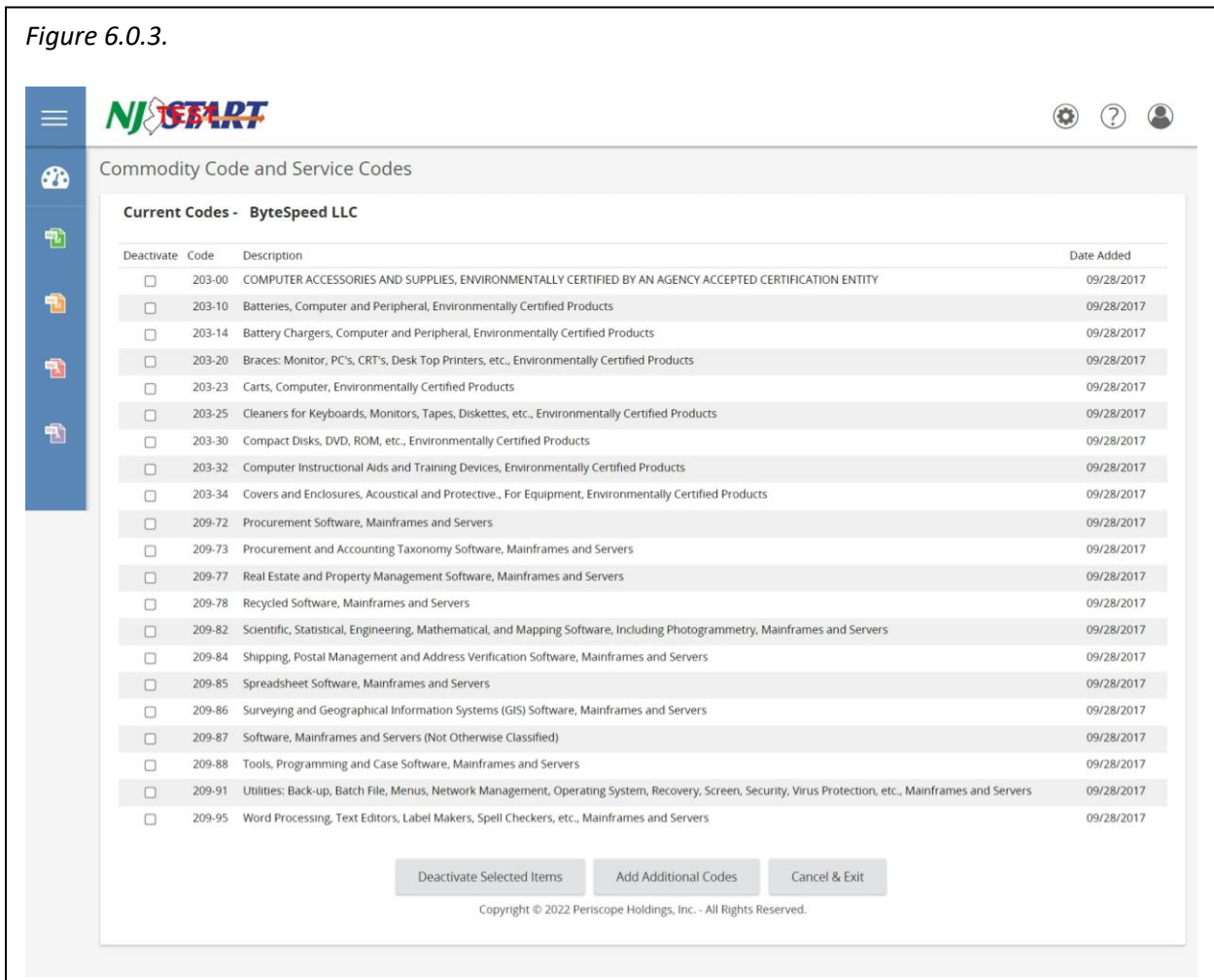
- The following screen appears as shown in *Figure 6.0.2*.
- Click on Maintain Commodity Codes.

Figure 6.0.2.



- The Current Codes screen appears as shown in *Figure 6.0.3*.

Figure 6.0.3.

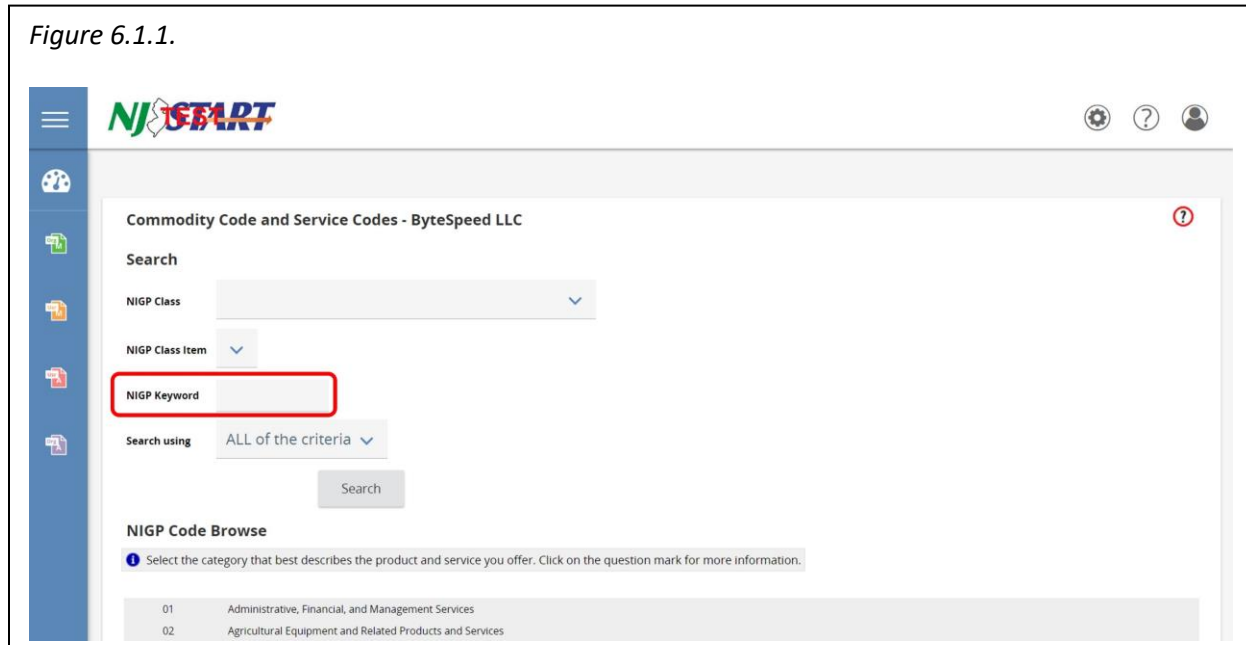




## 6.1. Adding Commodity Codes

- Clicking on the Add Additional Codes button opens the following screen as shown in Figure 6.1.1. To add NIGP codes to your profile, you may use the keyword search or the drop-down links listed for NIGP Class and NIGP Class Item.

Figure 6.1.1.



- For more information about NIGP, you may visit <https://www.nigp.org/>

**NOTE:** If you cannot find an NIGP code, check your Inactive NIGP codes.

## 6.2. Deactivating Commodity Codes

- This screen also allows you to add or deactivate NIGP codes as shown in *Figure 6.2.1*.
- At the bottom of your screen you will find buttons enabling you to deactivate the selected NIGP codes.
- Deactivated commodity codes will no longer be displayed in your profile.
- If you have added more than one page of NIGP codes to your profile, you may have to scroll down to see them all.



Figure 6.2.1.

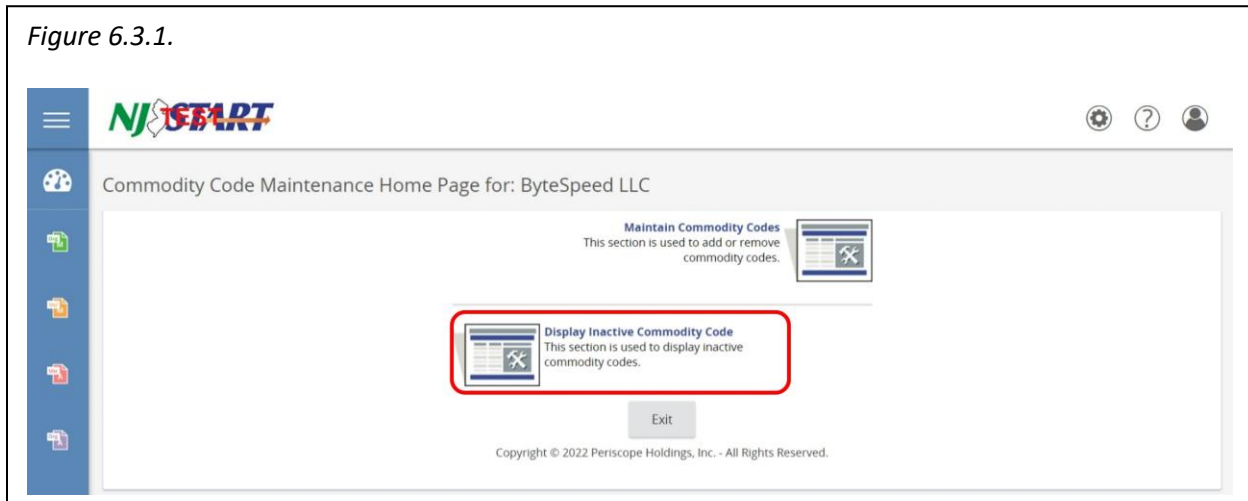
The screenshot displays the NJSTART web application interface. The main content area is titled "Commodity Code and Service Codes" and shows a list of "Current Codes - ByteSpeed LLC". The list is presented in a table with columns for "Deactivate", "Code", "Description", and "Date Added". Each row contains a checkbox, a code number, a detailed description of the commodity or service, and the date it was added (all dates are 09/28/2017). At the bottom of the table, there are three buttons: "Deactivate Selected Items", "Add Additional Codes", and "Cancel & Exit". Below the buttons is a copyright notice: "Copyright © 2022 Periscope Holdings, Inc. - All Rights Reserved."

Deactivate	Code	Description	Date Added
<input type="checkbox"/>	203-00	COMPUTER ACCESSORIES AND SUPPLIES, ENVIRONMENTALLY CERTIFIED BY AN AGENCY ACCEPTED CERTIFICATION ENTITY	09/28/2017
<input type="checkbox"/>	203-10	Batteries, Computer and Peripheral, Environmentally Certified Products	09/28/2017
<input type="checkbox"/>	203-14	Battery Chargers, Computer and Peripheral, Environmentally Certified Products	09/28/2017
<input type="checkbox"/>	203-20	Braces: Monitor, PC's, CRT's, Desk Top Printers, etc., Environmentally Certified Products	09/28/2017
<input type="checkbox"/>	203-23	Carts, Computer, Environmentally Certified Products	09/28/2017
<input type="checkbox"/>	203-25	Cleaners for Keyboards, Monitors, Tapes, Diskettes, etc., Environmentally Certified Products	09/28/2017
<input type="checkbox"/>	203-30	Compact Disks, DVD, ROM, etc., Environmentally Certified Products	09/28/2017
<input type="checkbox"/>	203-32	Computer Instructional Aids and Training Devices, Environmentally Certified Products	09/28/2017
<input type="checkbox"/>	203-34	Covers and Enclosures, Acoustical and Protective, For Equipment, Environmentally Certified Products	09/28/2017
<input type="checkbox"/>	209-72	Procurement Software, Mainframes and Servers	09/28/2017
<input type="checkbox"/>	209-73	Procurement and Accounting Taxonomy Software, Mainframes and Servers	09/28/2017
<input type="checkbox"/>	209-77	Real Estate and Property Management Software, Mainframes and Servers	09/28/2017
<input type="checkbox"/>	209-78	Recycled Software, Mainframes and Servers	09/28/2017
<input type="checkbox"/>	209-82	Scientific, Statistical, Engineering, Mathematical, and Mapping Software, Including Photogrammetry, Mainframes and Servers	09/28/2017
<input type="checkbox"/>	209-84	Shipping, Postal Management and Address Verification Software, Mainframes and Servers	09/28/2017
<input type="checkbox"/>	209-85	Spreadsheet Software, Mainframes and Servers	09/28/2017
<input type="checkbox"/>	209-86	Surveying and Geographical Information Systems (GIS) Software, Mainframes and Servers	09/28/2017
<input type="checkbox"/>	209-87	Software, Mainframes and Servers (Not Otherwise Classified)	09/28/2017
<input type="checkbox"/>	209-88	Tools, Programming and Case Software, Mainframes and Servers	09/28/2017
<input type="checkbox"/>	209-91	Utilities: Back-up, Batch File, Menus, Network Management, Operating System, Recovery, Screen, Security, Virus Protection, etc., Mainframes and Servers	09/28/2017
<input type="checkbox"/>	209-95	Word Processing, Text Editors, Label Makers, Spell Checkers, etc., Mainframes and Servers	09/28/2017

### 6.3. Display Inactive Commodity Codes

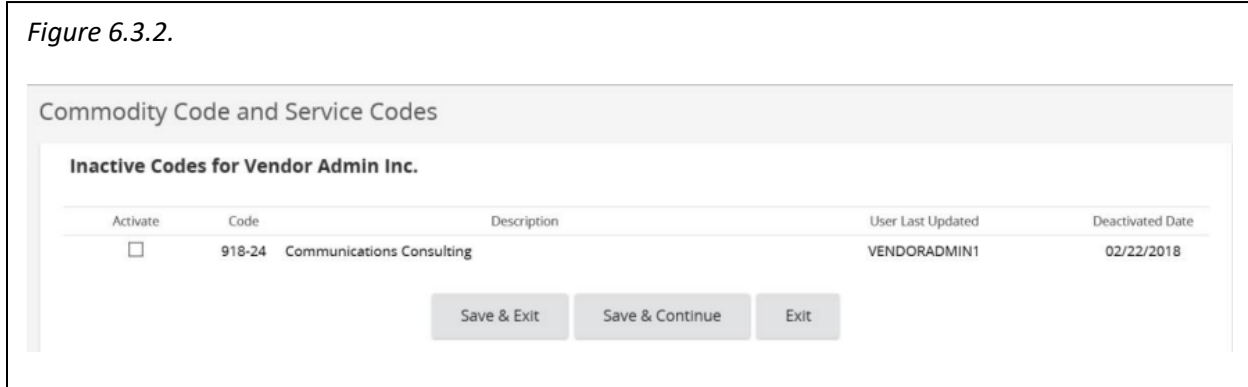
- Deactivated codes cannot be added to your profile again as new codes, but they can be activated.
- To view commodity codes that have been deactivated, click on the Display Inactive Commodity Codes function as shown in *Figure 6.3.1*.

Figure 6.3.1.



- The following screen will be displayed as shown in *Figure 6.3.2*.

Figure 6.3.2.



- Click on the Activate box for the code that you want to restore and then click “Save & Exit.”

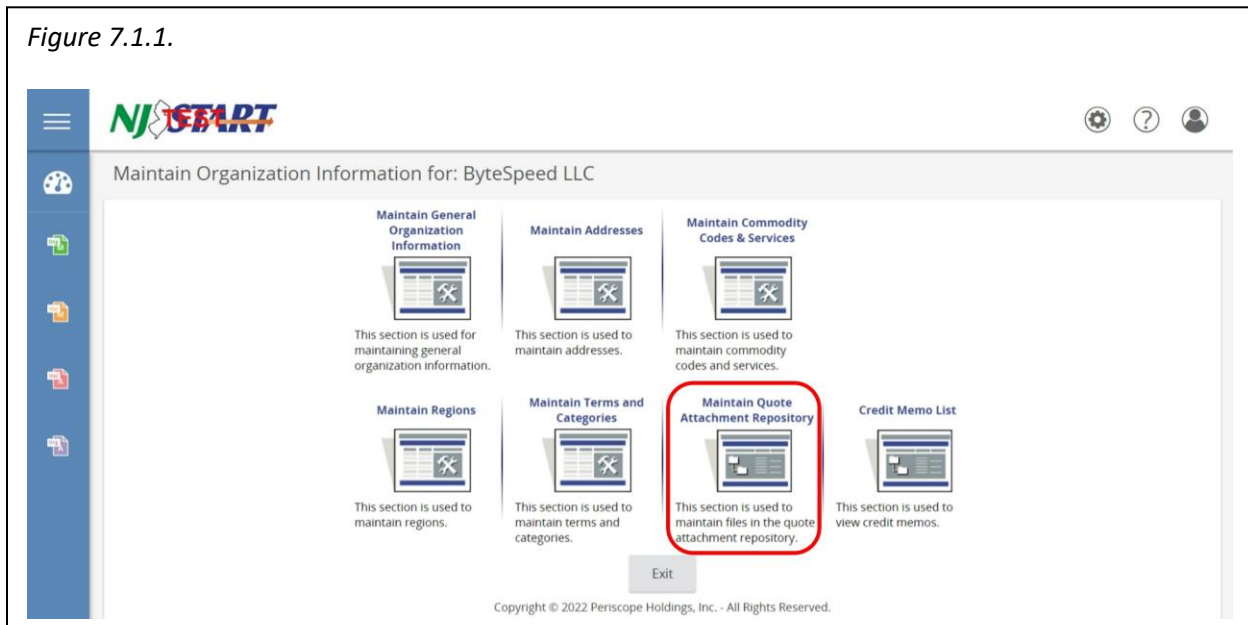
## 7.0 Maintain Quote Attachment Repository

- You can maintain attachments for your quotes in the NJSTART Quote Attachment Repository.
- Final versions of your quote attachments, or other files of your choosing, can be uploaded into a secure and permanent storage for your use.
- When needed, documents can be downloaded to your PC and then attached to your Quote or other records you create in NJSTART.

### 7.1. Access the Attachment Repository

- To access this feature, click on the Maintain Quote Attachment Repository function as shown in *Figure 7.1.1*.

Figure 7.1.1.



- The Attachment Repository screen appears as shown in *Figure 7.1.2*.

Figure 7.1.2.

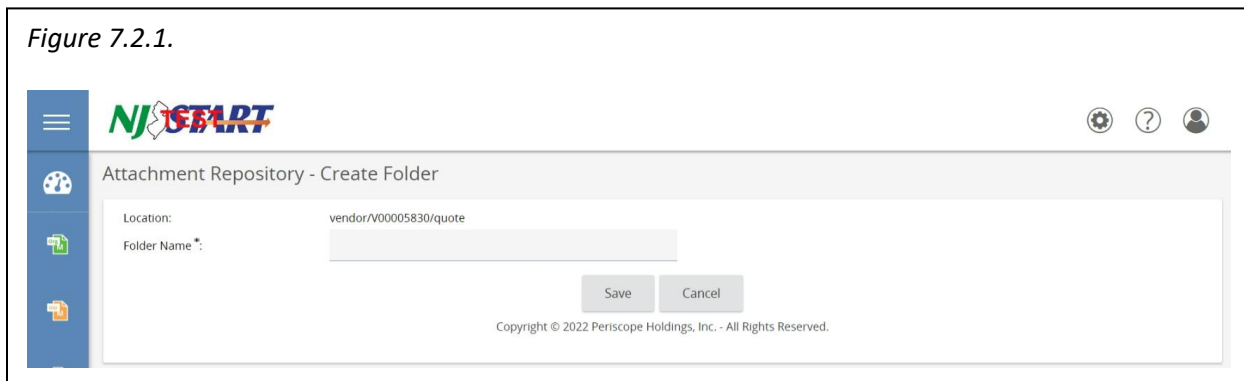


**NOTE:** Files and Folders added to the Quote Attachment Repository cannot be edited or deleted.

## 7.2. Creating Folders in the Repository

- The repository consists of nested folders. You can create additional folders within existing folders, including the root “quote” folder, by clicking on Create Folder next to the folder of your choice.
- The Create folder screen will appear as shown in *Figure 7.2.1*.
- Enter a folder name, and then click “Save.”

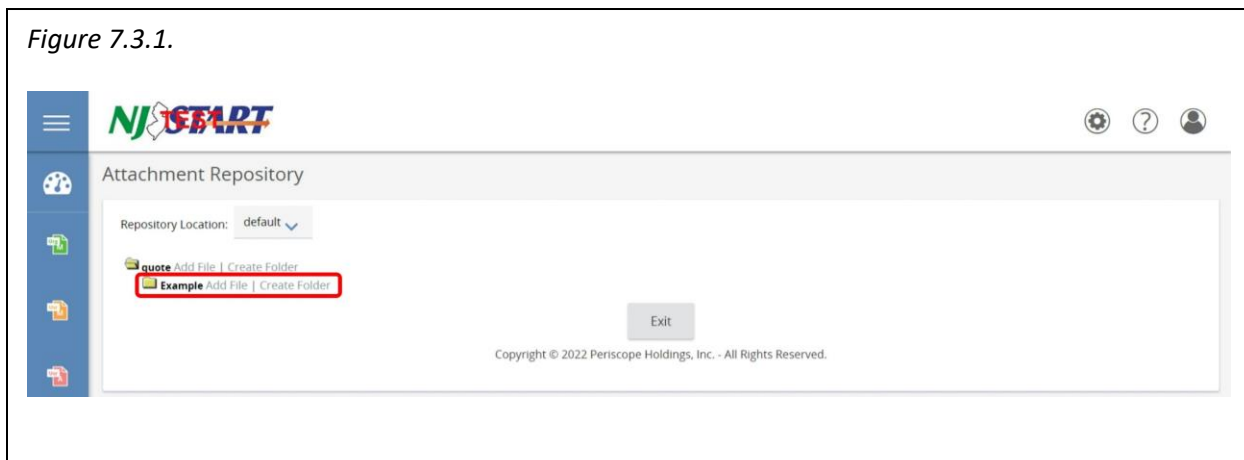
Figure 7.2.1.



## 7.3. Adding Files to the Repository

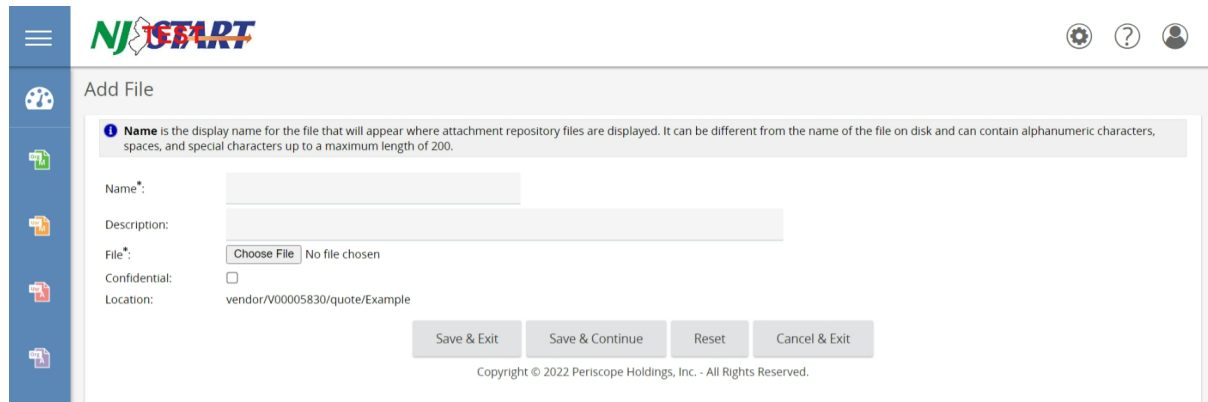
To upload and attach a file to your Attachment Repository, click “Add File” next to the name of the folder you want to store it in as shown in *Figure 7.3.1*.

Figure 7.3.1.



- The following screen appears as shown in *Figure 7.3.2*.

*Figure 7.3.2.*



- Type a Name and Description for the file you are adding to the repository, and then click “Choose File.”
- Select the chosen file, and then click “Open.”
- The file is then uploaded into the Add File screen.
- If you change your mind, you can click Reset and start over with a blank Add file screen, or click “Cancel” and return to the main Attachment Repository screen.

#### **7.4. Saving and Exiting the Repository**

- When you are satisfied, click “Save & Exit”; or, if you wish to add additional files to same folder, click “Save & Continue.”

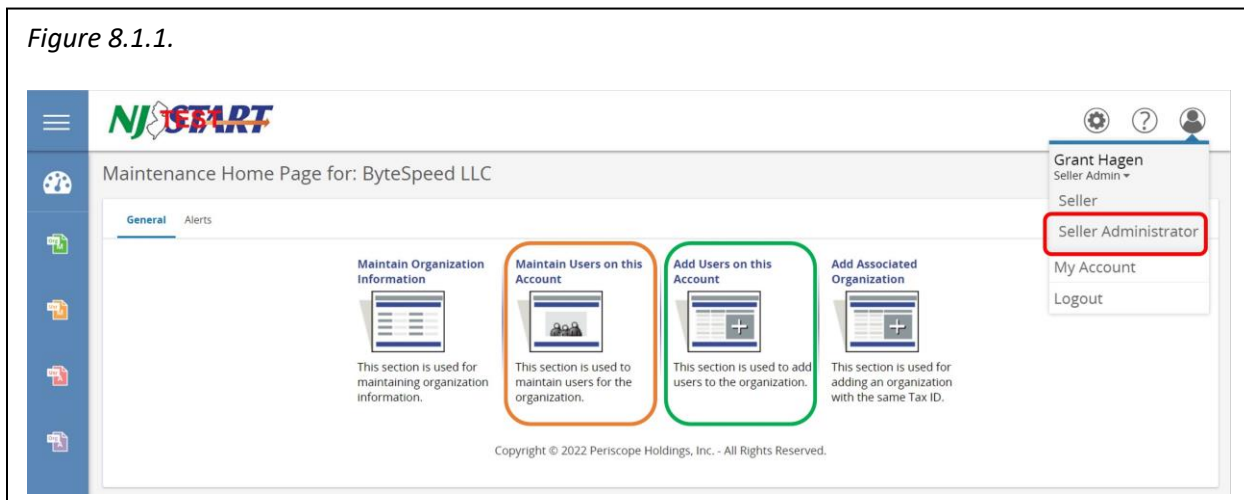
## 8.0 Maintain and Add Users to Your Company's Vendor Profile

- As a registered NJSTART vendor, you own the information contained in your vendor portal profile.
- During registration, you established an employee of your company as a Seller Administrator. The person serving in this role has the ability to grant access to your NJSTART profile to additional employees.
- You may establish as many users as you wish to keep the information in your profile up-to-date and to use the functions available in the NJSTART Vendor Portal to conduct business with the State.
- The self-service features in the NJSTART Vendor Portal enable you to update your profile information when your company makes changes, such as changing your address when you relocate or open branch offices, updating your commodity codes and service codes when you make changes to your business lines, etc.
- Keeping your profile up-to-date will help the State's procurement specialists find you when they are searching for suppliers of the goods and services that you offer.

### 8.1. Verify That You Have Seller Administrator Privileges

- After login, you'll see the following home screen. Verify that you have Seller Administrator privileges by clicking on the icon in the upper right-hand corner of the screen as shown in *Figure 8.1.1*.
- You will recognize this from the instructions provided in Section 3 regarding user maintenance, which shows two functions in the middle of this screen.

Figure 8.1.1.



- If you do not see the screen above, confirm that you are in your Seller Administrator role (found in the top right-hand corner of your screen).
- From this screen, you can initiate the following actions:
  - Maintain existing employee user accounts by clicking on Maintain Users on this Account function (indicated in orange as shown in *Figure 8.1.1*);
  - Add employee user accounts by clicking on Add Users on this Account function (indicated in green as shown in *Figure 8.1.1*).

## 8.2. Add Users to Your NJSTART Profile

- Click “Add Users on This Account” as shown in green on *Figure 8.1.1*. and the following screen will appear as shown in *Figure 8.2.1*.

Figure 8.2.1.

New Vendor User for ByteSpeed LLC

Salutation:

First Name\*:  Last Name\*:

Job Title\*:  Department:

Phone\*:  -  Email\*:

Login ID\*:  Status\*: Active

Login Question\*:  Login Answer\*:

**Roles**

Seller  Can Create Blanket Change Orders

Seller Administrator  Can Upload Contract

Save & Exit Reset Cancel & Exit

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- You must complete all required fields (marked with an asterisk\*) and select at least one role (see definitions below).
- When you have completed your entries, click the “Save & Exit” button.

**NOTE:** Once you have created the Login ID, it cannot be edited. If you need to change the Login ID, then you should inactivate the incorrect account and create another account to correct the error.





### 8.3. NJSTART User Roles

- Your NJSTART Vendor Profile supports the following user roles and abilities:

USER ROLE	ROLE ABILITIES
<b>Seller</b>	The Seller role serves as the transactional role and should be given to users who will do one or more of the following: <ul style="list-style-type: none"><li>View and respond to bid opportunities (including creating quote documents); and</li><li>View purchase orders or any change orders.</li></ul>
<b>Seller Administrator</b>	The Seller Administrator role serves as the administrator of your organization's information including the following: <ul style="list-style-type: none"><li>Maintaining addresses, commodity codes, etc.;</li><li>Adding and maintaining additional users; and</li><li>Adding Doing Business As (DBA) organizations, only if applicable.</li></ul>
<b>Can create blanket change orders</b>	Checking this box enables this user to create blanket change orders.
<b>Can upload contract</b>	This role is not in use currently at the State of New Jersey.

## 8.4. Maintain Users on This Account

- Click “Maintain Users on this Account” as shown in *Figure 8.1.1.* and the following screen will appear as shown in *Figure 8.4.1.*

Figure 8.4.1.

User Maintenance for: ByteSpeed LLC

Search Using: ALL of the criteria

Search Fields: First Name, Last Name, Login ID, Status, Email, User Role

Browse by: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z  
0 1 2 3 4 5 6 7 8 9 10

Find It Clear Add User

Login ID	First Name	Last Name	Email	Role
BYTESPEED	Grant	Hagen	bytespeeddeb@mailinator.com	Seller Administrator
MTHOMPSON	Matt	Thompson	test@periscopeholdings.com	Inactive Seller Administrator

Add User Exit

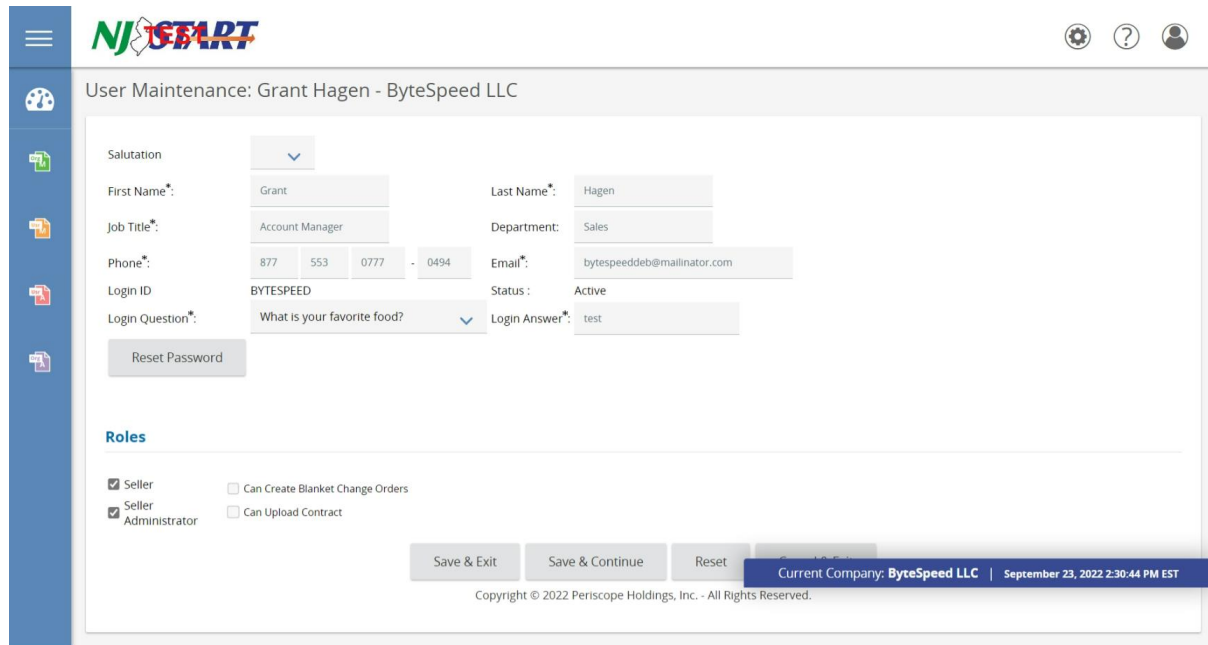
Current Company: ByteSpeed LLC | September 23, 2022 2:25:09 PM EST

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- If your company has many users, you can search for a particular user using the features shown on the screen.
- To see a list of all users, leave the search terms blank and just click on the “Find It” button.
- Select the user whose profile you wish to edit/change by clicking on that Login ID in the left-hand column.

- A user maintenance screen will appear as shown in *Figure 8.4.2*.

*Figure 8.4.2.*



The screenshot displays the 'User Maintenance: Grant Hagen - ByteSpeed LLC' interface. It features a sidebar with navigation icons and a main content area with a form. The form includes fields for personal and professional information, a 'Reset Password' button, and a 'Roles' section with several checkboxes. At the bottom, there are 'Save & Exit', 'Save & Continue', and 'Reset' buttons. The footer indicates the current company is 'ByteSpeed LLC' and the date/time is 'September 23, 2022 2:30:44 PM EST'.

- You will be able to see and edit the user’s profile information.
- The Login ID is the only field that cannot be changed. This is also the way an existing profile can be changed for an employee who is no longer with the organization, once access to the account has been granted.
- When all of your changes have been entered, click the “Save & Exit” button.
- This will return you to the User Maintenance Page.

For a complete list of downloadable Reference Guides for managing your NJSTART Vendor Profile, visit the NJSTART Vendor Support Page at <http://www.nj.gov/treasury/purchase/njstart/vendor.shtml>

If you have additional questions, you may contact a New Jersey State Vendor Administrator at (609) 341-3500 or email [njstart@treas.nj.gov](mailto:njstart@treas.nj.gov) as shown in *Figure 8.4.3*.



Figure 8.4.3.

**NJSTART**  
Welcome to NJSTART! Our easy-to-use eProcurement system puts the power to do business with the State of New Jersey in your hands by automating the procurement process.

[MORE INFORMATION](#)

**NJSTART** Search... Bid Solicitation:

**STATE AGENCY RESOURCES**  
[Division of Purchase and Property](#)  
**State Agency Assistance** email: [njstartagencysupport@treas.nj.gov](mailto:njstartagencysupport@treas.nj.gov)

**VENDOR RESOURCES**  
[Contract with the State](#)  
[MWBE, SBE, VOB & Other Certifications](#)  
[State Business Resources](#)

**VENDOR ASSISTANCE**  
[NJSTART Vendor Support](#)  
 email: [njstart@treas.nj.gov](mailto:njstart@treas.nj.gov)  
 phone: 609-341-3500

**MARKETPLACE LOCAL GOVERNMENT RESOURCES**  
[NJSTART Marketplace Buyer Information](#)  
[Local Government Services eProcurement Regulations](#)

**LOCAL GOVERNMENT ASSISTANCE**

**MARKETPLACE VENDOR RESOURCES**  
[NJSTART Marketplace Program Information](#)  
[NJSTART Marketplace Vendor Information](#)  
[Cooperative Purchasing in New Jersey](#)  
**Marketplace Vendor Assistance**  
 e-mail: [suppliers-njstart@mdfcommerce.com](mailto:suppliers-njstart@mdfcommerce.com)

e-mail: [coop-njstart@mdfcommerce.com](mailto:coop-njstart@mdfcommerce.com)