

# Division of Purchase & Property

# Smart Supplier

*NJSTART: Status Update*

Jignasa Desai-McCleary, Director  
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## Director's Message

Dear Vendor Partners:

Summer has arrived, and we are pleased to kick it off with the official premiere of NJSTART, the State's new eProcurement solution!



**All new bidding opportunities will be administered through NJSTART beginning on June 20!** Over the next few months, all contracts, business transactions, and purchase orders will be processed through the new system.

As announced in a prior issue, the Division launched a Pilot Procurement Program of new solicitations to introduce NJSTART in September 2015. A total of ten solicitations have been released through NJSTART to date. Additional information is available at [www.njstart.gov](http://www.njstart.gov) and on the Division's homepage under Bidding Opportunities.

This new solution at NJSTART.gov is designed to increase competition and open up new opportunities for small businesses. Interest is at an all-time high with more than 11,000 suppliers registering their businesses with NJSTART.

NJSTART's business transactional interface is now fully operational and it integrates the State's financial, procurement, and tax systems with vendor data in real time. This interface also allows for the submission of electronic W-9s for the first time, and it expands the quantity of EFT/ACH payments enabling prompt payment.

Please note that the Department's eBid and eRFP Notification services will no longer be used for new solicitations posted after June 20, 2016. (See page 5.)

This issue is intended to educate you to put you in the best possible position to be responsive to future State opportunities. Thank you for your active participation and partnership in NJSTART.

Looking forward,

*Jignasa Desai-McCleary*

## Remittance Address Updates

In October 2015, the Division of Purchase and Property successfully completed the transfer of vendor financial records into NJSTART from the State's financial accounting system (NJCFIS).

However, in order to ensure that your organization receives proper payment when purchase orders are processed by State agencies, you will need to update your NJSTART record.

Please log into [www.njstart.gov](http://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.

If you see a red **"Overall Validation Errors"** message on your home page, click on it. Then click on **"Maintain Addresses."** Once there, please 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; select one remit address as the **Default** address; and complete any other missing fields, especially your bank account description, country, and bank name if you want to receive electronic (ACH) payments. **Remember to Save your changes.**

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**).

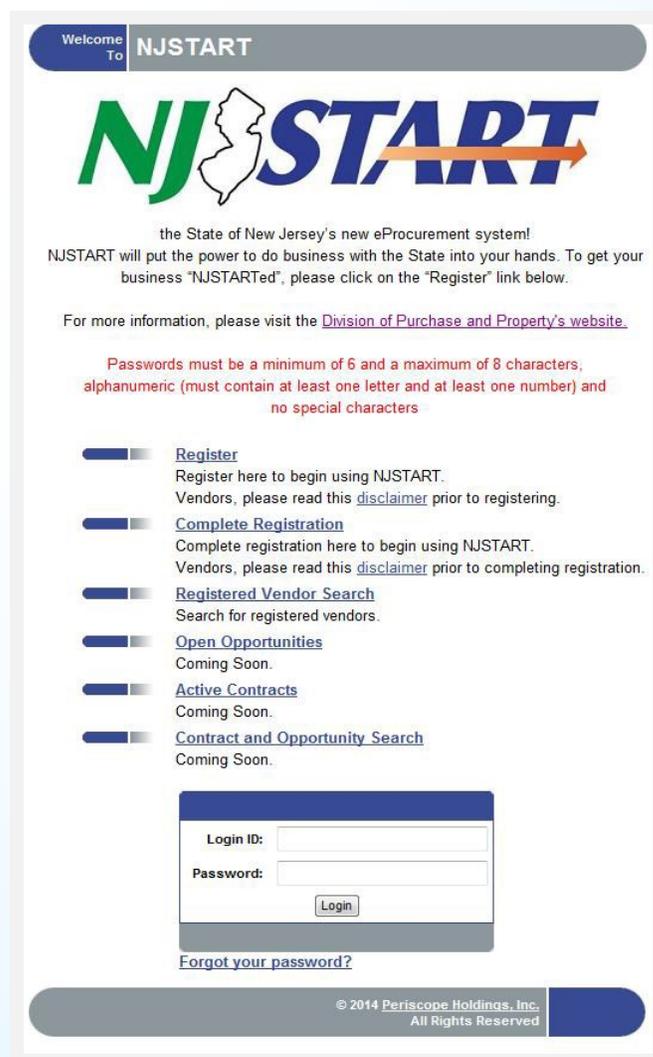
For assistance making these updates, please refer to the Reference Guide available at [Vendor Profile Upgrade Checklist](#) and pay particular attention to pages 8-10. If you still have questions or need additional assistance, please email us at [njstart@treas.nj.gov](mailto:njstart@treas.nj.gov) or call (609) 341-3500 and press option 1.

## Quick Reference Guides

We have created several Vendor Quick Reference Guides that walk you through registering your business, editing profile information, and maintaining categories and certifications, among other topics. Please visit our NJSTART Vendor Support Page at <http://www.state.nj.us/treasury/purchase/njstart/vendor.shtml> for additional guidance and helpful videos.

If you need assistance or have questions about NJSTART, please email us at [njstart@treas.nj.gov](mailto:njstart@treas.nj.gov) or call the NJSTART Help Desk at 609-341-3500.

Also, visit our main website at <http://www.state.nj.us/treasury/purchase/> to see additional bidding opportunities.



Welcome To **NJSTART**

**NJSTART**

the State of New Jersey's new eProcurement system!  
NJSTART will put the power to do business with the State into your hands. To get your business "NJSTARTed", please click on the "Register" link below.

For more information, please visit the [Division of Purchase and Property's website](#).

Passwords must be a minimum of 6 and a maximum of 8 characters, alphanumeric (must contain at least one letter and at least one number) and no special characters

- [Register](#)  
Register here to begin using NJSTART.  
Vendors, please read this [disclaimer](#) prior to registering.
- [Complete Registration](#)  
Complete registration here to begin using NJSTART.  
Vendors, please read this [disclaimer](#) prior to completing registration.
- [Registered Vendor Search](#)  
Search for registered vendors.
- [Open Opportunities](#)  
Coming Soon.
- [Active Contracts](#)  
Coming Soon.
- [Contract and Opportunity Search](#)  
Coming Soon.

Login ID:

Password:

Login

[Forgot your password?](#)

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## Frequently Asked Questions

### How do I choose an NJSTART password?

- Passwords for NJSTART are case sensitive, must be a minimum of six characters with a maximum of eight characters, must contain at least one letter and at least one number and cannot contain any special characters.

### What do I do if I had too many attempts to log into my NJSTART account, and now I'm locked out?

- Contact the NJSTART Help Desk via email at [njstart@treas.nj.gov](mailto:njstart@treas.nj.gov), or call 609-341-3500 and press option 1. We can reset your password to allow you to log in.

### I forgot the password to my NJSTART account.

- Underneath the boxes for login ID and password, there is a link labeled "Forgot your password?" Clicking on this link will take you through the process of resetting your password, or contact the NJSTART Help Desk via email at [njstart@treas.nj.gov](mailto:njstart@treas.nj.gov), or call 609-341-3500 and press option 1.

### How do I finish registering for NJSTART?

- You can begin the registration process for NJSTART and return to finish registering later. To finish registering, simply return to [www.njstart.gov](http://www.njstart.gov) and click on the second link, 'Complete Registration.' You will be asked to enter your Vendor ID # and email address.

### Can I edit my NJSTART profile?

- Yes, you can change or update your profile by logging into your NJSTART account and clicking on 'Maintain Organization Information.' You can then click on the different areas that you would like to edit. A more detailed tutorial is available in the Quick Reference Guide at <http://www.nj.gov/treasury/purchase/njstart/vendor.shtml>.

### Why was the name of my company changed in NJSTART?

- In an effort to ensure the accuracy of all profile records, we recently matched all vendor legal names in NJSTART against the taxpayer names on Business Registration Certificates on file with the State of New Jersey's Division of Revenue & Enterprise Services. This search allowed us to identify any discrepancies between the legal name entered in NJSTART and the taxpayer name on the Business Registration Certificate (BRC). In cases where an update was required, we updated the NJSTART record to reflect the correct vendor legal taxpayer name. The Vendor Legal Name in NJSTART should match the taxpayer name that appears on your organization's BRC. If you registered as an individual or sole proprietor, your name should appear as Last Name, First Name in the Vendor Legal Name field.

### I was getting ACH payments; why am I getting checks now?

- More than likely your Category for electronic funds transfer (EFT) has not been selected and/or your ACH remit address has not been updated or selected as the primary default remit address. (Please refer to the article on page 2 of this issue for the action you need to take to correct this.)

### How do I select my company's NIGP codes?

- Your chosen NIGP codes are commodity/service codes that relate to your company and ensure that you are notified of upcoming procurement opportunities. You can choose your NIGP codes from the drop-down menu. If you are not familiar with the NIGP code system, or cannot find the codes that apply to your organization from the drop-down menu, you can use the keyword search to find the code or codes that apply to your organization.

## Categories & Certifications

Vendor Categories capture specific information that must be completed by you as the Seller Administrator.

Please take a moment to log into NJSTART to review the “Terms, Categories, and Certifications” section and ensure the information in your organization’s profile is accurate. Pay particular attention to the first five categories in this section (four of which are mandatory) since it captures specific information that must be completed by you as the Vendor (Seller Administrator). These categories relate to information collected on behalf of the Office of Management and Budget (OMB) for payment processing purposes and include:

- ◇ Category: 1. Primary Business Function - (MANDATORY FIELD);
- ◇ Category: 2. Prompt Payment Exemption (optional; does not apply to most vendors);
- ◇ Category: 3. Business Formation (MANDATORY FIELD);
- ◇ Category: 4. Electronic Funds Transfer Certification (MANDATORY FIELD);
- ◇ Category: 5. Tax ID Certification (Substitute W9) (MANDATORY FIELD).

To complete these Categories, click on the checkbox that applies to your organization.

**Please note that you need to fill out this section correctly to ensure you’re ready to do business with the State.**

There are several resources available to assist you in navigating through NJSTART, including a brand-new video and Quick Reference Guides on our website at <http://www.state.nj.us/treasury/purchase/njstart/vendor.shtml>.

If you still have questions, or need additional assistance, please email us at [njstart@treas.nj.gov](mailto:njstart@treas.nj.gov), or call (609) 341-3500.

There are also Categories in the Vendor Profile that, when completed, allow vendors to submit an abbreviated version of the required form, and in some cases, form submission may not be required.

These DPP Vendor Categories include: Ownership Disclosure; Disclosure of Investment Activities in Iran; Disclosure of Investigations and Other Actions Involving Bidder; Disclosure of Non-Profit Officers and Directors.

Vendor Certifications that are grayed out cannot be completed by the vendor since they capture specific information that will be populated by other New Jersey systems of record. Vendor Certifications include the following:

- ⇒ Business Registration
- ⇒ Chapter 51/EO 117 Compliance - 2 Year Approval
- ⇒ Debarment
- ⇒ AA/EEOC Compliance
- ⇒ Small Business Category
- ⇒ Small Business Enterprise
- ⇒ Minority Owned Business Enterprise
- ⇒ Women Owned Business Enterprise
- ⇒ Veteran Owned Business
- ⇒ Insurance Liability Compliance



## Suspension of eBid & eRFP Notification Services

The Division is in the process of permanently suspending the Department's eBid and eRFP Notification services. As of June 20, 2016, eBid will no longer be used for new solicitations posted on or after that date. eBid has been the Division's primary electronic system for Q&A and proposal submissions.

In addition, vendors will no longer have access to the eRFP Notification Service as of June 20 for new solicitations. eRFP allows interested parties to receive email notifications on new and updated RFPs advertised by the Division and its functionality has been surpassed by NJSTART.

We are encouraging all vendors who had signed up for either or both of these services to register in NJSTART, if they haven't already done so. Registration is easy and takes only a few minutes. Visit NJSTART and click on "Register" to start the process. More information on this topic can be found in the Quick Reference Guide (QRG) titled "Vendor Registration" on the NJSTART Vendor Support page. The Vendor Reference Guide tab also contains QRGs on other NJSTART topics, as well as informational videos, and links to help desk support.



## Equal Employment Opportunity (EEO) Video



In the spirit of transparency and clarifying our legal requirements, the Contract Compliance and Audit Unit (CCAU) is pleased to announce its **NEW** Equal Employment Opportunity Video for Vendors/Contractors, which is available for viewing at [http://www.state.nj.us/treasury/contract\\_compliance/](http://www.state.nj.us/treasury/contract_compliance/).

CCAU staff are also offering EEO training sessions for vendors at the Division of Purchase and Property's office at 33 West State Street, 9<sup>th</sup> Floor, Trenton, NJ on Wednesday, September 14, 2016 at 10 am.

If you are interested in attending a training session, please send an email to [CCAU.Mailbox@treas.nj.gov](mailto:CCAU.Mailbox@treas.nj.gov). **We strongly encourage vendor representatives to attend.**