Dear Colleagues:

One of our primary goals is to improve the vendor experience when doing business with the State of New Jersey. After listening to your suggestions and exploring different paths, we launched our new eProcurement solution, NJSTART.

NJSTART, New Jersey’s State of the Art Requisition Technology solution, is a single location from which you can be notified of new procurement opportunities, set up contract payment information and complete your business forms online. In short, NJSTART eliminates the need to repeatedly submit the same forms with your proposals.

Registering for NJSTART is simple, and will take only a few minutes. To aid your registration, this issue contains helpful tips and answers to many frequently asked questions about our new program.

This issue highlights NJSTART’s progress so far and what you can expect in the future. I encourage you to join over 2,800 companies that already have registered with NJSTART to begin your transition to our new eProcurement solution. Just go to www.njstart.gov today. We expect NJSTART to be implemented over the next few months, and until then we will provide you with notifications about its progress. In addition, once you’re registered, your business will be visible to buyers statewide who can then search for vendors by commodity code.

Thank you for your continued support as we move toward a successful implementation of NJSTART.

Looking forward,

Jignasa Desai-McCleary
Where We Are Now

NJSTART’s vendor registration portal is currently open. As a vendor, you can register your business before NJSTART goes live, which we anticipate will be later this year. After vendors have registered with NJSTART, they can start to develop their NJSTART account by inputting their business information and commodity codes.

The normal procurement process will be followed until then, but it is highly recommended that you register now. Registering with NJSTART now will help ensure a seamless transition once the system goes live. We will transfer information for existing contracts over from the current system, and we will conduct contract payments through NJSTART. **Current vendors must be registered in NJSTART to receive contract payment.**

The NJSTART team is diligently working to get the new system up and running. Many more aspects of the NJSTART solution will soon be implemented. Registered users will receive updates on our progress.

How do I register for NJSTART?

Registering with NJSTART is quick and easy. All you need is your company name, tax identification number, business address and email address to receive your vendor identification number. You can then customize your NJSTART profile by adding your company’s administrators and relevant commodity codes to ensure your company is notified of upcoming procurement opportunities.

To register with NJSTART, follow these simple steps:

2. Click on ‘Register’ and submit the required tax ID information and email address.
3. You will receive an email containing your vendor number. The vendor number is what you will use to sign back into NJSTART to complete your vendor registration.
4. You will then create your NJSTART password and fill in your company and administrative information.
5. To receive notice of upcoming procurement opportunities, you must select commodity codes that apply to your organization.
6. You will be directed to double-check your information before final submission. Once registration has been completed, you will receive a confirmation email.
7. More information can be found by visiting the Division of Purchase and Property’s website at [www.nj.gov/treasury/purchase/](http://www.nj.gov/treasury/purchase/) or through the link provided at NJSTART.
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.

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 and click on the ‘Complete Registration’ button. You will be asked to enter your vendor number and email address. You can then finish registering for NJSTART.

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 codes that apply to your organization.

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 “Changing or Updating Profile Information” Vendor Quick Reference Guide at http://www.nj.gov/treasury/purchase/njstart/vendor.shtml.

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 at https://www.state.nj.us/treas/purchase/contactus.shtml. We can reset your password and then send you an email that will allow you to log in.
We have created Vendor Quick Reference Guides that walk you through registering your business, editing profile information, adding and maintaining users and registering a “Doing Business As” (DBA) organization. They are available at www.nj.gov/treasury/purchase/njstart/vendor.shtml.

If you need more assistance with registration or have questions about NJSTART, you can contact us through our website at https://www.state.nj.us/treas/purchase/contactus.shtml.

Vendors can also email us at njstart@treas.state.nj.us or call the NJSTART Help Desk at 609-341-3500.

The vendor portal in NJSTART is currently being configured to encompass vendor needs and to ensure the best possible user experience. Once registered, you will receive notifications of NJSTART updates and directions on updating your vendor profile.

We will soon begin the next step for registered vendors. Vendors will be able to complete forms online and upload certifications to their vendor profile. This will cut down on the amount of paperwork that was once required with each proposal.

Once NJSTART is fully operational, vendors will be able to update their profile in real time and have multiple users work on proposal documents. NJSTART will reduce red tape by increasing transparency of the process and reducing paperwork. This eProcurement solution also will enhance visibility of small businesses and increase efficiency, which ultimately will benefit competition and increase productivity. With NJSTART, the opportunity to do business STARTs here!