



INSTRUCTIONS

HOW TO BECOME A SOURCING BIDDER OR SOURCING VENDOR

Key Words before you begin

The New Jersey Turnpike Authority has a new web-based procurement system known as **Strategic Sourcing**.

Sourcing Bidder: An individual or a company that has successfully completed the Sourcing Bidder Registration located at <https://myvendor.turnpike.state.nj.us/> is there after known as a Sourcing Bidder. All companies that have not previously done business with The New Jersey Turnpike Authority must start here.

Sourcing Event: A collection of specifications, terms, and conditions related to a certain set of goods, products and services for bid by The New Jersey Turnpike Authority.

Vendor (Supplier): A bidder that has been awarded either a Purchase Order or a Contract (by bidding on a Sourcing Event) is assigned a Vendor ID and placed into the vendor registration.

SOURCING BIDDER

Strategic Sourcing is the new on-line/electronic system used to procure goods and services for the New Jersey Turnpike Authority. This contains information on how to be registered as a Sourcing Bidder or a Sourcing Vendor. It is not necessary or possible to hold both of these titles at once. It is our goal to provide clarity on which registration is right for you and also to give information on how to maximize the functionality of your current status.

Step 1. How and why do I register as a Sourcing Bidder?

If your company has never done business with the New Jersey Turnpike Authority, then Sourcing Bidder registration is for you. By registering as a Sourcing Bidder you are setting your company up to bid on Sourcing Events offered by the New Jersey Turnpike Authority. In order to register you may visit: <https://myvendor.turnpike.state.nj.us/> and select "Register as a Supplier" as seen in the screenshot below:

Top Menu Features Description   

Login 

Login here as an existing User.

User ID:

Password:

Sign In



[Register as a Sourcing Bidder](#)

Click here to register as a bidder and to be able to bid on events.



[Register as a Supplier](#)

Click here to register as a supplier user and to be able to see purchasing details



[I forgot my password](#)

Click here to reset your password

THERE IS A TOTAL OF 8 STEPS FOR REGISTRATION

ONCE EACH STEP IS COMPLETED IT WILL BUILD YOUR BIDDER PROFILE

Step 1

Please Choose BUSINESS When Completing this portion of the Registration

Register Bidder - Windows Internet Explorer

https://myvendor.turnpike.state.nj.us:444/psp/F9ETS_1/SUPPLIER/ERP/c/PORTAL_COMPONENTS_AU.AU

File Edit View Favorites Tools Help

Google Search More >> Sign In

Register Bidder

Home Sign out

Favorites Main Menu > Manage Events and Place Bids > Register Bidder

Help

Bidder Registration

Step 1 of 8: Preliminary information.

These questions will determine the type of bidder you will become.

* Required Field

1. Please select the type of bidder which best describes you.

Business
 Individual

2. What type of bidding activities are you interested in?

Buying goods/Services
 Selling goods/Services
 Both

Next >> Cancel Registration

* Required Field

Done Internet 100%

Step 2

The Sourcing Bidder registration provides the New Jersey Turnpike Authority with your primary contact information. You may add additional contacts to your registration by selecting "Save and Add another User" in the bottom, right-hand corner as shown in the subsequent screenshot. However, you may not delete the primary contact so this should be somewhat of a permanent company representative (exp., President, CEO, CFO). You must enter a valid email address for both the "Email ID" and the "User ID" field under the "User Information". You may enter the same email address for both fields but it is important to remember that although you may add multiple contacts, the primary User ID may never be changed. Your Email ID will be the designated email address for Sourcing Events from the New Jersey Turnpike Authority. You may change your Email ID by logging into your account once registration is completed.

Step 2 of 8: User Account Setup

Begin creating your user account here. Note that you may register other users for your company in addition to yourself. To create additional accounts for other users, click "Save and Add Another User" to expand the form. You may also provide instant messaging account information (for real-time communication with others using the system), as well as preferred time zone and currency.

*** Required Field**

*Company Name:
URL: http://

User Information

*First Name:  [Delete](#)
*Last Name:
Title:
*Email ID:
*Telephone: Ext:
Fax:
*User ID: (User's account login name.)

Other Contact Info (Optional)

Instant Messaging (IM) Information
IM Service: 
IM User Name:

Personalization Information
Language: 
Time Zone: 
Currency Code: 

Save and Add Another User

<< Back

Next >>

Cancel Registration

Step 3

Provides the New Jersey Turnpike Authority with your Primary Address Information.

Step 3 of 8: Primary Address

Please provide a Primary Address for your company. If your company has multiple site locations, the Primary Address would be the main headquarters.

* Required Field

Primary Address

Country:	<input type="text" value="USA"/>  United States		
Address 1:	<input type="text"/>		
Address 2:	<input type="text"/>		
Address 3:	<input type="text"/>		
City:	<input type="text"/>		
County:	<input type="text"/>	Postal:	<input type="text"/>
State:	<input type="text"/> 		

* Required Field

Step 4

Provides the New Jersey Turnpike Authority with Additional Addresses and Designate Contacts for Each Location

Register Bidder - Windows Internet Explorer

https://myvendor.turnpike.state.nj.us:444/bsp/F9ETS_1/SUPPLIER/ERP/c/PORTAL_COMPONENTS_AU.AU

File Edit View Favorites Tools Help

Google Search More >> Sign In

Register Bidder

Home Sign out

Favorites Main Menu > Manage Events and Place Bids > Register Bidder

Help

Bidder Registration

Step 4 of 8: Other Account Addresses

* Required Field

The Primary Address you have entered for SAMPLE COMPANY is:
581 MAIN STREET
WOODBRIIDGE, New Jersey 07095, United States

If you need to make corrections, click the Back button and edit your fields.

Other Account Addresses

Because you will be bidding on events as a seller of goods/services, you must provide an Invoice address.

Check boxes below to indicate addresses that are different from your Primary Address:

Invoice Address your company's accounts receivable department (for when you sell goods/services).

<< Back Next >> Cancel Registration

Done Internet 100%

Step 5

Provides the New Jersey Turnpike Authority with Additional Addresses and Designate Contacts for Each Location

The screenshot shows a web browser window titled "Register Bidder - Windows Internet Explorer". The address bar contains the URL: https://myvendor.turnpike.state.nj.us:444/psp/F9ETS_1/SUPPLIER/ERP/cj/PORTAL_COMPONENTS_AU.AU. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The search bar shows "Google" and "Sign In". The browser's toolbar includes Favorites, Suggested Sites, Web Slice Gallery, Customize Links, and Windows Marketplace. The page title is "Register Bidder". The breadcrumb navigation shows: Favorites | Main Menu > Manage Events and Place Bids > Register Bidder. A "Home" link and "Sign out" link are visible in the top right. A "Help" link is also present.

Bidder Registration

Step 5 of 8: Address Contacts

Please enter additional addresses as necessary. (This is required only if your Primary Address is not used for all address types.) Next, please designate each of your registered users to an appropriate address category. If you're not sure which address category is the best match, choose "Primary Address".

* Required Field

User Name	Designate as Contact for
JOHN SAMPLE	Primary Address

<< Back Next >> Cancel Registration

* Required Field

At the bottom of the browser window, a status bar shows "Error on page." on the left and "Internet" with a 100% zoom level on the right.

Step 6

The New Jersey Turnpike Authority collects additional company information

Step 6 of 8: Additional Classification Information

Please fill out the following information. This information allows us to more accurately tailor the Sourcing process with your business.

* Required Field

Standard ID Numbers		Customize  First
Identification Type	ID Number	
1 *Tax Identification Number	<input type="text"/>	

SIC Codes - US SIC Codes		Customize Find   First  1 of 1  Last
Standard Industry Code	Description	
<input type="text"/> 		Delete

Add Row

VAT Information					Customize  First
	Country	Description	VAT ID	Home Country	
1	<input type="text"/> 		<input type="text"/>	<input type="checkbox"/>	Delete

Add Row

More About Your Organization (Optional)

HUBZone Program:

Sm Disadvantaged Business Prog:

Size of Small Business:

Other Preference Programs:

Veteran-Owned Small Business:

Veteran

Disabled

Women-Owned Business

Emerging Small Business

Step 7

The New Jersey Turnpike Authority requests a “Sell Category” MUST be selected by clicking on the “+” next to “Sell Categories.” Once the codes appear, click the “+” next to your category choice to see each sub category. Check each applicable category. **If you do not choose every applicable code that your company can provide, you may not be notified of a public bid. When complete, click the Next button.**

Bidder Registration

Step 7 of 8: Categorization Information

You have the option to select one or more categories that best describe your organization's bidding interests. Selecting specific categories may qualify you to receive notifications for future events that match your interests. There is no obligation to check any boxes, but doing so could result in more invitations to bid on events. By selecting no categories, you remain eligible to participate in all public events posted on this website.

*** Required Field**

For best performance, please pause briefly after checking each selection box.

[Check all](#) [Uncheck all](#)

VENDORS/BIDDERS SOURCING TREE

- Sell Categories
 - 1 -
 - + 031-00 -
 - + 031-00S -
 - + 740-00 -
 - + 740-00S -
 - 2 -
 - + 055-00 -
 - + 055-00S -
 - + 060-00 -
 - + 060-00S -
 - + 065-00 -
 - + 065-00S -
 - + 070-00 -

Step 8

It is important to read the terms and conditions fully before clicking the box to indicate your agreement in selecting the “I agree...” box. This constitutes an electronic signature of the primary contact.

Bidder Registration

Step 8 of 8: Terms and Conditions

Make sure you read the terms and conditions fully before continuing.

* Required Field

I agree to be bound by the following Terms and Conditions:

myvendor website.

6. User acknowledges that the terms and conditions included in this Agreement are not the terms and conditions that govern the Authority's solicitations for bids publicized or made available through the MyVendor Website. The terms and conditions governing such solicitations will be included in the solicitations for bids themselves. Additional information regarding the Authority's standard contractual terms and conditions may be found in the Authority's "Instructions to Bidders" located on the Authority's website.

7. User acknowledges that any and all information submitted through the MyVendor Website will become the property of the Authority, and that such information is subject to the disclosure requirements of the Open Public Records Act, N.J.S.A. 47:1A-1, et seq., and any other applicable laws or regulations.

<< Back

Finish

Cancel Registration

After clicking the Finish Button: You will then see displayed, on the screen, a message stating a successful bidder registration. (See Screen Shot Below).

Bidder Registration

Bidder registration for Angela Inc was successful.

Choose the desired user from the grid below and sign in to Strategic Sourcing.

1 Angela Inc

Sign In

After your registration is successful, (as shown in the screenshot above), you should receive an automatic email reply with the email address provided in step 2 containing a password.

SOURCING VENDOR (SUPPLIER)

1. How and why do I register as a Vendor?

The New Jersey Turnpike Authority has a new procurement system. Sourcing Bidders become Vendors after an award is made and/or they are paid for a good or service by The New Jersey Turnpike Authority.

If your company has previously done business with the New Jersey Turnpike Authority and/or your company has an existing New Jersey Turnpike Authority Vendor ID number, then Sourcing Vendor (Supplier) registration is for you. By registering in the electronic bidding system, you are setting your company up to bid on Sourcing Events offered by the New Jersey Turnpike Authority. In order to register you may visit: <https://myvendor.turnpike.state.nj.us/> and select "Register as a Supplier" as seen in the screenshot below:

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Click here to register as a supplier user and to be able to see purchasing details

 [I forgot my password](#)
Click here to reset your password

GUIDELINES
FOR
SOURCING VENDOR / SUPPLIER
ON-LINE REGISTRATION FORM

- **Code:** 123456789 (This is the Supplier/Vendor Registration code for all registered Vendors)
- **User ID:** You may choose any appropriate User ID you wish. If your company has more than one location, then AFTER you are registered, you may log-in to your account and add more users.
- **Description:** Use keywords that describe the product or service provided (i.e. Office Supplies, Lawn Care Services, IT Consulting, etc.).
- **Email ID:** The email address where The New Jersey Turnpike Authority may forward a bidding event.
- **Password:** It must be at least 8 characters long and contain at least 2 numbers.
- **Confirm:** This requires the password entered above in “Password” to be re-entered exactly.
- **Vendor ID:** The Vendor ID is a 10 digit number. You may only be familiar with the last 4 or 5 digits. To avoid errors, try adding 5 or 6 zeros to the beginning of the number to account for 10 digits. **If you are a registered Vendor, then you may acquire your Vendor ID through Bidder Services. Bidder Services can be reached at 732-750-5300 X 8640.**
- **Create:** Once all of the fields have been completed, click the “Create” button. The new Supplier/Vendor Registration account can be accessed immediately by returning to <https://myvendor.turnpike.state.nj.us/> and entering the newly created User ID.

Complete the Supplier Registration and select the “Create” button as illustrated below.

Supplier Registration

Fill in the following information and click on the Create button to create a Supplier account. In order to self register you must have received a predefined code and know your corresponding vendor id.

Code:

*User ID: Description:

*Email ID:

Password:

Confirm:

Language: Currency:

Vendor List		Customize	Find	View All	First	1 of 1	Last
Vendor ID	<input type="text"/>						

- After clicking the “FINISH” button you will then see displayed, on the screen a message stating a successful vendor registration. Click “Sign In as New User” and you will be directed to the log in page where you will input your “User ID” and your “Password” which you created.

3. I’ve never done business with the New Jersey Turnpike Authority. How do I register?

To begin bidding with The New Jersey Turnpike Authority you may visit <https://myvendor.turnpike.state.nj.us/> and click on “Register as a Sourcing Bidder.” Follow the instructions under “How and Why do I register as a Sourcing Bidder” to successfully register.