



# State of New Jersey

DEPARTMENT OF THE TREASURY  
DIVISION OF PURCHASE & PROPERTY  
DISTRIBUTION & SUPPORT SERVICES  
P. O. BOX 234  
TRENTON, NEW JERSEY 08625-0234

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*Governor*

TAHESHA L. Way  
*Lt. Governor*

ELIZABETH MAHER MUOIO  
*Treasurer*

STREET ADDRESS:  
1620 STUYVESANT AVE.  
TRENTON, NJ

## Enterprise Resource Planning (ERP) Project

### Customer Login & Contact Information Survey

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We are contacting your Agency for preparing & orienting your Agency's representatives in terms of our new eCommerce for ordering, order tracking, and billing.

Please provide the following information needed for creating the User Accounts for the new eCommerce!

**Please submit your response**

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#### 1. Main Agency

a. Agency Name

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b. Agency Main Account Number with DSS

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c. Agency Main Authorized Representative (*Authorized to receive the bills/ invoices/ statements and approve any financial transactions of interest*).

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d. Agency Main Authorized Representative's Email

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e. Agency Main Authorized Representative's Phone Number

.....

I, ....., (Main Authorized Representative) acknowledge that I will be presenting the abovementioned Agency with the DSS and will be overseeing/ using the DSS ERP/ eCommerce for placing orders, tracking orders, and electronically handling bills/ invoices/ and statements:

Date: ..... Signature: .....

For further information regarding Distribution and Support Services, please Contact our team at [Customer.Service@treas.nj.gov](mailto:Customer.Service@treas.nj.gov)