



Department of the Treasury
Division of Purchase and Property



Quick Reference Guide:
SEARCH FOR REGISTERED VENDORS



This Quick Reference Guide may be used when searching for Registered Vendors. **NOTE: Vendors must be registered in NJSTART in order to be included in a Vendor Search by all; however, vendors do not log in to NJSTART to utilize the search functionality of the Registered Vendor Search.** Some of the benefits vendors will enjoy from the Registered Vendor Search in NJSTART include:

- Registered vendors are searchable by specific categories to assist with procurement functions such as bid notification and quote solicitation;
- Registered vendors are also searchable by certain categories to facilitate networking and subcontracting for business opportunities based on factors such as goods and/or services offered, small/minority/women/veteran-owned business status, and location, which will become particularly useful in the future for cooperative purchasing.

1.0 Navigate to NJSTART

To access the Registered Vendor Search, navigate to www.njstart.gov.

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.

The Division of Purchase and Property is pleased to announce a Pilot Procurement Program of new solicitations to introduce NJSTART, the State's new eProcurement solution.
Please click on the "Open Bids" link below to view Pilot Bidding Opportunities.

Please visit the [NJSTART Vendor Support Page](#), which contains Quick Reference Guides, supporting videos, a glossary of NJSTART terms, and helpdesk contact information.

To get your business "NJSTARTed," please click on the "Register" link below.

Passwords must be between 6 and 8 characters, contain at least one letter and one number, and not contain any special characters (#, &, *, etc.).
Passwords are case sensitive.

- [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.
- [Open Bids](#)
Browse open bid opportunities.
- [Active Contracts](#)
Browse active Contracts/Blankets.
- [Contract & Bid Search](#)
Search for Bids and active Contracts/Blankets.
- [Registered Vendor Search](#)
Search for registered vendors.

Login ID:
Password:

[Login Assistance?](#)

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2.0 Vendor Search

The Vendor Search page allows you to search for Registered Vendors based on different categories and criteria. Your search can be as broad or as narrow as you choose. You should see the screen below. If you do, then proceed to step 4.0.

The screenshot shows the NJSTART Vendor Search page in a web browser. The browser address bar displays the URL: <https://www.njstart.gov/bso/external/registeredVendorSearch.sdo>. The page features the NJSTART logo at the top. Below the logo is a section titled "Vendor Search".

The "Vendor Search" section includes a "Search Using:" dropdown menu set to "ALL of the criteria". Below this are "Find It" and "Clear" buttons. The "Search Fields:" section contains several input fields and dropdown menus:

- Vendor ID (text input)
- Vendor Legal Name (text input)
- Vendor Keyword (text input)
- ZIP Code (text input)
- State (dropdown menu)
- Emergency Suppliers
- NIGP Class (dropdown menu)
- NIGP Class Item (dropdown menu)
- NIGP Keyword (text input)
- Certification: Small Business Category (dropdown menu showing "Category 1 - for Goods & Services businesses whose gross revenues do not exceed \$500,000.")
- Certification: Small Business Enterprise (dropdown menu showing "Approved")
- Certification: Minority Owned Business Enterprise (dropdown menu showing "Approved")
- Certification: Women Owned Business Enterprise (dropdown menu showing "Approved")
- Certification: Veteran Owned Business (dropdown menu showing "Approved")
- Vendor Name (text input)
- Alternate ID (text input)
- County (text input)

At the bottom of the search fields is a "Browse by:" section with two rows of letters and numbers: "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" and "0 1 2 3 4 5 6 7 8 9 10". Below this are "Find It" and "Clear" buttons. At the very bottom of the page are "Exit" and "Print" buttons, and a copyright notice: "Copyright © 2015 Periscope Holdings, Inc. - All Rights Reserved."

3.0 Selecting Criteria for Search

The Vendor Search offers a variety of fields of vendor information to facilitate your search. Simply select your desired criteria in the field(s) provided, and click **Find It**. Note: Multiple fields can be searched at once. The searchable criteria are as follows:

- Vendor ID
- Vendor Name
- Vendor Legal Name
- Vendor Keyword
- Alternate ID
- Zip Code
- County
- State



- Emergency Supplies
- NIGP Class
- NIGP Class Item
- NIGP Keyword
- Small Business Category
- Small Business Enterprise
- Minority-Owned Business Enterprise
- Women-Owned Business Enterprise
- Veteran-Owned Business

3.1. Vendor ID

The information is automatically generated when a vendor registers in NJSTART. It includes a “V” followed by 8 digits. Each vendor is assigned a unique Vendor ID number for their profile.

3.2. Vendor Name, Vendor Legal Name, Alternate ID, Zip Code, County, State, Emergency Suppliers

This information is populated by the vendor during the registration process. (Vendor Keyword is searchable based on the Vendor Name and Vendor Legal Name.)

3.3. NIGP Class, NIGP Class Item

This information is populated by the vendor during the registration process. These fields represent the Commodity/Service Codes that apply to an organization. This is also how vendors will be notified of opportunities to do business with the State of New Jersey. (NIGP Keyword is searchable based on the NIGP Class and NIGP Class Item.) Note: All bidding opportunities will also be posted on NJSTART’s public page. Click **Open Opportunities**.

If you are familiar with the NIGP code, you may use the drop-down links for the NIGP Class and NIGP Class Item to search the code(s) that apply. If you are not familiar with the NIGP code or cannot find the code(s) that you would like to search via the drop-down, then you may use the keyword search to find vendors registered for the code(s).

3.4. Small Business Category, Small Business Enterprise, Minority-Owned Business Enterprise, Women-Owned Business Enterprise, Veteran-Owned Business

This information is populated from another New Jersey system of record through the Department of the Treasury. The link to this site is as follows:

<http://www.state.nj.us/njbusiness/contracting/services/njsavi/>

If you have questions regarding the Registered Vendor Search, or the registration process, you may **contact a Vendor Administrator** at the State via phone 609.341.3500 or email njstart@treas.nj.gov

For more information on registering as a Vendor to receive business opportunities from the State of New Jersey, please visit, <http://www.state.nj.us/treasury/purchase/vendor.shtml>