

# DRAFT



**Department of the Treasury**

**Division of Purchase and Property**

**eProcurement Implementation Project**

**Quick Reference Guide:**

**Registering a New Vendor**



## Why every vendor should register in NJSTART

New Jersey has implemented a new eProcurement system called NJSTART. This new system enables Vendors to connect and do business electronically with the State. Below are some of the many benefits vendors will enjoy from registering as a vendor in NJSTART:

- Create and maintain your own NJSTART profile through 24-hour online access;
- Online repository for your vendor forms eliminating the need to prepare them repeatedly;
- Screens to select appropriate business categories for your company to ensure proper payment;
- Snapshot of your company's certifications that are required to do business with the State;
- Your vendor profile, including your registered commodities and services, will be accessible by all State procurement staff;
- Direct notifications about opportunities to offer your goods and/or services;
- All bids, solicitations, and awarded contracts will be available for review online.

Your profile allows you to communicate with the State and complete and store various purchasing forms required by the State. You will own and maintain your company's information, including all addresses, commodity codes, and any other information pertaining to procurement. This guide contains step-by-step instructions to help you get started.

### 1.0 Navigate to NJSTART

To register as a vendor to do business with the State of New Jersey, navigate to [www.njstart.gov](http://www.njstart.gov). Please read the information provided on the welcome page.

To begin registration click **Register**. If you had previously begun registration and are returning to complete the process, click **Complete Registration**.



## Welcome To NJ START

Bidding opportunities formerly listed on the [DPP](#) website will be maintained on the NJ START website.

### [Register](#)

Register here to begin using NJ START.

Vendors, please read this [disclaimer](#) prior to registering.

### [Complete Registration](#)

Complete registration here to begin using NJ START.

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

[Forgot your password?](#)

© 2014 [Periscope Holdings, Inc.](#)  
All Rights Reserved

By registering as a vendor in NJSTART, your organization can receive notifications about Bid opportunities, be issued Purchase Orders (POs), or submit Invoices electronically. Your organization also has the capability to maintain and update its information online and in real time. If there is an address change, a need to submit compliance forms, etc. a representative of your organization can login to your vendor profile and edit/update your information.

If you have questions regarding the registration process, you may **contact a Vendor Administrator** at the State via phone 609.341.3500 or email [njstart@treas.nj.gov](mailto:njstart@treas.nj.gov)

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

## 2.0 Register

Click **Register** on the welcome page. A pop-up window will appear asking you to provide your entity's tax identification number (EIN) or social security number (SSN) and company name. You must also select the



appropriate country of incorporation and provide a valid email address that will be used to transmit confirmation of your registration.

Tax ID\*:  Show ☐

Company Name\*:

Is Tax ID # an Employer Identification Number (EIN)  
or a Social Security Number (SSN)?  
International Vendors, select EIN.

☐ EIN ☒ SSN

Country\*:

Email Address\*:

If your tax ID is new to the system, a **Register** screen will appear. If your tax ID already exists in the system, you may have already begun registration. If this is the case, return to the welcome page and click **Complete Registration**. If you have not already begun the registration process, then you should contact a State Vendor Administrator.

Click **Submit** to move to the next step once you have filled in the required fields (marked with an asterisk \*).

### 3.0 Complete Company Information

#### 3.1. Supply your company's official address and contact information.

The information requested in the previous section will populate the corresponding fields in *Company Information*. The address you provide on this screen is your primary business address. If you have more than one address, you will have an opportunity to enter those on another screen.

Click **Save and Continue Registration** to move to the next step.

Remember before you can save and move forward, you must complete the required fields (marked with an asterisk \*). For each additional step in registration, you will click **Save and Continue Registration** to get to the next step.

If you have any questions on what a field means, click on the **question mark icon**  on the top right hand corner of your screen. A new tab will open in your browser containing the Help Manual for the Seller and Seller Administrator roles. To find the section of the manual pertaining to Maintaining your Information, find the Seller Administration heading.



## 4.0 Complete the Administrator tab

### 4.1. Who is your administrator?

Your administrator is the person at your organization who will be responsible for maintaining the information you enter during registration and on an ongoing basis. The administrator can also add additional users to access/maintain your Vendor profile information (Seller Administrators), or additional users who could submit responses to bids or receive Purchase Orders or Contracts (Sellers).

Click **Save and Continue** to move to the next step.

Remember before you can save and move forward, you must complete the required fields (marked with an asterisk \*). If you have any questions regarding what a field means, click the **question mark icon**



on the top right corner of your screen.

## 5.0 Add Additional Addresses & EFT Information

### 5.1. If you do not have more than one address, continue to step 6.0.

### 5.2. If you have additional addresses, follow the instructions below.

Click **Add Another Address**. Once you fill in the required fields (marked with an asterisk \*), you may continue adding addresses by clicking **Save and Add Another**.

Once you are finished adding addresses, you may continue registration by clicking **Save and Continue Registration**. Your administrator user will be able to add additional addresses after you complete registration.

#### 5.2.1. Adding EFT Information (EFT- Enabled Remit Addresses)

If your company wishes to receive electronic payments from the State of New Jersey (for processed invoices), you must provide EFT-related information on a Remit Address. You may also create multiple EFT-enabled Remit addresses for separate bank accounts.

To create an EFT- enabled Remit Address, click **Add Another Address** and select the Address Type: Remit Address. Complete the required address information. NOTE: It is required that you complete this address in order to receive electronic payments. It is also required that you complete the Vendor Category *Electronic Funds Transfer Certification* in order to receive electronic payments. Refer to the guide *"Maintaining Vendor Categories and Certifications"* for additional instructions.

Scroll to the bottom of your screen, and you will see the EFT option. To enable this Remit Address for EFT, click the **EFT checkbox**.



☒ EFT Enabled?

Description\*:

Country\*:

Branch Name\*:

Account Type\*:

Routing Number\*:

Account Number\*:  Show ☐

IAT Flag\*: ☐

Complete ALL required fields (marked with an asterisk \*) before you **Save and Exit**. NOTE that the IAT Flag checkbox must be checked in order for the new Remit address to be saved.

## 6.0 Select Terms

### 6.1. Optional

This step is optional and does not have to be completed for successful registration.

### 6.2. This is only a Request

By selecting the terms on this tab, you are designating your organization's request only. Terms are determined by the State of New Jersey on a contract by contract basis.

## 7.0 Categories and Certifications

### 7.1 Vendor Categories

*Vendor Categories* capture specific information for each Vendor that must be completed by you as the Vendor (Seller Administrator). Many of these categories relate to information collected on behalf of the Office of Management and Budget for payment processing purposes, such as the following:

| Category: Business Formation                    |                               |
|-------------------------------------------------|-------------------------------|
| <i>Please select at most one category value</i> |                               |
| Select                                          |                               |
| <input type="checkbox"/>                        | Corporation                   |
| <input type="checkbox"/>                        | Individually Owned            |
| <input type="checkbox"/>                        | Limited Liability Corporation |
| <input type="checkbox"/>                        | Partnership                   |
| Notes:                                          |                               |
| <input type="text"/>                            |                               |



To complete these Categories, click on the checkbox(s) associated with the value that applies to your organization. Some Categories will allow you to select more than one value, which will be noted in the category description.

Once you have completed the Categories click **Save and Continue Registration**.

## 7.1 Vendor Certifications

*Vendor Certifications* capture specific information for each Vendor that will be populated by other New Jersey systems of record. Refer to the guide: “*Maintaining Vendor Categories and Certifications*”, for additional details and instructions on Vendor Categories and Certifications.

## 8.0 Commodity/Service Codes

### 8.1. Required

To complete registration, you must select *at least one* NIGP commodity/service code that applies to your organization.

If you are familiar with the NIGP code, you may use the drop down links for the NIGP Class and NIGP Class Item to select the code(s) that apply.

If you are not familiar with the NIGP code or cannot find the code(s) that apply to your organization via the drop down, then you may use the keyword search to find the code(s) that apply.

## 9.0 Summary

### 9.1. Validation Errors

If you do not have any red errors at the top of your screen, move to step 9.2 in this guide.

If you do have red errors at the top of your screen, then you have not completed a required field during registration. You will not be able to successfully complete registration until you have completed the required field(s) noted as red error(s).

To determine what is causing the error, read the error. The first part of the error will tell you the tab where you can find the field error. The second part of the error will direct you to the specific field. If you are having trouble resolving the error, please call a State Vendor Administrator for assistance.

If you do not know the information at this time, you may return at a later date to **Complete Registration**.

### 9.2. Review your information

Review the information you have entered in the previous steps. If you need to modify/add any information, you may click on the tab (across the top of your screen) that corresponds to the information you wish to modify/add.



---

[Company Information](#) [Administrator](#) [Address](#) [Terms](#) [Categories & Certifications](#) [Commodity/Service Codes](#) [Summary](#)

If you make any changes to the information, remember to click **Save** before you click back to the **Summary** tab. If you do not save, you will lose any changes that you have made.

### 9.3. Complete Registration

After you verify that all the information is complete and accurate, scroll to the bottom of your screen and click **Complete Registration**.