

**New Jersey Department of the Treasury
Division of Purchase and Property**

Quick Reference Guide:

**ACCESSING PAYMENT INFORMATION IN
NJSTART**

Sellers

Revised as of: 06/26/25



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1.0 Purpose

- This Quick Reference Guide is designed to help Vendors who already have NJSTART accounts understand how to access payment information in NJSTART.
- If you have questions regarding this process, you may contact a New Jersey State Vendor Administrator at (609) 341-3500 or email njstart@treas.nj.gov

NOTE:

2.0 Instructions

- The first step is to sign into NJSTART using your Login ID and Password. This will bring you to your Home Page as shown in *Figure 2.0.1*. Then, the user must ensure they are signed into the correct NJSTART Role as shown in *Figure 2.0.2*.

Figure 2.0.1.

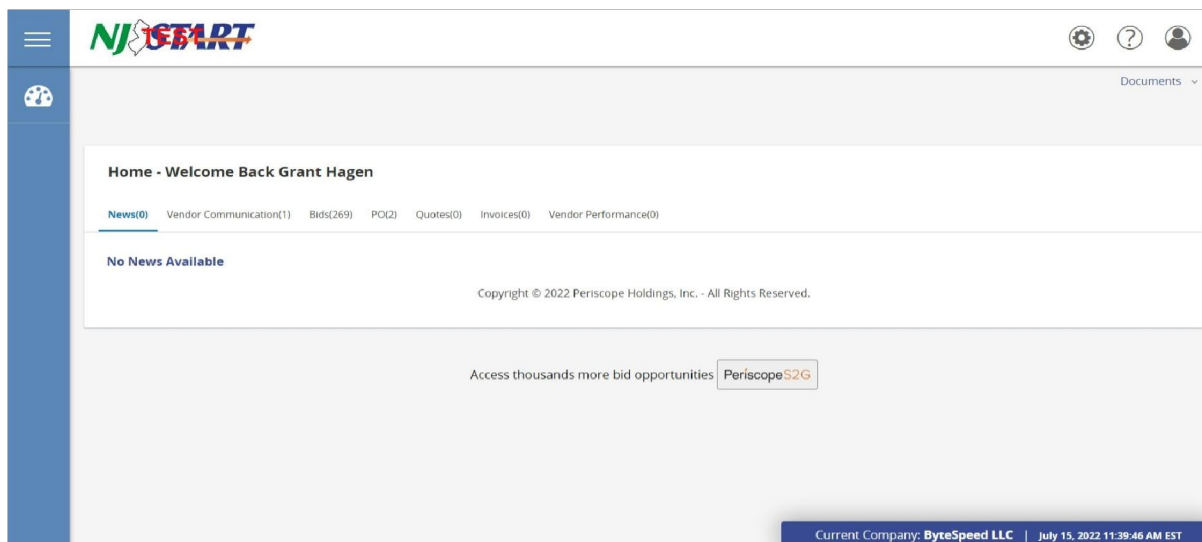
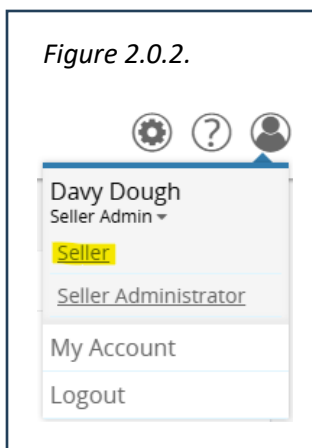


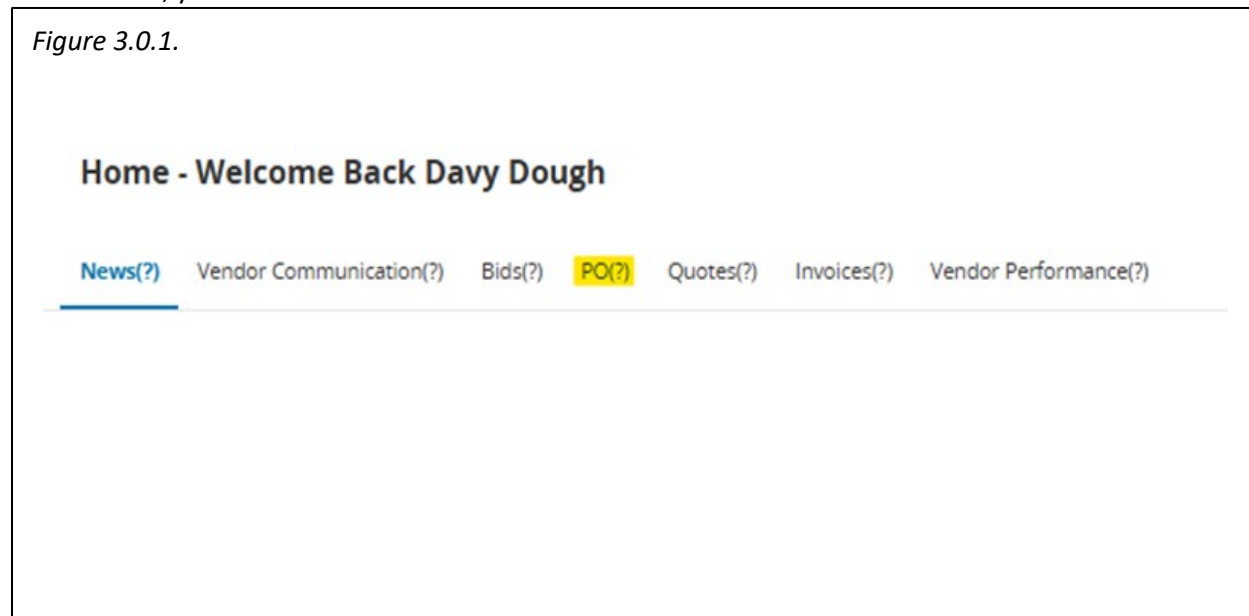
Figure 2.0.2.



3.0 Accessing Payment Information through Purchase Order Tab

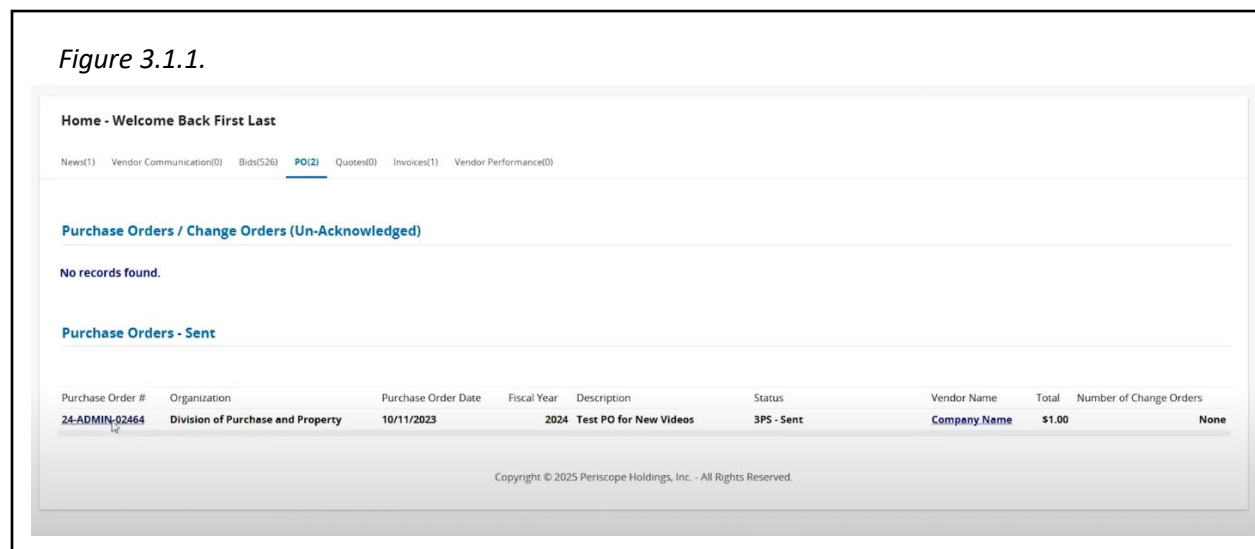
- After login you will see your home page and tabs underneath the **Welcome Back** message as shown in *Figure 3.0.1*.
- Next, you must click on the PO tab from the home screen.

Figure 3.0.1.



3.1. Navigating through the PO Tab

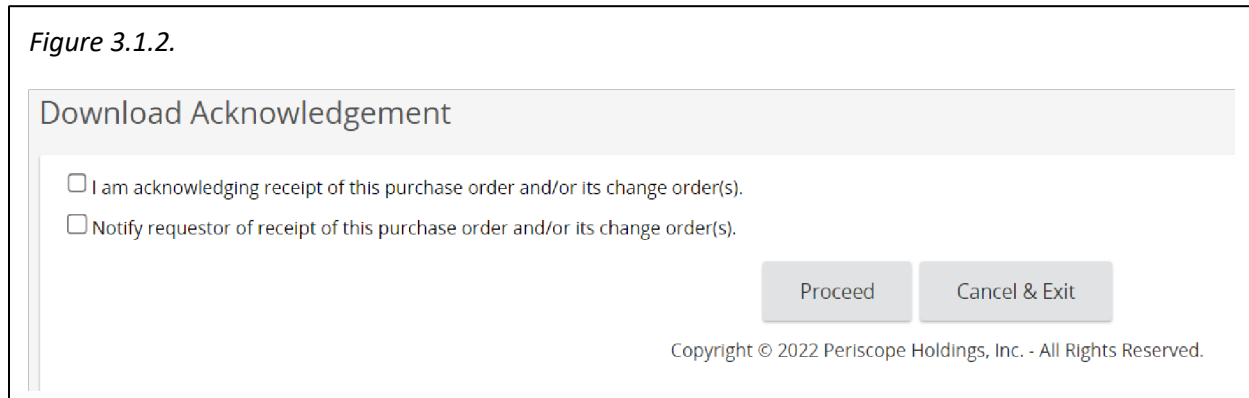
Figure 3.1.1.



- Once the PO menu is opened, you can access a PO by clicking on the link in the “Purchase Order #” column on the left side of the screen as shown in *Figure 3.1.1*.
- Upon selecting a PO, you will be asked to acknowledge receipt of the PO and notify the purchaser of the document.
- As shown in *Figure 3.1.2.*, acknowledging a PO indicates that you are aware of it and that you will respond to it.

- Check both check boxes on the left and click on the Proceed button to:
 - Acknowledge your receipt of the PO and/or its Change Orders, **and**
 - Notify the requestor that you have received the PO and/or its Change Orders.

Figure 3.1.2.



Download Acknowledgement

☐ I am acknowledging receipt of this purchase order and/or its change order(s).

☐ Notify requestor of receipt of this purchase order and/or its change order(s).

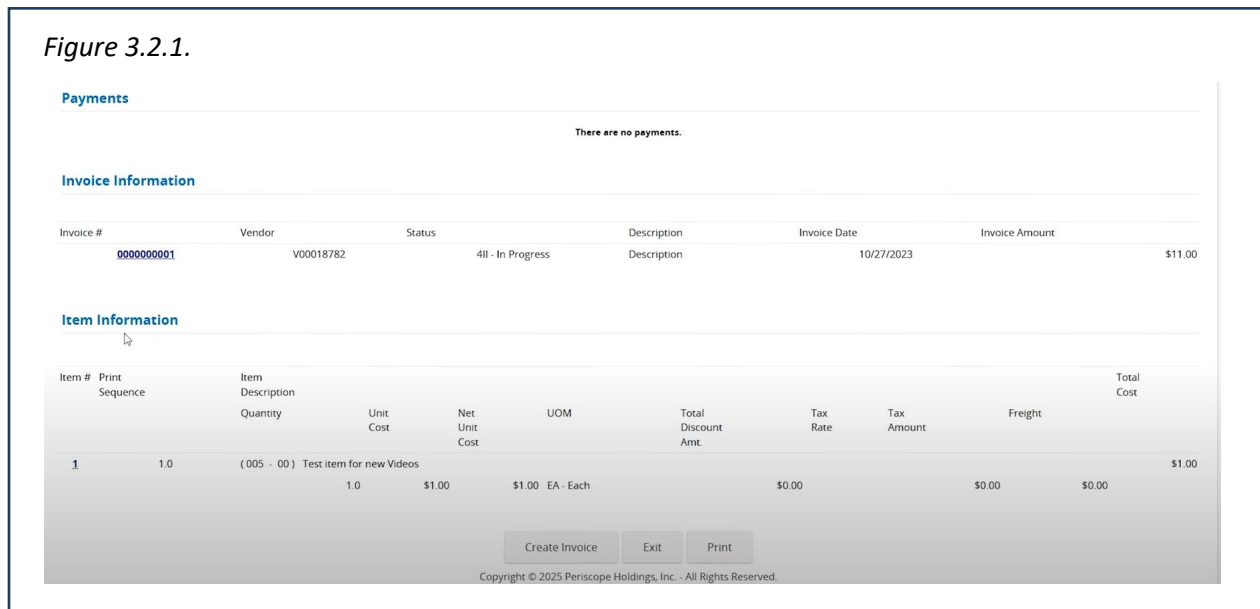
Proceed Cancel & Exit

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3.2. Navigating through PO Summary Tab

- From the PO summary tab, begin by scrolling down to the section that reads invoice information, and clicking directly on your invoice number as shown in Figure 3.2.1.

Figure 3.2.1.



Payments

There are no payments.

Invoice Information

| Invoice # | Vendor | Status | Description | Invoice Date | Invoice Amount |
|------------|-----------|-------------------|-------------|--------------|----------------|
| 0000000001 | V00018782 | 411 - In Progress | Description | 10/27/2023 | \$11.00 |

Item Information

| Item # | Print Sequence | Item Description | Quantity | Unit Cost | Net Unit Cost | UOM | Total Discount Amt. | Tax Rate | Tax Amount | Freight | Total Cost |
|--------|----------------|-------------------------------------|----------|-----------|---------------|-----------|---------------------|----------|------------|---------|------------|
| 1 | 1.0 | (005 - 00) Test item for new Videos | 1.0 | \$1.00 | \$1.00 | EA - Each | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$1.00 |

Create Invoice Exit Print

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- This will take you to the Invoice Summary tab.
- If a check number has been posted, it will appear in the field labeled “Paid-“BankId/CheckNbr” as seen in Figure 3.2.2.

Figure 3.2.2.

Invoice #: 0000000001 Vendor #: V00018782 Vendor Group #: 01

General Items Attachments Notes Summary Back to PO

Header Information

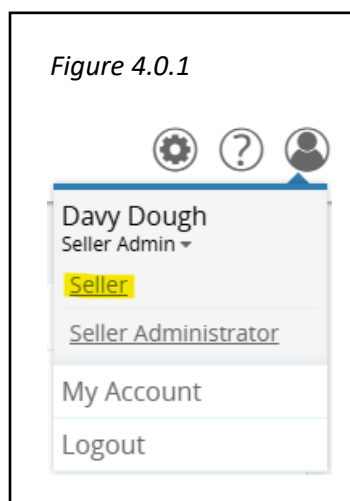
| | | | |
|-----------------------|---------------------|--------------------|-------------------|
| Invoice number: | 0000000001 | Invoice Status: | 411 - In Progress |
| Invoice Description: | Description | Invoice Date: | 10/27/2023 |
| Payment Amount: | \$11.00 | Payment Discount: | 0.5% |
| Payment Terms: | 0.5% 30 DAYS NET 30 | Payment Terms Day: | 30 |
| Paid-BankId/CheckNbr: | | Freight Amount: | 10.0 |
| Entered By: | First Last | Entered Date: | 10/12/2023 |
| Credit Amount: | \$0.00 | Last Date Updated: | 10/12/2023 |
| Last User Updated: | First Last | | |

Attachments

Agency Files:
Agency Forms:
Vendor Files:
Vendor Forms:

4.0 Accessing Payment Information through Invoice Tab

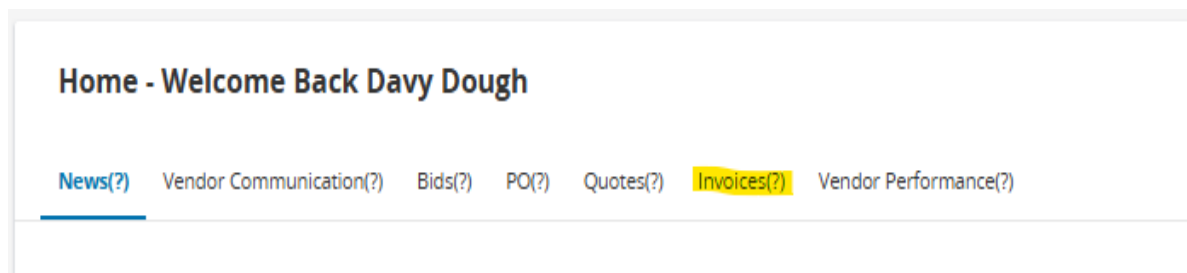
- Begin by logging into NJSTART and selecting the Seller role from the dropdown menu as shown in Figure 4.0.1.



4.1 Navigating through Invoice Tab

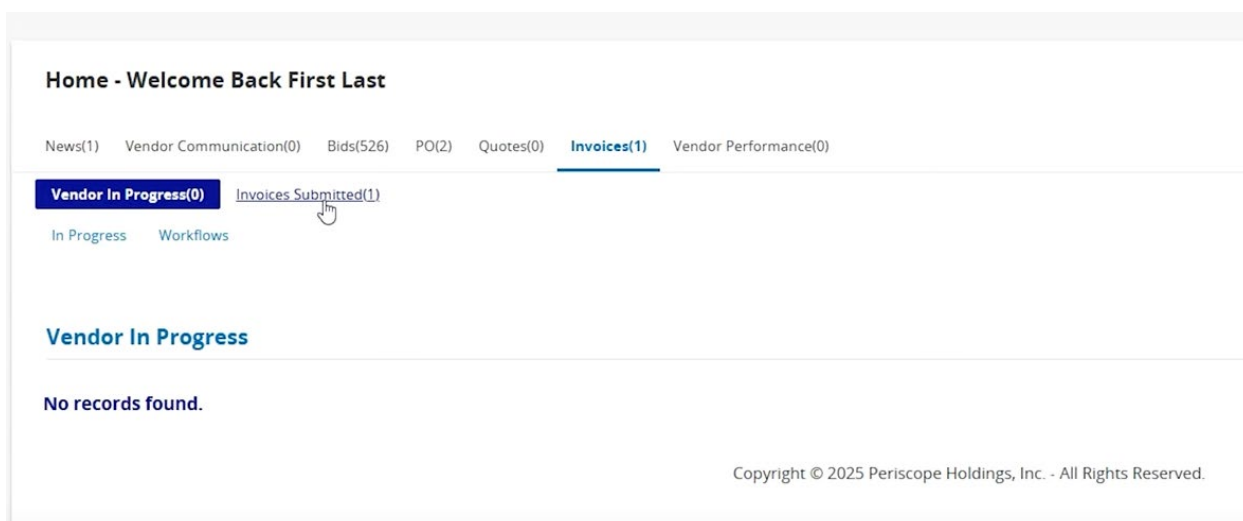
- After signing into the seller role, click on the “Invoices(?)” tab from the home screen shown in Figure 4.1.1.

Figure 4.1.1.



- Once you are in the Invoices screen, click directly on the Invoices Submitted sub-tab as shown in Figure 4.1.2.

Figure 4.1.2.



- This sub-tab will display the invoices that have been processed by the accounts payable team of the various state agencies, the vendor is performing work for.
- To view the invoice summary tab, click on the link in the “Invoice #” column on the left side of the screen as shown in Figure 4.1.3.



Figure 4.1.3.

Home - Welcome Back First Last

News(1) Vendor Communication(0) Bids(526) PO(2) Quotes(0) **Invoices(1)** Vendor Performance(0)

Vendor In Progress(0) **Invoices Submitted(1)**

In Progress Workflows

Invoices Submitted

| Invoice # | Vendor | Invoice Description | Invoice Date | Invoice Amt. | PO # | Invoice Status |
|------------|--------------------------|---------------------|--------------|--------------|----------------|-------------------|
| 0000000001 | V00018782 - Company Name | Description | 10/27/2023 | \$1.00 | 24-ADMIN-02464 | 4II - In Progress |

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4.2 Navigating through Invoice Summary Tab

- Once you are on to the Invoice Summary tab, you can review the status and the corresponding check number that has been applied to the document as shown in Figure 4.2.1.

Figure 4.2.1.

Invoice #: 0000000001 Vendor #:V00018782 Vendor Group #:01

General Items Attachments Notes **Summary** [Back to PO](#)

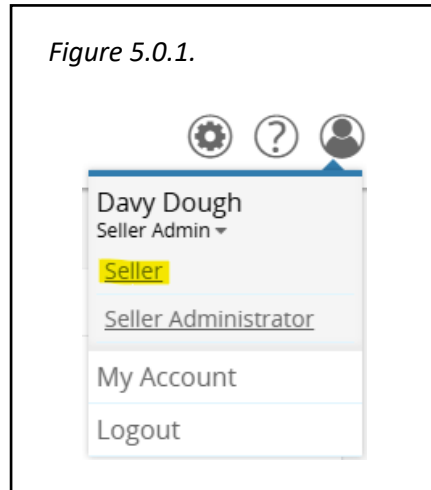
Header Information

| | | | |
|-----------------------|---------------------|--------------------|-------------------|
| Invoice number: | 0000000001 | Invoice Status: | 4II - In Progress |
| Invoice Description: | Description | Invoice Date: | 10/27/2023 |
| Payment Amount: | \$11.00 | Payment Discount: | 0.5% |
| Payment Terms: | 0.5% 30 DAYS NET 30 | Payment Terms Day: | 30 |
| Paid-BankId/CheckNbr: | | Freight Amount: | 10.0 |
| Entered By: | First Last | Entered Date: | 10/12/2023 |
| Credit Amount: | \$0.00 | | |
| Last User Updated: | First Last | Last Date Updated: | 10/12/2023 |

NOTE:

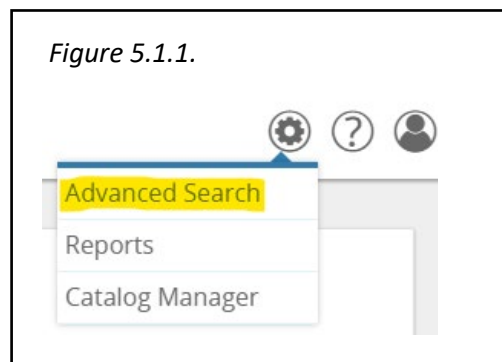
5.0 Accessing Payment Information through Performing an Advanced Search

- Again, begin by logging into NJSTART and ensuring you're signed in as the seller role as shown in *Figure 5.0.1*.



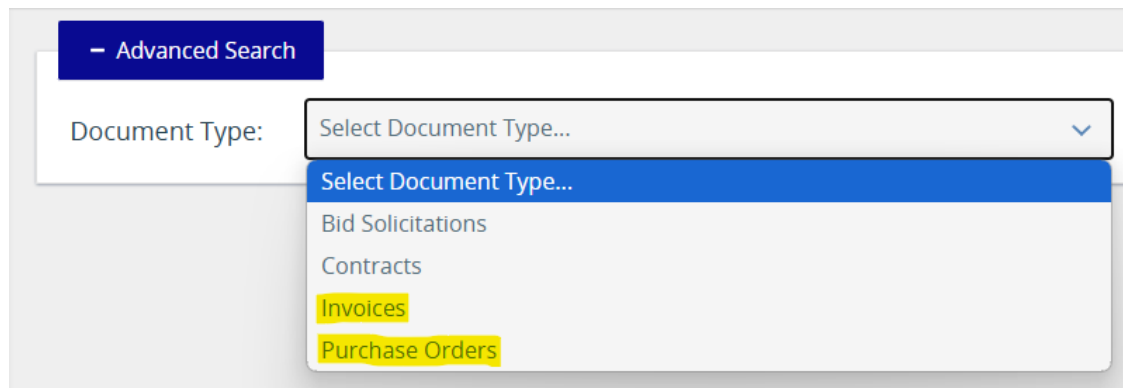
5.1. Selecting Purchase Order or Invoice from Document Type

- To perform an advanced search, click on the settings icon and click the header labeled "Advanced Search" as shown in *Figure 5.1.1*.
- You will need either your specific purchase order or invoice number.



- Once you have selected Advanced Search, in the Document type dropdown, you can select either purchase order or invoices as your search criteria as shown in *Figure 5.1.2*.

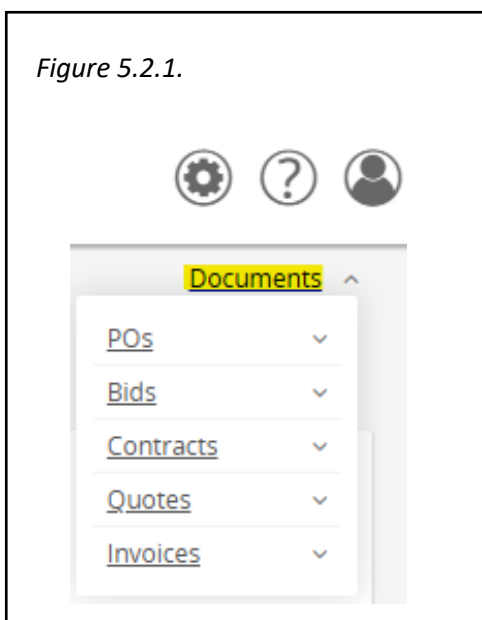
Figure 5.1.2.



5.2. Quick Navigation Reminder

- To quickly find the status of documents that have been issued to you, you can reference the documents dropdown in the upper right corner of the home screen as shown in Figure 5.2.1.

Figure 5.2.1.



- Clicking directly on the dropdown option, either POs or invoices as shown in *Figures 5.2.2. and 5.2.3.*, will permit you to quickly sort corresponding documents into groups of statuses. This may aid you in identifying specific document numbers in the system.

Figure 5.2.2.

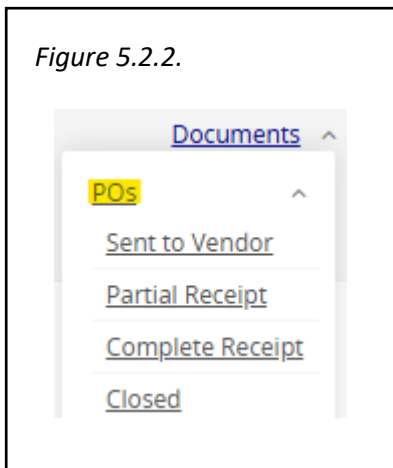
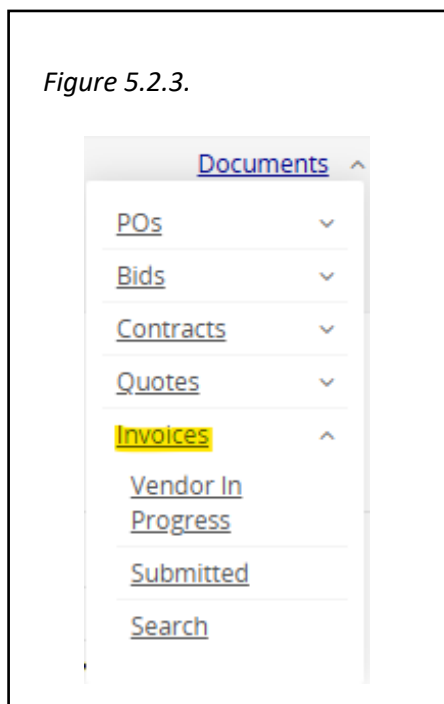


Figure 5.2.3.



- To change roles, follow the steps below.
 - Step 1: Click the Account Icon in the upper right of the Homepage.
 - Step 2: Click the down arrow under the User Name.
 - Step 3: Select "Seller".