

In this issue:

Director's Message	1
Contract Conversion	2
Accessing Purchase Orders	2
Remittance Address Updates	3
Quick Reference Guides	3
FAQs	4
Categories & Certifications	5
Equal Employment Opportunity and Affirmative Action Regulations	6

Director's Message

Dear Vendor Partners:

As announced in a prior issue, please note that all new bidding opportunities are being administered through NJSTART and are posted at www.njstart.gov. A link to these is still available on the Division's homepage under "View Bidding Opportunities at www.njstart.gov/bsso/external/publicBids.sdo."

The Division is making Blanket P.O.s {Contracts} active in NJSTART. Contract awardees will receive their Blanket P.O. via email once it is converted, and details regarding that process will also be sent via email. Once a Contract is active in NJSTART, all future Change Orders {Amendments} will be done within NJSTART, and all historical documentation (i.e., Bid Solicitation {RFP} Documents and Change Orders) will also be in NJSTART.

All issues of Smart Supplier are intended to inform and help put you in the best possible position to be responsive to future State opportunities.

More than 21,000 of you have registered in NJSTART. Thank you for your active participation and partnership.

Look forward to working with you,

Maurice A. Griffin

Contract Conversion

The Division of Purchase & Property (DPP) is in the process of transferring all active Blanket P.O.s {Contracts} from our legacy MACS-E system into NJSTART, the State’s new eProcurement solution.

DPP is making the Blanket P.O.s active in NJSTART. Contract awardees will receive their Blanket P.O. via email once it is converted. Please note that the Blanket P.O. number will not change; we are keeping the original MACS-E Contract number.

Blanket P.O.s will be available in both MACS-E and NJSTART for the immediate future. However, Using Agencies are being advised to issue their orders in NJSTART. Contracts will be inactivated in MACS-E at a later point in time.

Once your Blanket P.O. is active in NJSTART, all future Change Orders {Amendments} will be done within NJSTART and all historical documentation (i.e., Bid Solicitation Documents and Change Orders) will also be done in NJSTART.

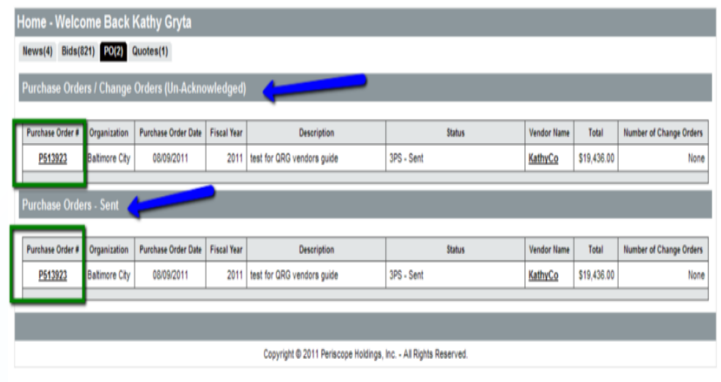
The crosswalk language from our legacy MACS-E system to NJSTART appears below.

Accessing Purchase Orders

Once the contract conversion process has been completed, Vendors {Contractors} will also start to receive Release Orders {Purchase Orders} via email through NJSTART.

More information on accessing Release Orders can be found on the [NJSTART Vendor Support](#) page. The Vendor Support page contains Reference Guides on various NJSTART topics, including “Accessing Purchase Orders,” as well as informational videos.

If you have any questions or need further assistance, please email us at njstart@treas.nj.gov or call our vendor support line at 609-341-3500.



NJSTART Term	Equivalent Existing New Jersey Term
Bid/Bid Solicitation	RFP/Solicitation
Bid Amendment	Addendum
Change Order	Contract Amendment
Master Blanket Purchase Order (Blanket P.O.)	Contract
Offer and Acceptance Page	Signatory Page
Quote	Proposal
Release Orders	Purchase Orders
Vendor	Bidder/Contractor

Remittance Address Updates

The Division of Purchase and Property has successfully completed the transfer of vendor financial records into NJSTART from the State's financial accounting system (NJCFIS).

However, in order to ensure that your organization receives proper payment when purchase orders are processed by State agencies, you will need to update your NJSTART record.

Please log into www.njstart.gov using the Login ID and Password you created when you registered in NJSTART and ensure you're in the Seller Administrator role to make the necessary updates.

If you see a red "**Overall Validation Errors**" message on your home page, click on it. Then click on "**Maintain Addresses.**" Once there, please review each Remit Address, ensure it has a **Name**, **or add one if it's missing** (e.g., Main Remit Address, Corporate Remit, etc.). You will also have to add an **email address** in the designated field; select one remit address as the **Default** address; and complete any other missing fields, especially your bank account description, country, and bank name if you want to receive electronic (ACH) payments. **Remember to save your changes.**

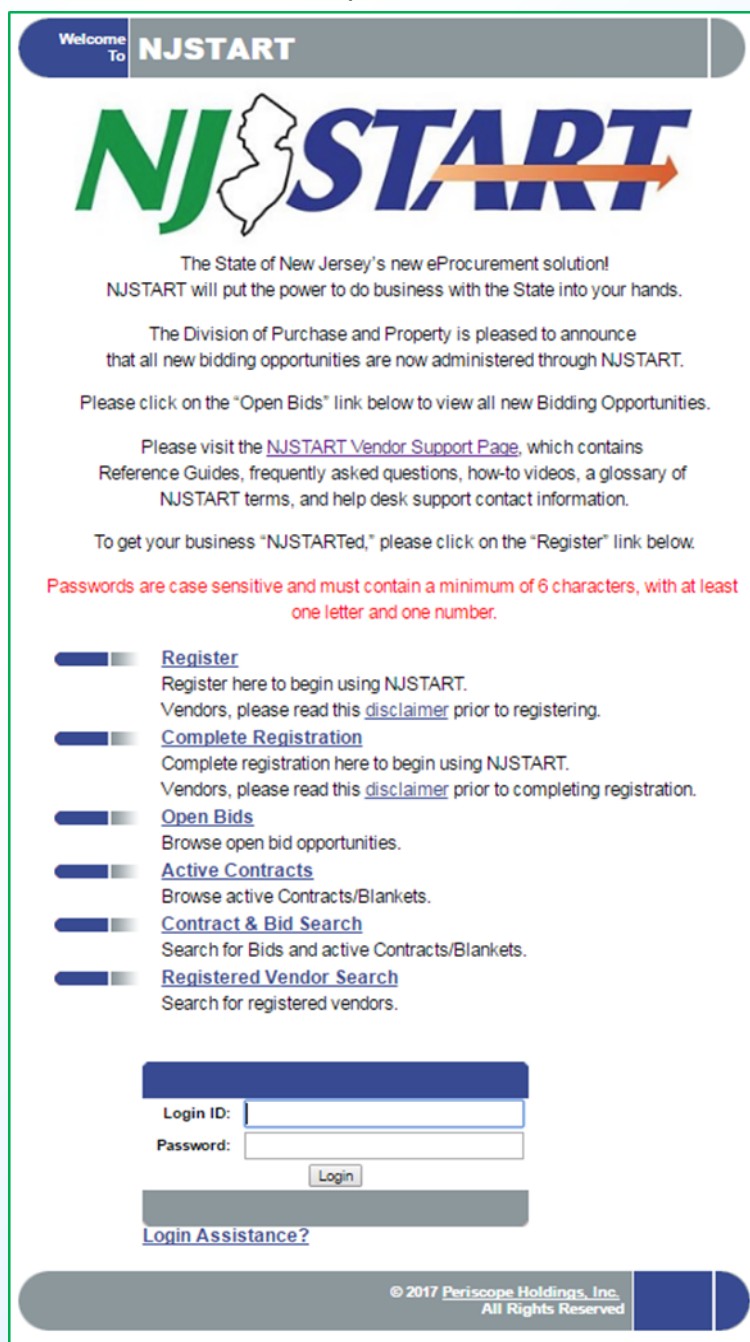
Also, navigate to the "**Terms & Categories**" section and review your selection for **Category: 4** to ensure it matches your remittance preference (the EFT box must be checked if you want to receive electronic payments).

For assistance in making these updates, please refer to the Reference Guide available at [Vendor Registration](#) and pay particular attention to pages 11-12. If you still have questions or need additional assistance, please email us at njstart@treas.nj.gov or call (609) 341-3500 and press option 1.

Quick Reference Guides

We have created several Vendor Quick Reference Guides that walk you through registering your business, editing profile information, and maintaining categories and certifications, among other topics. Please visit our NJSTART Vendor Support Page at <http://www.state.nj.us/treasury/purchase/njstart/vendor.shtml> for additional guidance and helpful videos.

If you need assistance or have questions about NJSTART, please email us at njstart@treas.nj.gov or call the NJSTART Help Desk at 609-341-3500.



Welcome To **NJSTART**

NJSTART

The State of New Jersey's new eProcurement solution!
NJSTART will put the power to do business with the State into your hands.

The Division of Purchase and Property is pleased to announce that all new bidding opportunities are now administered through NJSTART.

Please click on the "Open Bids" link below to view all new Bidding Opportunities.

Please visit the [NJSTART Vendor Support Page](#), which contains Reference Guides, frequently asked questions, how-to videos, a glossary of NJSTART terms, and help desk support contact information.

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

Passwords are case sensitive and must contain a minimum of 6 characters, with at least one letter and one number.

- [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

[Login Assistance?](#)

© 2017 Periscope Holdings, Inc. All Rights Reserved

Frequently Asked Questions

How do I choose an NJSTART password?

- Passwords for NJSTART are case sensitive and must contain a minimum of six characters, with at least one letter and one number.

What do I do if I had too many attempts to log into my NJSTART account and now I'm locked out?

- Contact the NJSTART Help Desk via email at njstart@treas.nj.gov, or call 609-341-3500 and press option 1. We can reset your password to allow you to log in.

I forgot the password to my NJSTART account.

- Underneath the boxes for login ID and password, there is a link labeled "Forgot your password?" Clicking on this link will take you through the process of resetting your password, or contact the NJSTART Help Desk via email at njstart@treas.nj.gov, or call 609-341-3500 and press option 1.

How do I finish registering for NJSTART?

- You can begin the registration process for NJSTART and return to finish registering later. To finish registering, simply return to www.njstart.gov and click on the second link, 'Complete Registration.' You will be asked to enter your Vendor ID # and email address.

Can I edit my NJSTART profile?

- Yes, you can change or update your profile by logging into your NJSTART account and clicking on 'Maintain Organization Information.' You can then click on the different areas that you would like to edit. A more detailed tutorial is available in the Quick Reference Guide at <http://www.nj.gov/treasury/purchase/njstart/vendor.shtml>.

Why was the name of my company changed in NJSTART?

- In an effort to ensure the accuracy of all profile records, we recently matched all vendor legal names in NJSTART against the taxpayer names on Business Registration Certificates on file with the State of New Jersey's Division of Revenue & Enterprise Services. This search allowed us to identify any discrepancies between the legal name entered in NJSTART and the taxpayer name on the Business Registration Certificate (BRC). In cases where an update was required, we updated the NJSTART record to reflect the correct vendor legal taxpayer name. The Vendor Legal Name in NJSTART should match the taxpayer name that appears on your organization's BRC. If you registered as an individual or sole proprietor, your name should appear as Last Name, First Name in the Vendor Legal Name field.

I was getting ACH payments; why am I getting checks now?

- More than likely, your Category for electronic funds transfer (EFT) has not been selected and/or your ACH remit address has not been updated or selected as the primary default remit address. (Please refer to the article on page 3 of this issue for the action you need to take to correct this.)

How do I select my company's NIGP codes?

- Your chosen NIGP codes are commodity/service codes that relate to your company and ensure that you are notified of upcoming procurement opportunities. You can choose your NIGP codes from the drop-down menu. If you are not familiar with the NIGP code system, or cannot find the codes that apply to your organization from the drop-down menu, you can use the keyword search to find the code or codes that apply to your organization.

Categories & Certifications

Vendor Categories capture specific information that must be completed by you as the Seller Administrator.

Please take a moment to log into NJSTART to review the “Terms, Categories, and Certifications” section and ensure the information in your organization’s profile is accurate. Pay particular attention to the first five categories in this section (four of which are mandatory) since it captures specific information that must be completed by you, as the Vendor (Seller Administrator). These categories relate to information collected on behalf of the Office of Management and Budget (OMB) for payment processing purposes and include:

- ◇ Category: 1. Primary Business Function - (MANDATORY FIELD);
- ◇ Category: 2. Prompt Payment Exemption (optional; does not apply to most vendors);
- ◇ Category: 3. Business Formation (MANDATORY FIELD);
- ◇ Category: 4. Electronic Funds Transfer Certification (MANDATORY FIELD);
- ◇ Category: 5. Tax ID Certification (Substitute W9) (MANDATORY FIELD).

To complete these Categories, click on the checkbox that applies to your organization.

Please note that you need to fill out this section correctly to ensure you’re ready to do business with the State.

There are several resources available to assist you in navigating through NJSTART, including a brand-new video and Quick Reference Guides on our website at <http://www.state.nj.us/treasury/purchase/njstart/vendor.shtml>.

If you still have questions, or need additional assistance, please email us at njstart@treas.nj.gov, or call (609) 341-3500.

There are also Categories in the Vendor Profile that, when completed, allow vendors to submit an abbreviated version of the required form, and in some cases, form submission may not be required.

These DPP Vendor Categories include: Ownership Disclosure; Disclosure of Investment Activities in Iran; Disclosure of Investigations and Other Actions Involving Bidder; Disclosure of Non-Profit Officers and Directors.

Vendor Certifications that are grayed out cannot be completed by the vendor since they capture specific information that will be populated by other New Jersey systems of record. Vendor Certifications include the following:

- ⇒ Business Registration
- ⇒ Chapter 51/EO 117 Compliance - 2 Year Approval
- ⇒ Debarment
- ⇒ AA/EEOC Compliance
- ⇒ Small Business Category
- ⇒ Small Business Enterprise
- ⇒ Minority Owned Business Enterprise
- ⇒ Women Owned Business Enterprise
- ⇒ Veteran Owned Business
- ⇒ Insurance Liability Compliance



Equal Employment Opportunity and Affirmative Action Regulations

On April 17, 2017, the Division of Purchase & Property proposed to readopt, with amendments, N.J.A.C. 17:27 et seq., which governs the equal employment opportunity and affirmative action practices necessary for public agencies, contractors, subcontractors, and business firms to comply with equal employment opportunity standards mandated by N.J.S.A. 10:5-36 et seq.

The rules proposed for re-adoption are proposed for amendment primarily to reflect the Department of the Treasury's transfer in 2011 of equal employment opportunity responsibilities to the Division for goods and services contracts and to the Department of Labor and Workforce Development for construction contracts.

The full text of the proposal can be viewed at [http://www.nj.gov/treasury/proposed_rules/PRN%202017-058%20\(49%20NJR%20729\(a\)\).pdf](http://www.nj.gov/treasury/proposed_rules/PRN%202017-058%20(49%20NJR%20729(a)).pdf)

The Contract Compliance and Audit Unit (CCAU) is also pleased to announce its **NEW** Equal Employment Opportunity (EEO) Video for Vendors/Contractors is available for viewing at http://www.state.nj.us/treasury/contract_compliance/vendor.shtml

