



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



Quick Reference Guide:

**ESTABLISHING A DOING BUSINESS AS (DBA)
ORGANIZATION**

Seller Administrator



1. Purpose

Note: You must be registered in NJSTART in order to perform the actions described in this guide.

This Quick Reference Guide (QRG) provides step-by-step instructions on how to add another company to NJSTART that uses your tax ID; a “doing business as (DBA).” Adding a DBA is only necessary if the intent is for the DBA to operate separately from the company you originally registered in NJSTART.

Establishing a DBA will permit the following:

- Maintaining separate NJSTART Vendor Profiles for your company and your DBA(s);
- Granting separate Vendor Profile access by establishing separate user IDs, as desired.

Note: You will not gain access to the DBA organization’s profile by adding them as an additional organization. The DBA maintains a separate Vendor Profile and separate Vendor number. The separate vendor records are linked by the same Vendor legal name and same tax ID.

Quick Reference Guides for managing your NJSTART vendor portal profile, and many other topics, can be found at the New Jersey Division of Purchase and Property Vendor Support Page at <http://www.nj.gov/treasury/purchase/njstart/vendor.shtml> .

If you have questions regarding the material presented in this guide, you may contact a New Jersey State vendor administrator at (609) 341-3500 or email njstart@treas.nj.gov .

2. Instructions

2.1. Navigate to NJ START and Login

Navigate to www.njstart.gov. Log in using the ID and password you created during registration or which was provided to you by **your company’s Seller Administrator**.

Note: For security purposes, the first time you log into NJSTART you will be prompted to reset your password. Afterwards, you will be taken to your home screen.

Details about how to login are presented on the next page.



The following is an image of the login page when you navigate to www.njstart.gov . Enter your Login ID and Password information in the fields indicated below.

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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If you have forgotten your password, you may click on the **Login Assistance?** link at the bottom of the NJSTART login page and follow the instructions.



2.2. Verify that you have Seller Administrator privileges

You should see the screen below. If you do, then proceed to step 2.3.

The screenshot shows the Seller Administrator interface. At the top, there are tabs for 'Seller' and 'Seller Administrator', with 'Seller Administrator' selected. Below the tabs is a navigation bar with links: 'NIGP Code Browse | My Account | Customer Service | About'. The date and time are 'March 9, 2014 9:59:22 PM EDT'. The user's name is 'Rachel Johnson'. The main content area is titled 'Maintenance Home Page for: Rachel Inc' and has two tabs: 'General' and 'Alerts'. There are four main sections, each with an icon and a description:

- Maintain Organization Information:** This section is used for maintaining organization information.
- Maintain Users on this Account:** This section is used to maintain users for the organization.
- Add Users on this Account:** This section is used to add users to the organization.
- Add Associated Organization:** This section is used for adding an organization with the same Tax ID.

If you do not see the screen above, confirm that you are in your **Seller Administrator** role (found in the top right hand corner of your screen). If you do not have Seller Administrator privileges, you must request those rights from you organization’s Seller Administrator.

2.3. Click Add Associated Organization

After you click Add Associated Organization, you will see the screen below.

The screenshot shows the 'Send Mail' form. At the top, there is an information icon and a message: 'Use the email form below to request that the associated organizations register in BSO. The link provided below must be used in order to register with the same tax ID.' The form has the following fields:

- To*:** [Empty text box]
- CC:** [Empty text box]
- Send confirmation email to rjohnson@periscopeholdings.com
- From:** rjohnson@periscopeholdings.com
- Subject*:** Rachel Inc requests you register with the Department of Treasury's eProcurement system.
- Text:** [Large empty text area]

At the bottom, there are two buttons: 'Send' and 'Cancel & Exit'.

You must supply the email address of the organization you wish to add as a “Doing Business As” organization. Fill in the text box with the information you wish to provide and send the email.



An email will be sent to the address supplied in the previous step prompting the recipient to register in NJSTART as a “Doing Business As” organization sharing your organization’s tax ID. The body of the email will be similar to the text below.

Use the link below to register with the Department of Treasury's eProcurement system using the same tax ID as Rachel Inc. http://192.237.238.134/bs0/external/vendor/regCompanyInfo.sdo?reg_code=UpZOlrZot_qj0OT511Q-N31qH-QCmqUCqEreHMuUCH_gyxBX-rSB-UdtPnqTHXpWEW04CRSPKkKTN2RjA_2EPLgyBUOd&mode=init_new_vendor

Use this link to log on to NJ START: <http://192.237.238.134/bs0/login.sdo>

Once the recipient clicks on the link above, they will be routed directly into Vendor Registration. The “Doing Business As” organization should then follow the Quick Reference Guide titled “*Vendor Registration*” to perform the initial setup of the new Vendor Profile.

If you have questions or need assistance, contact a New Jersey State vendor administrator at (609) 341-3500 or email njstart@treas.nj.gov.