Department of the Treasury

Division of Purchase and Property

Quick Reference Guide:

Maintaining Vendor Categories

and Certifications
This Quick Reference Guide may be used in conjunction with the guide “Registering a New Vendor”, or when updates are needed to Vendor Categories and Certifications. If you have not yet begun the registration process, complete the steps shown in the following guide: “Registering a New Vendor,” and then return to this guide.

Vendor Categories and Certifications provide the following enhancements when doing business with the State of New Jersey:

- Screens to select appropriate business categories for your company to ensure proper payment;
- Snapshot of the certifications that are required for your company to do business with the State; and
- Links to instructions on how you can take corrective actions if you as a vendor are not in compliance with a required certification.

1.0 Navigate to NJSTART and Login

Navigate to [www.njstart.gov](http://www.njstart.gov) Login using the ID and password you created during registration or that was provided to you by another user in your organization. NOTE: The first time you login, NJSTART will prompt you to reset your password. This will only happen the first time you login for security reasons. Once you reset your password, you will be taken to your home screen.
If you have forgotten your password, you may click on the **Forgot your password** link at the bottom of the screen and follow the instructions.

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**

For more information on receiving business opportunities from the State of New Jersey, please visit, **http://www.state.nj.us/treasury/purchase/vendor.shtml**
2.0 Verify that you have Seller Administrator privileges

You should see the screen below. If you do, then proceed to step 3.0.

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 your company’s Seller Administrator.

3.0 Maintain Organization Information

Click Maintain Organization Information and you will see the screen below.
4.0 Categories and Certifications

Click Maintain Terms and Categories

4.1 Vendor Categories

Vendor Categories capture specific information 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 (OMB) for payment processing purposes. To complete these Categories, click on the checkbox that applies to your organization. Some Categories will allow you to select more than one box or value, which will be noted in the category description.

OMB Vendor Categories include the following:

4.1.1 Primary Business Function

This Category refers to the primary area of your business operations. Vendors may select only one category value.

4.1.2 Prompt Payment Exemption

This Category refers to vendors who are excluded from the Prompt Payment Act including government instrumentalities, State employees and public utilities. Vendors may select category value(s) that apply.
4.1.3 Business Formation

This Category refers to how your business ownership is structured. Vendors may select only one category value.

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4.1.4 Electronic Funds Transfer Certification

This Category refers to the authorization of electronic payments. It is required that you complete this category in order to receive electronic payments. You must also complete the EFT – Enabled Remit Address in order to receive electronic payments. Refer to the guide “Registering a New Vendor” for instructions on EFT – Enabled Remit Addresses.

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4.1.5 Tax ID Certification (Substitute W9)

This Category refers to the certification of the Tax ID number provided during registration.
There are also Categories in the vendor profile that, when completed, allow the vendors to submit an abbreviated version of the required form. By checking the applicable option for these Categories, the vendor must complete the version of the form that indicates “Use with NJSTART Certification ONLY”. These DPP Vendor Categories include:

4.1.6 Ownership Disclosure Eligibility Statement

Description: N.J.S.A. 52:25-24.2 requires disclosure of the names and addresses of those individuals, partnerships and/or corporations owning a 10% or greater interest in the bidding entity (“interest owners”). Further, if any of these interest owners is itself a partnership or corporation, you must disclose the names and addresses of the interest owners of that partnership or corporation.

Select one of the boxes below.

- The bidder is a non-profit entity and is exempt from the ownership disclosure requirement.
- There are no individuals, partnerships or corporations with a 10% or greater interest in the bidding entity, therefore the bidder is exempt from the ownership disclosure requirement.
- Neither statement is applicable. A current, true and complete Statement of Bidder Ownership on the attached form has been or will be uploaded to my vendor profile prior to the submission deadline and is intended to accompany the bidder’s submission.

4.1.7 Certification of Non-Inclusion on Chapter 25 List

Description: P.L. 2012, c.25 requires that an authorized representative of the bidder certify, under penalty of perjury, that the bidder and its parents, subsidiaries and affiliates are not identified on the Department of the Treasury’s list of entities engaged in prohibited investment activities in Iran (“Chapter 25 List”).

Select one of the boxes below.

- Yes, the bidder and its parents, subsidiaries and affiliates are not on the Chapter 25 List.
- No, I cannot make this certification. A detailed and precise description of the activities on the attached form has been or will be uploaded to the vendor profile prior to the submission deadline and is intended to accompany the bidder’s submission.

4.1.8 Certification Regarding Compliance with MacBride Principles

Description: I certify, pursuant to N.J.S.A. 52:34-12.2 that the bidding entity:

Select one of the boxes below.

- Has no ongoing business in Northern Ireland and does not maintain any physical presence through the direct or indirect operation of facilities or via intermediaries, subsidiaries or affiliated companies over which it maintains effective control; or
Will act lawfully in good faith to conduct any Northern Ireland business operations in accordance with the MacBride Principles (N.J.S.A. 52:18A-89.8) and the 1989 Fair Employment (Northern Ireland) Act and allow independent monitoring of compliance.

4.2 Vendor Certifications

Vendor Certifications capture specific information for each Vendor that will be populated by other New Jersey systems of record. Vendor Certifications include the following:

4.2.1 Business Registration

This Certification refers to the documentation that your business is a registered, legal entity with the State of New Jersey. Vendors must register with the Division of Revenue and Enterprise Services for tax purposes. An active Business Registration Certificate is required prior to issuance of any Purchase Orders from the State.

![Business Registration Certificate](image)

NOTE: Link to instructions on how you can take corrective actions if you as a vendor are not in compliance with the above required certification.

[http://www.state.nj.us/treasury/revenue/gettingregistered.shtml](http://www.state.nj.us/treasury/revenue/gettingregistered.shtml)

4.2.2 Chapter 51 Compliant

This Certification refers to compliance with P.L. 2005, Chapter 51, N.J.S.A. 19:44A-20.13 – N.J.S.A 19:44A - 20.25 ("Chapter 51") and Executive Order No. 117 (2008). Vendors must certify that no contributions prohibited by Chapter 51 or Executive Order No. 117 have been made during the preceding period to a disqualifying political organization. This Certification is reviewed and approved by the Division of Purchase and Property. Compliance with this statute is required prior to issuance of any Purchase Orders from the State.
NOTE: Link to instructions on how you can take corrective actions if you as a vendor are not in compliance with the above required certification.

http://www.state.nj.us/treasury/purchase/forms/4034/c51_eo117_cd_02_10_09.pdf

4.2.3 Debarment

This Certification refers to the exclusion from contracting on the basis of a lack of responsibility evidenced by an offense, failure, or inadequacy of performance, for a period of time commensurate with the seriousness of the offense, failure, or inadequacy of performance. This Certification is maintained by the Department of Treasury.

NOTE: Link to instructions on how you can take corrective actions if you as a vendor have questions regarding the above certification. http://www.state.nj.us/treasury/debarred/

4.2.4 AA/EEOC Compliance

This Certification refers to vendor compliance with the Affirmative Action program.
NOTE: Link to instructions on how you can take corrective actions if you as a vendor are not in compliance with the above required certification.

http://www.state.nj.us/treasury/purchase/forms/AA_%20Supplement.pdf

4.2.5  Small Business Category

This Certification refers to the gross revenue of a vendor. This Certification is reviewed and approved by the Department of the Treasury.

NOTE: Link to instructions on how you can take corrective actions if you as a vendor are eligible for the above certification.  http://www.state.nj.us/njbusiness/contracting/services/njsavi/

4.2.6  Small Business Enterprise

This Certification refers to the approval that a vendor meets the requirements for small business based on gross revenue and employee size of a vendor. This Certification is reviewed and approved by the Department of the Treasury.
NOTE: If you as a vendor have questions regarding the eligibility for the above certification, please see the following link: http://www.state.nj.us/njbusiness/contracting/services/njsavi/

4.2.7 Minority Owned Business Enterprise

This Certification refers to the approval that a vendor meets the requirements for a minority-owned business enterprise (MBE) in which at least 51 percent of the ownership interest is held by minorities, the management and daily business operations are controlled by one or more of the minorities who own it, or if stock is issued, at least 51 percent of the stock is owned by one or more minorities. This Certification is reviewed and approved by the Department of the Treasury.

NOTE: If you as a vendor have questions regarding the eligibility for the above certification, please see the following link: http://www.state.nj.us/njbusiness/contracting/services/njsavi/

4.2.8 Women Owned Business Enterprise

This Certification refers to the approval that a vendor meets the requirements for a women-owned business enterprise (WBE) in which at least 51 percent of the ownership interest is held by women, the management and daily business operations are controlled by one or more of the women who own it, or if stock is issued, at least 51 percent of the stock is owned by one or more women. This Certification is reviewed and approved by the Department of the Treasury.
NOTE: If you as a vendor have questions regarding the eligibility for the above certification, please see the following link: [http://www.state.nj.us/njbusiness/contracting/services/njsavi/](http://www.state.nj.us/njbusiness/contracting/services/njsavi/)

### 4.2.9 Veteran Owned Business

This Certification refers to the approval that a vendor meets the requirements for a veteran owned business (VOB) in which at least 51 percent of the business is owned and operated by persons who are qualified veterans. This Certification is reviewed and approved by the Department of the Treasury.

![Category: Certification: Veteran Owned Business](image)

NOTE: If you as a vendor have questions regarding the eligibility for the above certification, please see the following link: [http://www.state.nj.us/njbusiness/contracting/services/njsavi/](http://www.state.nj.us/njbusiness/contracting/services/njsavi/)

### 4.2.10 Insurance Liability Compliance

This Certification refers to the approval of insurance liability requirements pursuant to State specifications for goods and/or services. This Certification is reviewed and approved by the Division of Purchase and Property.

![Category: Certification: Insurance Liability Compliance](image)

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.
Click Save and Continue or Save and Exit.

Remember before you can save, you must complete the required fields (marked with an asterisk *).
Once you have completed the Categories and Certifications, Save and Continue will leave you on the same page; Save and Exit will take you back to the previous screen.

Click Exit to return to the Maintain Organization Information screen.