



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



**Quick Reference Guide:  
ACCESSING PURCHASE ORDERS, CHANGE  
ORDERS, AND INVOICING**

**Seller Administrators**



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This quick reference guide is designed to help vendors understand how to access Purchase Orders (POs) and Change Orders sent to them through NJSTART. PO and Change Order notifications will be sent to the primary email or mailing address associated with the vendor's profile, not to individual vendor users. If your entity has received a notification about a PO or Change Order via email or mail, follow the steps in this guide to access and review the document. We have also included a section on Invoicing on page 7.

## Log in to NJSTART

The first step is to log into NJSTART using your Login ID and Password. The email you received notifying you about the PO or Change Order will also contain a link to the system that you can click.

Welcome To **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 must have a minimum of 6 characters, contain at least one letter and one number, and not contain any special characters (#,&,\* , etc.).  
Passwords are case sensitive.

For proper processing Tax ID numbers should not contain a dash (-).  
Please do not use a comma, pound (#), or apostrophe during registration.

- [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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## 1.0 Finding a Purchase Order

After login you will see your home page and tabs underneath the Welcome message. To find a PO or Change Order, click on the PO tab. The POs and/or POs with Change Orders that you have not yet acknowledged will be listed first. You can access a PO by clicking on the link in the Purchase Order # column on the left side of the screen. If you elect to receive notification of purchase orders by paper mail, the numbers in the Purchase Orders (unacknowledged) and Purchase Orders (sent) screen will correspond to a paper copy of a purchase order you have received by mail. This is not an additional purchase order to be filled, merely the electronic version of the paper purchase order that was mailed to you.

Home - Welcome Back Kathy Gryta

News(4) Bids(821) **PO(2)** Quotes(1)

Purchase Orders / Change Orders (Un-Acknowledged)

Purchase Order #	Organization	Purchase Order Date	Fiscal Year	Description	Status	Vendor Name	Total	Number of Change Orders
P513923	Baltimore City	08/09/2011	2011	test for QRG vendors guide	3PS - Sent	KathyCo	\$19,436.00	None

Purchase Orders - Sent

Purchase Order #	Organization	Purchase Order Date	Fiscal Year	Description	Status	Vendor Name	Total	Number of Change Orders
P513923	Baltimore City	08/09/2011	2011	test for QRG vendors guide	3PS - Sent	KathyCo	\$19,436.00	None

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## 1.1 Acknowledging a Purchase Order

Upon selecting a PO, you will be asked to acknowledge receipt of the PO and its Change Orders before it will display. Acknowledging a PO indicates that you are aware of it and that you will respond to it.

Check both of the check boxes on the left and click on the Proceed button to:

- Acknowledge your receipt of the PO and its Change Orders, and
- Notify the requestor that you have received the PO.

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



## 1.2 Viewing a Purchase Order

The PO will be displayed with the number prominently displayed in the upper left hand corner of the document.

**Release Purchase Order 17-TEST-02083:1**

General | Items | Attachments | Notes | Change Orders | Subcontractors | Summary

**Header Information**

<b>Purchase Order Number:</b>	17-TEST-02083	<b>Release Number:</b>	1	<b>Short Description:</b>	Test POs, PO
<b>Status:</b>	3PPR - Partial Receipt	<b>Purchaser:</b>	Shawn Laidlaw	<b>Receipt Method:</b>	Quantity
<b>Fiscal Year:</b>	2017	<b>PO Type:</b>	Release	<b>Minor Status:</b>	
<b>Department:</b>	DPP - Division of Purchase and Property 822050	<b>Location:</b>	TEST - Agency Specific Waivers [demo]	<b>Type Code:</b>	
<b>Alternate ID:</b>		<b>Entered Date:</b>	12/23/2016 11:30:55 AM	<b>Control Code:</b>	
<b>Days ARO:</b>	0	<b>Retainage %:</b>	0.00%		
<b>Required By Date:</b>		<b>Promised Date:</b>			
<b>Contact Instructions:</b>	Contact Shawn Laidlaw at (555)555-5555	<b>Tax Rate:</b>		<b>Actual Cost:</b>	\$5,575.00
<b>Ship-to Address:</b>	Contact 33 WEST STATE STREET TRENTON, NJ 08625 US Email: test@test.com Phone: (609)292-4886	<b>Bill-to Address:</b>	Contact 33 WEST STATE STREET TRENTON, NJ 08625 US Email: test@test.com Phone: (609)292-4886		

**Please refer to the NJSTART glossary for further information.:**

**T/M/G #:**

**NJ Cooperative Purchasing:** No

**Green Bid Solicitation:** No

**Emergency Purchase:** No

**Performance Bond Required:** No

**Performance Bond Amount/Percentage:**

**Performance Bond Returned Date:**

**Performance Bond Required Date:**

**Performance Bond Received Date:**

**Performance Bond Expiration Date:**

**Type of Performance/Bid Bond:**

**Bond Number:**

**Bond Company:**

**Attachments**

**Agency Files:**

**Agency Forms:**

**Vendor Files:**

**Vendor Forms:**

**PO Terms**

<b>Preferred Delivery Method:</b>	Email	<b>Payment Terms:</b>	
<b>Remit-to Address:</b>	test test test, NJ 11111 US Email: shawn.laidlaw@treas.nj.gov Phone: (111)111-1111	<b>Shipping Terms:</b>	
<b>PO Mailing Address:</b>	test test test, NJ 11111 US Email: shawn.laidlaw@treas.nj.gov Phone: (111)111-1111	<b>Freight Terms:</b>	

**Payments**

There are no payments.

**Invoice Information**

Invoice #	Vendor	Status	Description	Invoice Date	Invoice Amount
123321	V00000502	4IA - Approved for Payment	Test POs	12/23/2016	\$3,160.00

**Item Information**

Item #	Print Sequence	Blanket /Contract # /Line #	Item Description <span style="float: right; border: 1px solid green; padding: 2px;">Details about ordered line items</span>								Total Cost
			Quantity	Minimum Order Quantity	Catalog Price/ Unit Cost	Net Unit Cost	UOM	Total Discount Amt.	Tax Rate	Tax Amount	
1	1.0	17-TEST-02083 / 1	( 925 - 03 ) Hourly Rate - Engineer								\$2,800.00
			25.0	0.0	\$112.00	\$112.00	EA - Each	\$0.00	\$0.00	\$0.00	
2	2.0	17-TEST-02083 / 2	( 925 - 03 ) Hourly Rate - Senior Engineer								\$2,775.00
			15.0	0.0	\$185.00	\$185.00	EA - Each	\$0.00	\$0.00	\$0.00	

Create Invoice | Exit | Print



### 1.3 Printing a Purchase Order

All POs issued to you will stay within NJSTART indefinitely, so you do not need to print them out. However, if you would like to print out a paper copy of a PO, click on the Print button on the bottom of the screen while looking at the PO. NJSTART will preview the PO on the screen and you can then print the PO to the printer of your choice or save it to your computer.

T-02083 / 2 ( 923 - 03 ) Hourly Rate - Senior Engineer							
15.0	0.0	\$185.00	\$185.00	EA - Each	\$0.00		

Create Invoice   Exit   Print

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### 1.4 Finding and Acknowledging a Change Order

You will be notified of Change Orders if an agency has made changes to a PO it has previously sent you. Notifications of Change Orders will also be sent to the primary email address associated with the vendor's profile, and not to individual users established for the vendor's profile.

Change Orders are accessed in exactly the same way as the PO, and are visible on the PO document in the Change Orders section.

Just like POs, you will be asked to acknowledge receipt of Change Orders upon selecting the PO to view. Check both of the check boxes on the left and click on the Proceed to view the PO and its Change Order(s).

**Click the number of the change order to open and view the change that was made via that change order.**

Purchase Orders / Change Orders (Un-Acknowledged)								
Purchase Order #	Organization	Purchase Order Date	Fiscal Year	Description	Status	Vendor Name	Total	Number of Change Orders
<b>P513923</b>	Baltimore City	08/09/2011	2011	test for QRG vendors guide	3PS - Sent	KathyCo	\$9,718.00	1

Purchase Orders - Sent								
Purchase Order #	Organization	Purchase Order Date	Fiscal Year	Description	Status	Vendor Name	Total	Number of Change Orders
P513923	Baltimore City	08/09/2011	2011	test for QRG vendors guide	3PS - Sent	KathyCo	\$9,718.00	1

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### Release Purchase Order 17-TEST-02083:1

General
Items
Attachments
Notes

Change Orders(1)

Subcontractors

Summary



## 1.5 Invoicing

Electronic invoicing is not currently available through NJSTART. In the interim, vendors should submit invoices to the Department, Division, Bureau or Institution to which the materials or services were furnished.

Invoices should include the following:

- ✓ **PAYEE IDENTIFICATION NUMBER:** Federal employer identification (FEIN) number assigned to the business or the Social Security number (SSN) if the payee is an individual.
- ✓ **VENDOR ID NUMBER:** This is your unique Vendor ID number from your NJSTART profile.
- ✓ **PURCHASE ORDER (PO) NUMBER:** From the PO you received and acknowledged.
- ✓ **ITEMS & QUANTITY:** List of items or services, quantity, description, unit price, and amount.
- ✓ **TERMS:** Terms of sale, such as "NET", 15 days," etc.
- ✓ **TOTAL AMOUNT DUE:** Total amount of invoice.
- ✓ **PAYEE NAME AND REMIT ADDRESS:** The name of the individual or company submitting the invoice and the complete remit-to-address.
- ✓ **INVOICE NUMBER:** Invoice or billing number for reference purposes.
- ✓ **DATE OF INVOICE:** Date the document is prepared and signed.