

DSS's

State of NJ Supply Chain Solution “NJSCS”

USER GUIDE

“ECOMMERCE: CUSTOMER PERSPECTIVE V1”

V2 (NOVEMBER 9TH, 2021)

POINT OF CONTACT: NANCY LANGEVIN; CUSTOMER SERVICES
REPRESENTATIVE

LAST REVIEWED BY: DR. AYMAN ALMINAWI; CHIEF OF OPERATIONS

COILEAN MALONE; PROCUREMENT SPECIALIST

Question 1

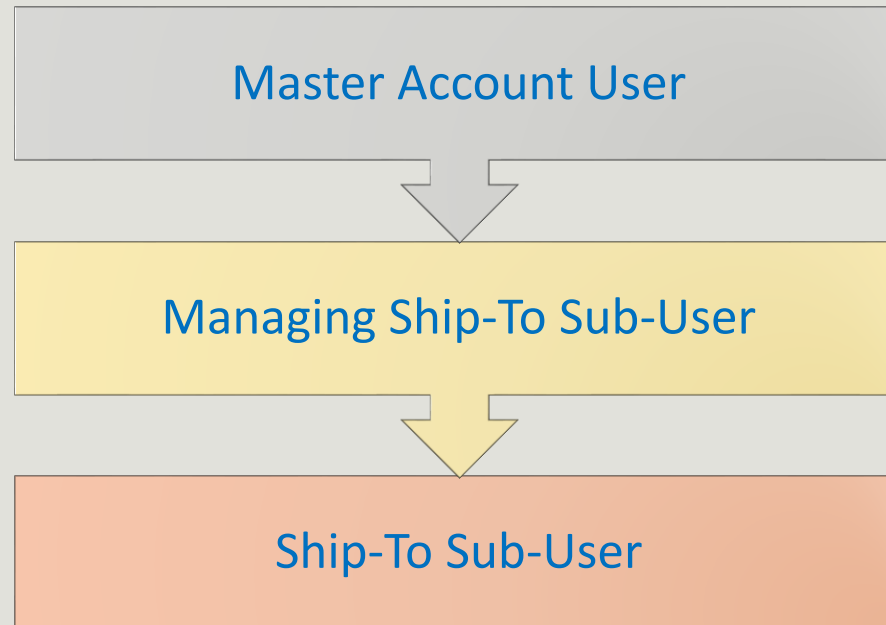
Where would I find the link to DSS's new eCommerce?

Visit DSS website at:

<https://www.state.nj.us/treasury/dss>

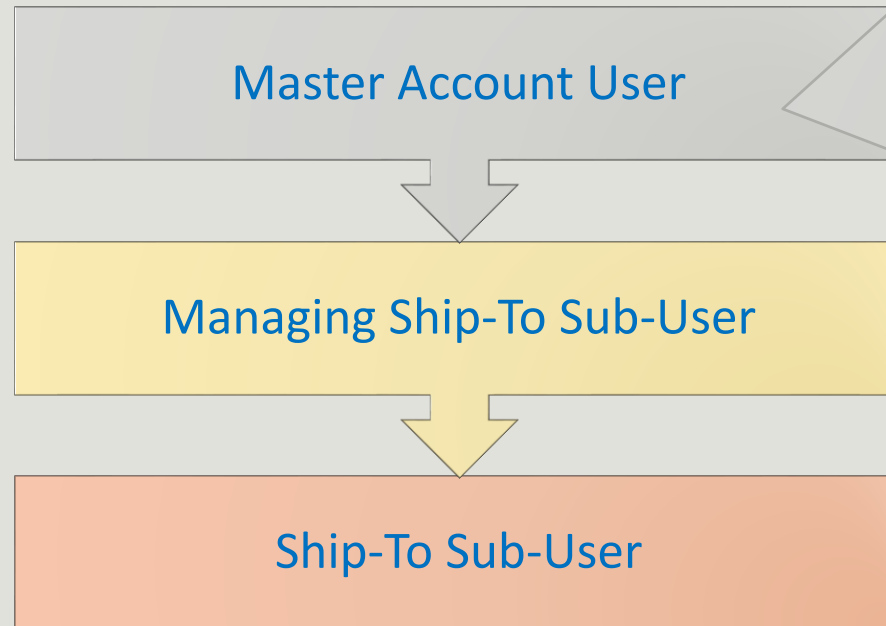
Question 2

How will DSS customers access the new eCommerce website?



Question 3

Who will be the Master Customer Account holder?



Representation: The person formally representing the agency's business office with DSS.

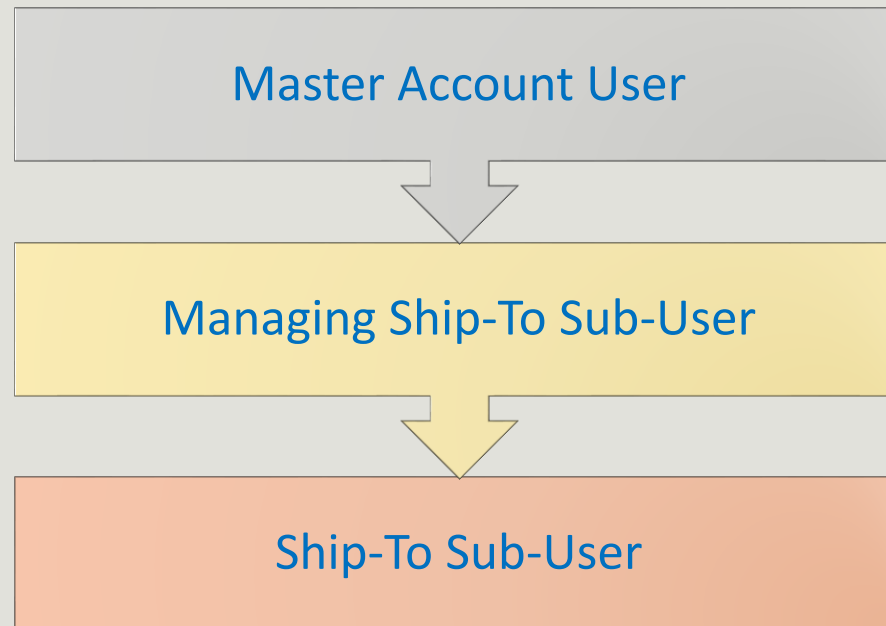
Authority: This person is the only one with the authority to manage agency-related accounts. This person may also delegate order-related permissions to other account holders.

Transactions: However, this person must not necessarily create sub-user accounts. In fact, this person may also:

- perform the agency's transactions in the eCommerce on behalf of any Ship-To location,
- access statements,
- authorize invoices, or
- run reports in eCommerce.

Question 4

What is needed to create/update the agency's Master Customer Account?

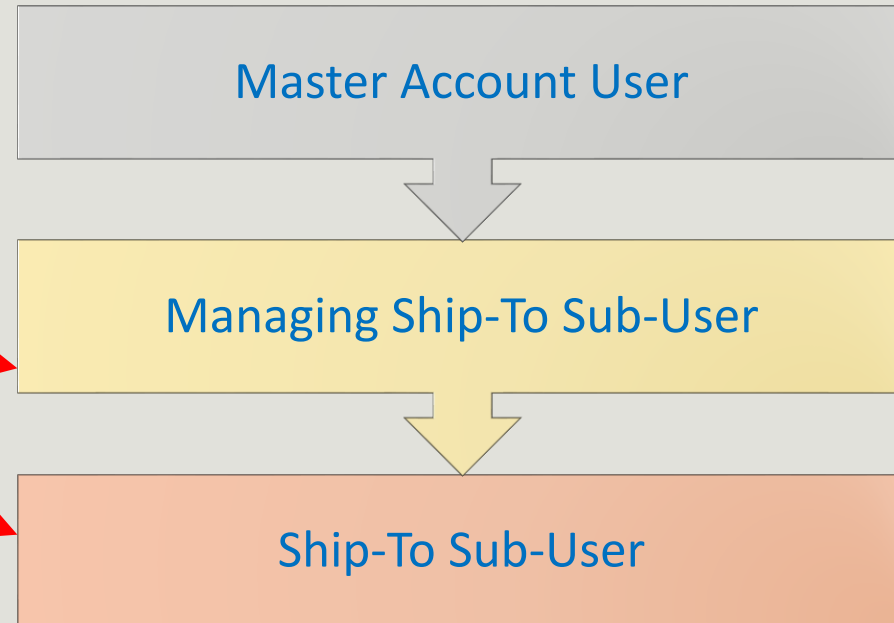


1. The agency's business office representative must complete the *Customer Login & Contact Information Survey* (downloadable from DSS website).
2. The form must be submitted to DSS customer service: dsscustomerservice@treas.nj.gov

Question 5

How to manage the agency's other accounts in eCommerce?

See next slides



To view DSS's NJSCS eCommerce, customers may use browsers such as: Google Chrome, Firefox, or Edge

Visit DSS website at:

<https://www.state.nj.us/treasury/dss>

Click here to open up NJSCS

The screenshot shows a web browser window with two tabs: 'USER MANAGEMENT - NJ DSS' and 'NJ Distribution and Support Services'. The address bar shows 'state.nj.us/treasury/dss/'. The page features a yellow header with 'November 12, 2021' and 'COVID-19 Information', and a 'SHOW ALERTS' button. Below is an orange banner for 'Tropical Storm Ida Recovery' with a 'HELP AVAILABLE' button. The main header includes the NJ state seal, 'OFFICIAL SITE OF THE STATE OF NEW JERSEY', and the names of Governor Phil Murphy and Lt. Governor Sheila Oliver, along with navigation links for 'NJ.gov', 'Services', 'Agencies', 'FAQs', 'Translate', and 'Get Updates'. A search bar is also present. The main navigation menu includes 'NJ Treasury' and 'Purchase and Property'. The 'Distribution and Support Services' section contains a horizontal menu with links: 'Distribution and Support Services' (with a home icon), 'DSS NJ Supply Chain Solution-NJSCS', 'Auction Information', 'Auction Newsletter', 'Directions', 'What We do', and 'Contact DSS'. Below this menu are three image tiles: the first shows two people in a warehouse looking at a tablet, the second shows a warehouse aisle with a forklift, and the third shows a gavel on blocks spelling 'AUCTION'. A red arrow points from the text 'Click here to open up NJSCS' to the 'DSS NJ Supply Chain Solution-NJSCS' link in the navigation menu.

Welcome to the NJSCS page.

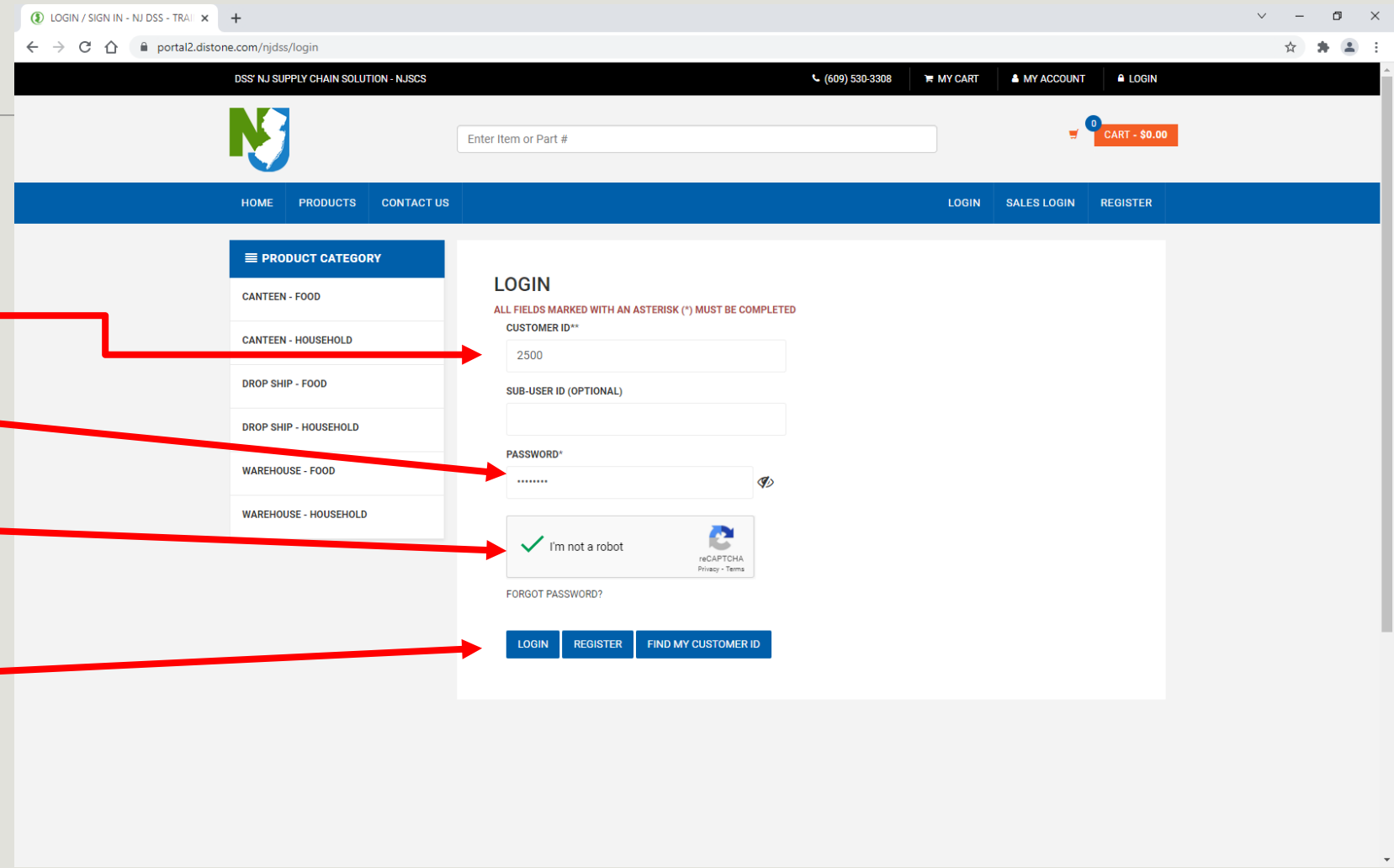
Here you will find a link to the **eCommerce** website along with other useful information such as:

- Relevant Forms
- Policies & SOPs
- Educational Material

Please check this web page often to stay up to date on the latest forms, policies, and educational material.

The screenshot shows the NJSCS website interface. At the top, there is a navigation bar with the date "November 16, 2021" and "COVID-19 Information". Below this is a banner for "Tropical Storm Ida Recovery". The main header includes the NJ State logo and "OFFICIAL SITE OF THE STATE OF NEW JERSEY", along with the names of Governor Phil Murphy and Lt. Governor Sheila Oliver, and a search bar. The main navigation menu lists "NJ Treasury" and "Purchase and Property". The central section is titled "Distribution and Support Services" and contains a sub-menu with "Distribution and Support Services", "DSS NJ Supply Chain Solution-NJSCS", "Auction Information", "Auction Newsletter", "Directions", "What We do", and "Contact DSS". Below this is a breadcrumb trail: "Home / Distribution and Support Services NJSCS". The main content area is titled "Distribution and Support Services NJSCS" and features a prominent "eCommerce website" button. Three columns of content are displayed: "Relevant Forms" with a link to "Customer Login & Contact Information Survey", "Policies & SOPs", and "Educational Material" with a link to "Logging into eCommerce & Sub-User Account setup". A footer note states "Last Updated: Monday, 11/15/21". Red arrows from the text on the left point to the "eCommerce website" button, the "Relevant Forms" section, the "Policies & SOPs" section, and the "Educational Material" section.

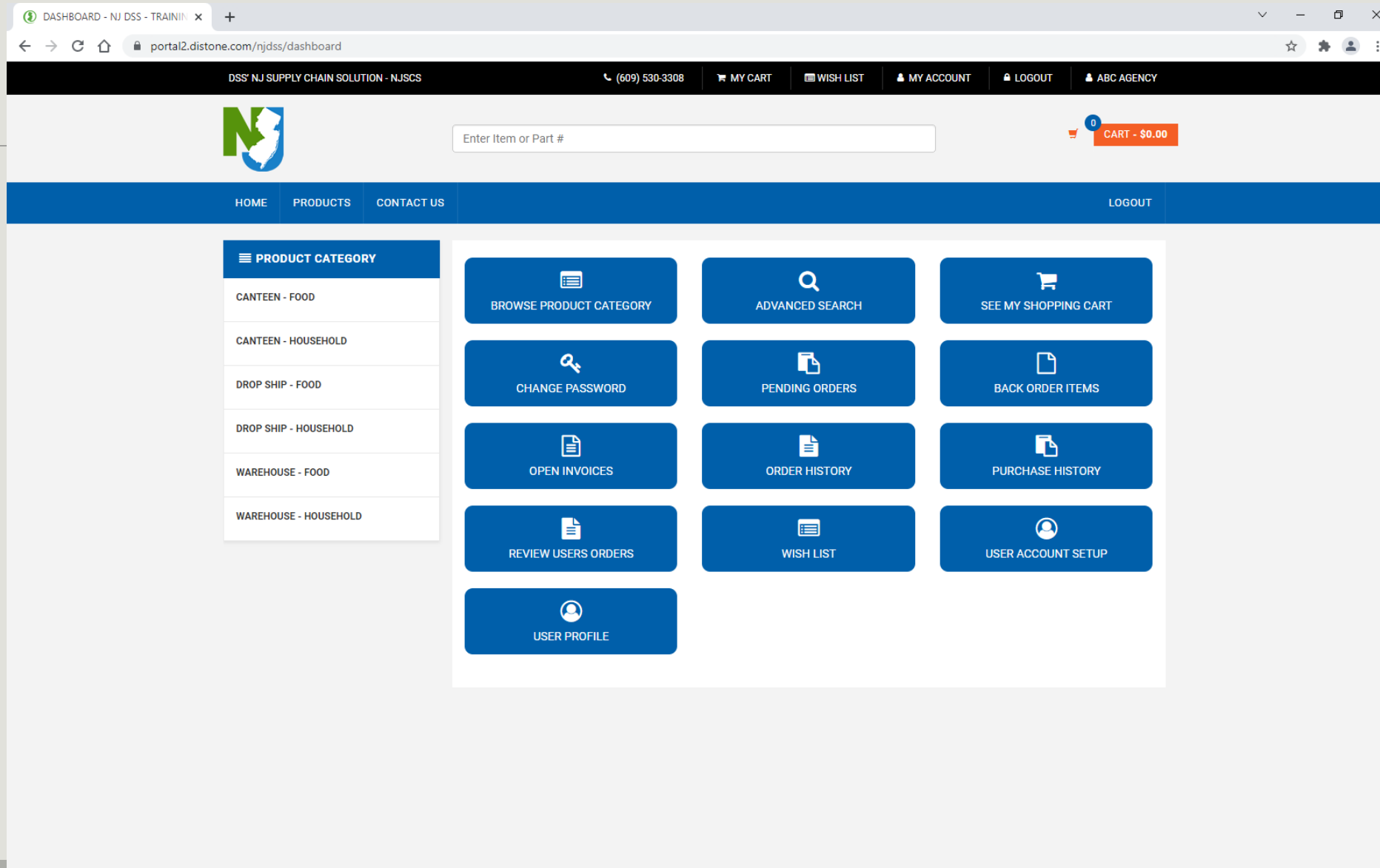
Once you have clicked on the eCommerce link, you will be redirected to this page:



- Enter your username and password,
- answer the captcha security question, then
- log in

- This is the 1st screen you would see

- Start exploring the different programs by clicking on the corresponding icons to see what is available in our new eCommerce.



Please confirm your credentials and information as the Master Customer User

- Click on “user profile”
- See this example:

USER PROFILE - HTTPS://PORTAL x +
portal2.distone.com/njdss/userprofile

DSS' NJ SUPPLY CHAIN SOLUTION - NJSCS (609) 530-3308 MY CART WISH LIST MY ACCOUNT LOGOUT ABC AGENCY

Enter Item or Part # CART - \$0.00

HOME PRODUCTS CONTACT US LOGOUT

ABC AGENCY

BILLING ADDRESS

123 ABC STREET,
BORDENTOWN, NJ, 08505 US

6090001234

TEST@ABCAGENCYTEST.TEST

TOTAL BALANCE:	\$ 0.00
TOTAL ORDER BALANCE:	\$ 0.00
CREDIT LIMIT:	\$ 0.00
CURRENT	\$ 0
30 DAYS	\$ 0
60 DAYS	\$ 0
90 DAYS	\$ 0
120 DAYS	\$ 0
OVER 150	\$ 0

How do I create “Ship-To Sub-Users” or make them “Managing Ship-To Sub-Users”?

- Click here

DASHBOARD - NJ DSS - TRAINING

portal2.distone.com/njdss/dashboard

DSS' NJ SUPPLY CHAIN SOLUTION - NJSCS (609) 530-3308 MY CART WISH LIST MY ACCOUNT LOGOUT ABC AGENCY

Enter Item or Part # CART - \$0.00

HOME PRODUCTS CONTACT US LOGOUT

PRODUCT CATEGORY

- CANTEEN - FOOD
- CANTEEN - HOUSEHOLD
- DROP SHIP - FOOD
- DROP SHIP - HOUSEHOLD
- WAREHOUSE - FOOD
- WAREHOUSE - HOUSEHOLD

BROWSE PRODUCT CATEGORY

ADVANCED SEARCH

SEE MY SHOPPING CART

CHANGE PASSWORD

PENDING ORDERS

BACK ORDER ITEMS

OPEN INVOICES

ORDER HISTORY

PURCHASE HISTORY

REVIEW USERS ORDERS

WISH LIST

USER ACCOUNT SETUP

USER PROFILE

USER MANAGEMENT - NJ DSS - x
portal2.distone.com/njdss/user

DSS' NJ SUPPLY CHAIN SOLUTION - NJSCS (609) 530-3308 MY CART WISH LIST MY ACCOUNT LOGOUT ABC AGENCY

Enter Item or Part # CART - \$0.00

HOME PRODUCTS CONTACT US LOGOUT

PRODUCT CATEGORY

- CANTEEN - FOOD
- CANTEEN - HOUSEHOLD
- DROP SHIP - FOOD
- DROP SHIP - HOUSEHOLD
- WAREHOUSE - FOOD
- WAREHOUSE - HOUSEHOLD

USER ACCOUNT SETUP
MANAGE SUB USERS

ADD NEW USER

USERID	NAME	EMAIL	ISACTIVE	ACTION
--------	------	-------	----------	--------

< PREVIOUS 1 NEXT >

- Click here to add a new sub-user

- Note that this screen is for setting up any Ship-To Sub-Users.

USER MANAGEMENT - NJ DSS - x

portal2.distone.com/njdss/user

HOME PRODUCTS CONTACT US LOGOUT

PRODUCT CATEGORY

- CANTEEN - FOOD
- CANTEEN - HOUSEHOLD
- DROP SHIP - FOOD
- DROP SHIP - HOUSEHOLD
- WAREHOUSE - FOOD
- WAREHOUSE - HOUSEHOLD

USER ACCOUNT SETUP

ALL FIELDS MARKED WITH AN ASTERISK (*) MUST BE COMPLETED

NAME*

USER ID*

FIRST NAME*

ADDRESS1*

CITY*

COUNTRY*

UNITED STATES

PHONE EXT

PASSWORD*

EMAIL ADDRESS*

ORDERING: ALLOW SUBMIT REQUIRE REVIEW

SELECT SHIP TO

TITLE

LAST NAME*

ADDRESS2

STATE*

Select State

POSTAL CODE*

PHONE

CELL

CONFIRM PASSWORD*

ACTIVE MANAGER

PERMISSIONS

- PENDING ORDERS
- BACK ORDER ITEMS
- OPEN INVOICES
- ORDER HISTORY
- PURCHASE HISTORY
- SHOW PRICES

SUBMIT BACK

- Enter all relevant information regarding the Ship-To Sub-User.

USER MANAGEMENT - NJ DSS - x

portal2.distone.com/njdss/user

HOME PRODUCTS CONTACT US LOGOUT

PRODUCT CATEGORY

- CANTEEN - FOOD
- CANTEEN - HOUSEHOLD
- DROP SHIP - FOOD
- DROP SHIP - HOUSEHOLD
- WAREHOUSE - FOOD
- WAREHOUSE - HOUSEHOLD

USER ACCOUNT SETUP

ALL FIELDS MARKED WITH AN ASTERISK (*) MUST BE COMPLETED

NAME*

USER ID*

FIRST NAME*

ADDRESS1*

CITY*

COUNTRY*

UNITED STATES

PHONE EXT

PASSWORD*

EMAIL ADDRESS*

ORDERING: ALLOW SUBMIT REQUIRE REVIEW

SELECT SHIP TO

TITLE

LAST NAME*

ADDRESS2

STATE*

Select State

POSTAL CODE*

PHONE

CELL

CONFIRM PASSWORD*

ACTIVE MANAGER

PERMISSIONS

- PENDING ORDERS
- BACK ORDER ITEMS
- OPEN INVOICES
- ORDER HISTORY
- PURCHASE HISTORY
- SHOW PRICES

SUBMIT BACK

- Make up the sub-user ID.
- For example, you may consider a combination of your customer ID with a different alphabet for every user (such as 2500a, or 2500b, or 2500c, etc.)

USER MANAGEMENT - NJ DSS - x

portal2.distone.com/njdss/user

HOME PRODUCTS CONTACT US LOGOUT

PRODUCT CATEGORY

- CANTEEN - FOOD
- CANTEEN - HOUSEHOLD
- DROP SHIP - FOOD
- DROP SHIP - HOUSEHOLD
- WAREHOUSE - FOOD
- WAREHOUSE - HOUSEHOLD

USER ACCOUNT SETUP

ALL FIELDS MARKED WITH AN ASTERISK (*) MUST BE COMPLETED

NAME*

USER ID*

TITLE

FIRST NAME*

LAST NAME*

ADDRESS1*

ADDRESS2

CITY*

STATE*

COUNTRY*

UNITED STATES

PHONE EXT

PHONE

PASSWORD*

CELL

EMAIL ADDRESS*

CONFIRM PASSWORD*

ACTIVE MANAGER

ORDERING: ALLOW SUBMIT REQUIRE REVIEW

PERMISSIONS

- PENDING ORDERS
- BACK ORDER ITEMS
- OPEN INVOICES
- ORDER HISTORY
- PURCHASE HISTORY
- SHOW PRICES

SELECT SHIP TO

SUBMIT BACK

- The Ship-To Sub-User may be authorized to directly submit orders using the eCommerce, or through the Master Customer User for approval

USER MANAGEMENT - NJ DSS - x

portal2.distone.com/njdss/user

HOME PRODUCTS CONTACT US LOGOUT

PRODUCT CATEGORY

- CANTEEN - FOOD
- CANTEEN - HOUSEHOLD
- DROP SHIP - FOOD
- DROP SHIP - HOUSEHOLD
- WAREHOUSE - FOOD
- WAREHOUSE - HOUSEHOLD

USER ACCOUNT SETUP

ALL FIELDS MARKED WITH AN ASTERISK (*) MUST BE COMPLETED

NAME*

USER ID*

TITLE

FIRST NAME*

LAST NAME*

ADDRESS1*

ADDRESS2

CITY*

STATE*

COUNTRY*

UNITED STATES

POSTAL CODE*

PHONE

PHONE EXT

CELL

PASSWORD*

CONFIRM PASSWORD*

EMAIL ADDRESS*

ACTIVE MANAGER


ORDERING: ALLOW SUBMIT REQUIRE REVIEW

PERMISSIONS

- PENDING ORDERS
- BACK ORDER ITEMS
- OPEN INVOICES
- ORDER HISTORY
- PURCHASE HISTORY
- SHOW PRICES

SELECT SHIP TO

SUBMIT BACK



- Once you have filled the information, make the user “active”
- This is only to create the sub-user (At this stage, do NOT assign the sub-user any Ship-To locations or make them a Managing sub-user.)
- Editing may happen after you have submitted the form.
- Just SUBMIT the form.

USER MANAGEMENT - NJ DSS - x

portal2.distone.com/njdss/user

HOME PRODUCTS CONTACT US LOGOUT

PRODUCT CATEGORY

- CANTEEN - FOOD
- CANTEEN - HOUSEHOLD
- DROP SHIP - FOOD
- DROP SHIP - HOUSEHOLD
- WAREHOUSE - FOOD
- WAREHOUSE - HOUSEHOLD

USER ACCOUNT SETUP

ALL FIELDS MARKED WITH AN ASTERISK (*) MUST BE COMPLETED

NAME*

USER ID*

FIRST NAME*

ADDRESS1*

CITY*

COUNTRY*

UNITED STATES

PHONE EXT

PASSWORD*

EMAIL ADDRESS*

TITLE

LAST NAME*

ADDRESS2

STATE*

Select State

POSTAL CODE*

PHONE

CELL

CONFIRM PASSWORD*

ACTIVE MANAGER

ORDERING: ALLOW SUBMIT REQUIRE REVIEW

SELECT SHIP TO

PERMISSIONS

- PENDING ORDERS
- BACK ORDER ITEMS
- OPEN INVOICES
- ORDER HISTORY
- PURCHASE HISTORY
- SHOW PRICES

SUBMIT BACK

- Now, you may edit any sub-user accounts you have already created.

USER MANAGEMENT - NJ DSS

portal2.distone.com/njdss/user

DSS' NJ SUPPLY CHAIN SOLUTION - NJSCS (609) 530-3308 MY CART WISH LIST MY ACCOUNT LOGOUT ABC AGENCY

Enter Item or Part #

CART - \$0.00

HOME PRODUCTS CONTACT US LOGOUT

PRODUCT CATEGORY

- CANTEEN - FOOD
- CANTEEN - HOUSEHOLD
- DROP SHIP - FOOD
- DROP SHIP - HOUSEHOLD
- WAREHOUSE - FOOD
- WAREHOUSE - HOUSEHOLD

USER ACCOUNT SETUP

MANAGE SUB USERS

ADD NEW USER

USERID	NAME	EMAIL	ISACTIVE	ACTION
1234	JOE BROWN	NANCY.LANGEVIN@TREAS.NJ.GOV	FALSE	Edit
2500A	STATE OF NJ	JOE.SIG@AOL.COM	TRUE	Edit
2500B	STATE OF NJ	LISA.LAMB@AOL.COM	TRUE	Edit
2500C	STATE OF NJ	MIKE.SLACK@AOL.COM	TRUE	Edit

« PREVIOUS 1 NEXT »

- Time to make edits:
- Example 1:
- This sub-user was previously created.
- Now, we may activate the sub-user.

USER MANAGEMENT - NJ DSS - x

portal2.distone.com/njdss/user

HOME PRODUCTS CONTACT US LOGOUT

PRODUCT CATEGORY

- CANTEEN - FOOD
- CANTEEN - HOUSEHOLD
- DROP SHIP - FOOD
- DROP SHIP - HOUSEHOLD
- WAREHOUSE - FOOD
- WAREHOUSE - HOUSEHOLD

USER ACCOUNT SETUP

ALL FIELDS MARKED WITH AN ASTERISK (*) MUST BE COMPLETED

NAME*

STATE OF NJ

USER ID*

2500C

TITLE

FIRST NAME*

MIKE

LAST NAME*

SLACK

ADDRESS1*

1620 STUYVESANT AVE.

ADDRESS2

CITY*

TRENTON

STATE*

NEW JERSEY

COUNTRY*

UNITED STATES

POSTAL CODE*

08625

PHONE

609.888-7777

PHONE EXT

CELL

PASSWORD*

CONFIRM PASSWORD*

EMAIL ADDRESS*

MIKE.SLACK@AOL.COM

ORDERING: ALLOW SUBMIT REQUIRE REVIEW

STL TVIRTUAL SHIP-TO LOCATION 1,, US X

ACTIVE MANAGER

PERMISSIONS

- PENDING ORDERS
- BACK ORDER ITEMS
- OPEN INVOICES
- ORDER HISTORY
- PURCHASE HISTORY
- SHOW PRICES

SUBMIT BACK

- Example 2:
- This sub-user was previously created and made “active”.
- Now, we are assigning this sub-user a Ship-To location

USER MANAGEMENT - NJ DSS - x

portal2.distone.com/njdss/user

HOME PRODUCTS CONTACT US LOGOUT

PRODUCT CATEGORY

- CANTEEN - FOOD
- CANTEEN - HOUSEHOLD
- DROP SHIP - FOOD
- DROP SHIP - HOUSEHOLD
- WAREHOUSE - FOOD
- WAREHOUSE - HOUSEHOLD

USER ACCOUNT SETUP

ALL FIELDS MARKED WITH AN ASTERISK (*) MUST BE COMPLETED

NAME*

STATE OF NJ

USER ID*

2500C

FIRST NAME*

MIKE

ADDRESS1*

1620 STUYVESANT AVE.

CITY*

TRENTON

COUNTRY*

UNITED STATES

PHONE

609.888-7777

CELL

PASSWORD*

EMAIL ADDRESS*

MIKE.SLACK@AOL.COM

ORDERING: ALLOW SUBMIT REQUIRE REVIEW

STL1 VIRTUAL SHIP-TO LOCATION 1,, US X

TITLE

LAST NAME*

SLACK

ADDRESS2

STATE*

NEW JERSEY

POSTAL CODE*

08625

PHONE EXT

CONFIRM PASSWORD*

ACTIVE MANAGER

PERMISSIONS

- PENDING ORDERS
- BACK ORDER ITEMS
- OPEN INVOICES
- ORDER HISTORY
- PURCHASE HISTORY
- SHOW PRICES

SUBMIT BACK

- Example 3:
- This sub-user was previously created, made “active”, and assigned a Ship-To location.
- Now, we may assign permission to the Ship-To Sub-user.
- SUBMIT the form

USER MANAGEMENT - NJ DSS - x

portal2.distone.com/njdss/user

HOME PRODUCTS CONTACT US LOGOUT

PRODUCT CATEGORY

- CANTEEN - FOOD
- CANTEEN - HOUSEHOLD
- DROP SHIP - FOOD
- DROP SHIP - HOUSEHOLD
- WAREHOUSE - FOOD
- WAREHOUSE - HOUSEHOLD

USER ACCOUNT SETUP

ALL FIELDS MARKED WITH AN ASTERISK (*) MUST BE COMPLETED

NAME*

STATE OF NJ

TITLE

USER ID*

2500C

FIRST NAME*

MIKE

LAST NAME*

SLACK

ADDRESS1*

1620 STUYVESANT AVE.

ADDRESS2

CITY*

TRENTON

STATE*

NEW JERSEY

COUNTRY*

UNITED STATES

POSTAL CODE*

08625

PHONE

609.888-7777

PHONE EXT

CELL

PASSWORD*

CONFIRM PASSWORD*

EMAIL ADDRESS*

MIKE.SLACK@AOL.COM

ORDERING: ALLOW SUBMIT REQUIRE APPROVAL

STL 1 VIRTUAL SHIP-TO LOCATION 1,, US X

ACTIVE MANAGER

PERMISSIONS

- PENDING ORDERS
- BACK ORDER ITEMS
- OPEN INVOICES
- ORDER HISTORY
- PURCHASE HISTORY
- SHOW PRICES

SUBMIT BACK

- Example 4:
- This is an example of a Ship-To Sub-User with a few permissions.

USER MANAGEMENT - NJ DSS - x

portal2.distone.com/njdss/user

DSS NJ SUPPLY CHAIN SOLUTION - NJSCS (609) 530-3308 MY CART WISH LIST MY ACCOUNT LOGOUT ABC AGENCY

Enter Item or Part # CART - \$0.00

HOME PRODUCTS CONTACT US LOGOUT

PRODUCT CATEGORY

- CANTEEN - FOOD
- CANTEEN - HOUSEHOLD
- DROP SHIP - FOOD
- DROP SHIP - HOUSEHOLD
- WAREHOUSE - FOOD
- WAREHOUSE - HOUSEHOLD

USER ACCOUNT SETUP

ALL FIELDS MARKED WITH AN ASTERISK (*) MUST BE COMPLETED

NAME*

STATE OF NJ

USER ID* 2500B TITLE

FIRST NAME* LISA LAST NAME* LAMB

ADDRESS1* 1620 STUYVESANT AVE ADDRESS2

CITY* TRENTON STATE* NEW JERSEY

COUNTRY* UNITED STATES POSTAL CODE* 08625

PHONE 609-888-9999 PHONE EXT

CELL

PASSWORD* CONFIRM PASSWORD*

EMAIL ADDRESS LISA.LAMB@AOL.COM

ORDERING: ALLOW SUBMIT REQUIRE REVIEW

STL 1 VIRTUAL SHIP-TO LOCATION 1, US X

SUBMIT BACK

ACTIVE MANAGER

PERMISSIONS

- PENDING ORDERS
- BACK ORDER ITEMS
- OPEN INVOICES
- ORDER HISTORY
- PURCHASE HISTORY
- SHOW PRICES

USER MANAGEMENT - NJ DSS - x +

portal2.distone.com/njdss/user

DSS' NJ SUPPLY CHAIN SOLUTION - NJSCS (609) 530-3308 MY CART WISH LIST MY ACCOUNT LOGOUT ABC AGENCY

Enter Item or Part # CART - \$0.00

HOME PRODUCTS CONTACT US LOGOUT

PRODUCT CATEGORY

- CANTEEN - FOOD
- CANTEEN - HOUSEHOLD
- DROP SHIP - FOOD
- DROP SHIP - HOUSEHOLD
- WAREHOUSE - FOOD
- WAREHOUSE - HOUSEHOLD

USER ACCOUNT SETUP

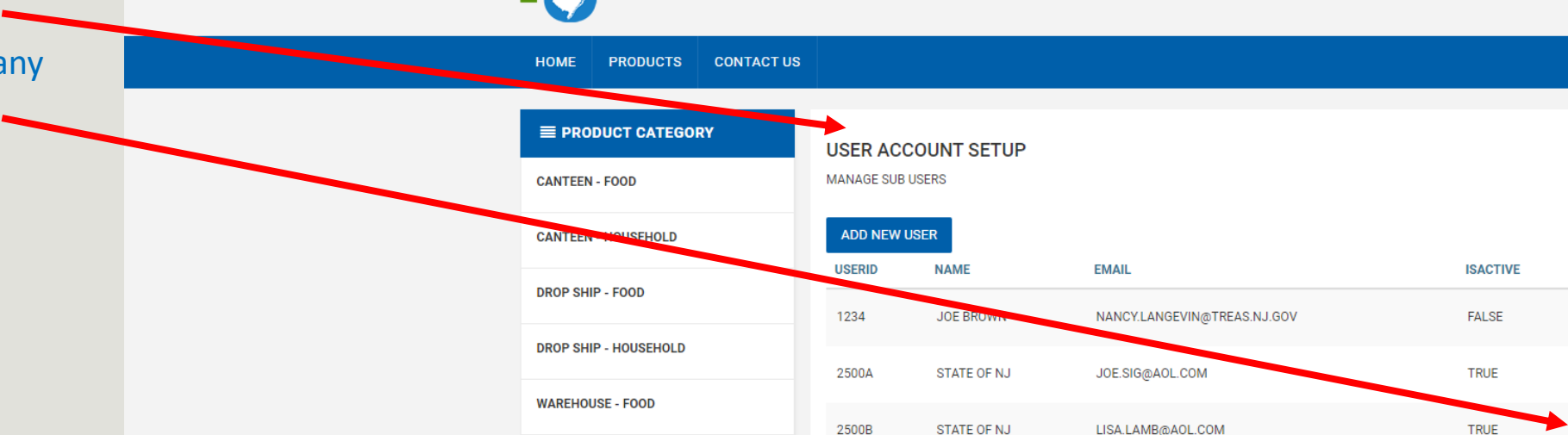
MANAGE SUB USERS

ADD NEW USER

USERID	NAME	EMAIL	ISACTIVE	ACTION
1234	JOE BROWN	NANCY.LANGEVIN@TREAS.NJ.GOV	FALSE	Edit
2500A	STATE OF NJ	JOE.SIG@AOL.COM	TRUE	Edit
2500B	STATE OF NJ	LISA.LAMB@AOL.COM	TRUE	Edit
2500C	STATE OF NJ	MIKE.SLACK@AOL.COM	TRUE	Edit

« PREVIOUS 1 NEXT »

- Go back to this screen to edit any user again



USER MANAGEMENT - NJ DSS - x

portal2.distone.com/njdss/user

DSS' NJ SUPPLY CHAIN SOLUTION - NJSCS (609) 530-3308 MY CART WISH LIST MY ACCOUNT LOGOUT ABC AGENCY

Enter Item or Part #

CART - \$0.00

HOME PRODUCTS CONTACT US LOGOUT

PRODUCT CATEGORY

- CANTEEN - FOOD
- CANTEEN - HOUSEHOLD
- DROP SHIP - FOOD
- DROP SHIP - HOUSEHOLD
- WAREHOUSE - FOOD
- WAREHOUSE - HOUSEHOLD

USER ACCOUNT SETUP

ALL FIELDS MARKED WITH AN ASTERISK (*) MUST BE COMPLETED

NAME*

STATE OF NJ

USER ID*

2500A

FIRST NAME*

JOE

ADDRESS1*

1620 STUYVESANT AVE.

CITY*

TRENTON

COUNTRY*

UNITED STATES

PHONE

609.583.9118

CELL

PASSWORD*

EMAIL ADDRESS*

JOE.SIG@AOL.COM

ORDERING: ALLOW SUBMIT REQUIRE REVIEW

STL1VIRTUAL SHIP-TO LOCATION 1, , US x
STL2VIRTUAL SHIP-TO LOCATION 2, , US x +1

SELECT ALL

Search

- PALARMO'S PALARMO'S TOMATO PIES, , US
- RHDRUSS' HOT DOGS, , US
- RW TIRESRW TIRES123 ABC STREETBORDENTOWN, N.J, US
- STL1VIRTUAL SHIP-TO LOCATION 1, , US
- STL2VIRTUAL SHIP-TO LOCATION 2, , US
- STL3VIRTUAL SHIP-TO LOCATION 3, , US

TITLE

LAST NAME*

SIG

ADDRESS2

STATE*

NEW JERSEY

POSTAL CODE*

08625

PHONE EXT

CONFIRM PASSWORD*

ACTIVE MANAGER

PERMISSIONS

- PENDING ORDERS
- BACK ORDER ITEMS
- OPEN INVOICES
- ORDER HISTORY
- PURCHASE HISTORY
- SHOW PRICES

- In the edit screen, you may assign a Managing Ship-To Sub-User more than one Ship-To location.

- SUBMIT the form



Remember:

- To become eligible for utilizing DSS's NJSCS, every agency must have authorized one Master Customer User as its official representative with DSS.
- It is up to the agency's Master User to decide how to design or setup their inter-agency sub-user accounts, while transacting with DSS via eCommerce.
- Permissions granted to the Ship-To Sub-Users are subject to your policy, not the ERP's.
- Making a Ship-To Sub-User a Managing one is also subject to your policy, not the ERP's.

What if I have additional questions?

- Please use either the contact us form, or just email DSS

CONTACT US - NJ DSS - TRAINING x +

portal2.distone.com/njdss/contact

DSS' NJ SUPPLY CHAIN SOLUTION - NJSCS (609) 530-3308 MY CART WISH LIST MY ACCOUNT LOGOUT ABC AGENCY

Enter Item or Part # CART - \$0.00

HOME PRODUCTS CONTACT US LOGOUT

CONTACT US

ALL FIELDS MARKED WITH AN ASTERISK (*) MUST BE COMPLETED

YOUR NAME*

Name

EMAIL ADDRESS*

Test@ABCAgencyTest.test

SUBJECT*

Subject

PHONE NUMBER

6090001234

YOUR COMMENTS*

Comment

I'm not a robot reCAPTCHA Privacy - Terms

SEND MESSAGE

INFORMATION

NJ DSS - TRAINING

1620 STUYVESANT AVE,
TRENTON, NJ, 08618
US

(609) 530-3308

DSSCUSTOMERSERVICE@TREAS.NJ.GOV