New Jersey Department of the Treasury
Division of Purchase and Property

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

Sellers
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About this guide

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.

Note: Master Blanket POs received from the Division of Purchase & Property are to confirm a Vendor is on contract. POs received from using agencies are to execute purchases.

The first step is to sign into NJSTART using your Login ID and Password.

1.0 Finding a Purchase Order

After login you will see your home page and tabs underneath the Welcome Back 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.
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.

1.2 Viewing a Purchase Order

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

Additional sections of this sample Purchase Order appear on the next page.

Note: POs, Bids, Contracts, Quotes, and Invoices (if any) can also be found by clicking on the “Documents” dropdown list at the upper right-hand portion of the Home screen in the Seller role.
**Vendor Information & PO Terms**

**Vendor:** V00000296 - Diamond Chemical Co Inc

**Remit-to Address:**
- Name: Patrick Cornby
- PO Box 9223
- Newark, NJ 07101-5223
- Email: test@perspectiveholdings.com
- Phone: (123)456-7890

**PO Mailing Address:**
- Credit: Cheryl Cooper
- Union Ave & Gallatin Street
- East Rutherford, NJ 07073
- Email: test@perspectiveholdings.com
- Phone: (123)456-7890

**Preferred Delivery Method:** Email

**Payment Terms:** Net 60

**Shipping Method:**

**Shipping Terms:** F.O.B., Destination

**Freight Terms:**

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**Item Information**

*Showing 1 to 1 of 1 results*  

**Item # 1:** Dishwashing, Automatic Detergent, Dissolving Detergent Without Metal Protection in Solid, Encapsulated/Granulated Form for General Use. Solid: Yes, Encapsulated/Granulated: Yes, Brand Name: Power Plus

**NGF Class:** 485.35

**Description:** Dishwashing Compounds—Hand and Machine Type (Including Rinse Solutions)

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
<th>Minimum Order Quantity</th>
<th>Unit Cost</th>
<th>Net Unit Cost</th>
<th>UOM</th>
<th>Discount %</th>
<th>Discount Amount</th>
<th>Tax Rate</th>
<th>Tax Amount</th>
<th>Freight</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>16-FLEET-00468 / 1</td>
<td>2.0</td>
<td>0.0000</td>
<td>$0.72</td>
<td>$0.72</td>
<td>LB - Pound</td>
<td>0.00%</td>
<td>$0.00</td>
<td>0.0%</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$1.44</td>
</tr>
</tbody>
</table>

**Manufacturer:**

**Brand:**

**Model:**

**Maker:**

**Packaging:**
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 at the bottom of the invoice or press “Ctrl P.”

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 to you. Notifications of Change Orders also will 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.

Note: If you are unable to find the Change Order within the PO tab, click on the Documents dropdown list, select Contracts, then view the Master Blanket or Contract you are looking for (see below).
2.0 Creating an Electronic Invoice (as a Vendor)

NJSTART enables Vendors to submit invoices electronically to New Jersey State agencies, as an alternative to hardcopy invoices.

The purpose of submitting an invoice electronically is to make invoice processing more efficient and to reduce the data entry burden on Accounts Payable users. Typically, the Vendor mails invoices to the Accounts Payable user, who enters the Invoice into the system.

The actions outlined in this guide will be accomplished in the “Seller” role. As such, a user should navigate to the Seller role to complete the activities. To select the appropriate role, click on the Account Icon to the upper right-hand corner at the top of the page after signing in.

Finally, in this guide, the term "Agency" is used to refer to a New Jersey State Agency that has purchased a Vendor’s product or service.

2.1 Homepage

The purpose of the Homepage is to present documents the Seller may take action on (e.g., Open Solicitations, Purchase Orders) or that the Seller has created in the past (e.g., Quotes, Invoices). The Homepage also presents the latest news items or updates regarding NJSTART.

If the user’s Homepage does not look like the one above, the user should navigate to the Seller role. To change roles, follow the steps shown below.

Step 1: Click the Account Icon in the upper right of the Homepage
Step 2: Click the down arrow under the User Name
Step 3: Select Seller
2.2 Purchase Orders

Step 1: Click the PO tab

The Purchase Order tab is divided into three sections: Purchase Orders/Change Orders (Un-Acknowledged), Purchase Orders - Sent, and Subcontractor Purchase Orders.
Step 2: Click the Purchase Order number

If the Seller has not acknowledged the Purchase Order, then the user should select both checkboxes to acknowledge the Purchase Order and to notify the requestor and click Proceed.
Step 3: Click Create Invoice at the bottom of the screen of the Summary tab

2.3 General tab

The purpose of the General tab is to capture header level data for the Invoice template. Each Invoice template is blank when created from scratch. The Vendor completes the information and generates the Invoice number, which in combination with the Vendor number, is unique in the system. Some of the data is populated on the Invoice from the Purchase Order.

Step 1: Complete Required Fields

The Vendor must complete all required fields, marked with an asterisk (*), before saving the new document. The table below lists the required fields on the General tab, the description of the field, the functional implication in the system (if any) and the recommended usage.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Field Description</th>
<th>Field Implication</th>
<th>Common Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invoice number</td>
<td>Document number</td>
<td>Searchable in internal searches; Once saved,</td>
<td>The Invoice Number from the Vendor</td>
</tr>
<tr>
<td></td>
<td></td>
<td>number cannot be edited</td>
<td></td>
</tr>
</tbody>
</table>
### Step 2: Click Save & Continue

Once the Vendor saves the document, protected fields are auto-filled by the system, and the document is now searchable in the system by authorized users, including from the Vendor's Homepage.

The table below shows the fields that are auto-populated and that cannot be edited. The table lists the protected fields, the description of the field, the functional implication in the system (if any) and the recommended usage.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Field Description</th>
<th>Field Implication</th>
<th>Common Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invoice</td>
<td>Title of the document</td>
<td>Searchable in internal searches</td>
<td>Description of the goods or services that the Agency is paying the Vendor for; should be descriptive and unique</td>
</tr>
<tr>
<td>Invoice Date</td>
<td>Pre-populates to the current date</td>
<td>Informational</td>
<td>Audit Trail, Reporting</td>
</tr>
<tr>
<td>Invoice Status</td>
<td>Initial status is set to In Progress &amp; will update after an AP user submits the Invoice</td>
<td>Identifies where the document is in the process and if the document is editable</td>
<td>N/A</td>
</tr>
<tr>
<td>Payment Amount</td>
<td>Total amount of the Invoice</td>
<td>Will update depending on the amount entered on the Items tab of the Invoice</td>
<td>Audit Trail, Reporting</td>
</tr>
<tr>
<td>Payment Terms</td>
<td>Defaulted from the Vendor; can be edited (Note: payment terms are established by the State of NJ)</td>
<td>Applies to the Total Amount</td>
<td>Audit Trail, Reporting</td>
</tr>
<tr>
<td>Payment Discount</td>
<td>Defaulted from the Vendor</td>
<td>Applies to the Total Amount</td>
<td>Audit Trail, Reporting</td>
</tr>
<tr>
<td>Entered By</td>
<td>Defaulted from the Seller account entering the Invoice</td>
<td>Informational</td>
<td>Audit Trail, Reporting</td>
</tr>
<tr>
<td>Field Name</td>
<td>Field Description</td>
<td>Field Implication</td>
<td>Common Usage</td>
</tr>
<tr>
<td>------------------</td>
<td>--------------------------------------------------------</td>
<td>-------------------</td>
<td>-----------------------------</td>
</tr>
<tr>
<td>Entered Date</td>
<td>Defaulted from date the Invoice is created</td>
<td>Informational</td>
<td>Audit Trail, Reporting</td>
</tr>
<tr>
<td>Credit Amount</td>
<td>Defaulted to &quot;$0.00&quot;</td>
<td>Total Amount will update after Credit Memo is applied</td>
<td>Audit Trail, Reporting</td>
</tr>
<tr>
<td>Last User Updated</td>
<td>Automatically generated</td>
<td>Informational</td>
<td>Audit Trail, Reporting</td>
</tr>
<tr>
<td>Last Date Updated</td>
<td>Automatically generated</td>
<td>Informational</td>
<td>Audit Trail, Reporting</td>
</tr>
</tbody>
</table>

**Step 3: Complete Optional Fields as preferred**

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Field Description</th>
<th>Field Implication</th>
<th>Common Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freight Amount</td>
<td>Defaulted to &quot;$0.00&quot;</td>
<td>Total Amount will update after Freight is applied</td>
<td>Audit Trail, Reporting</td>
</tr>
</tbody>
</table>

*Note: The address shown in the Vendor Remit-to Address field must not be changed by the vendor.*
Step 4: Click Save & Continue

Step 5: Click Items tab

2.4 Items tab

The purpose of the Items tab is to show all items and quantities that may be paid.

Step 1: Enter the Invoice Amount

The Vendor can enter the amount for each Item on the Invoice.

Step 2: Click Save & Continue
2.5 Attachments tab

Step 1: Click Attachments tab

Step 2: Click Add File

Step 3: Click Choose File
The user clicks Choose File to upload a file from the user’s computer.
Step 4: Select the file
Step 5: Complete the fields
The user may update the Name for the attachment, and enter a description.

Step 6: Click Save & Exit
The user may click Cancel & Exit to cancel any changes and to return to the previous screen. The user may also click Save & Continue to save the current attachment and upload a new attachment.

2.6 Notes tab
The purpose of the Notes tab is to capture notes applicable for items listed on the Invoice. The Accounts Payable user processing the Invoice will see these notes.

2.7 Summary tab
The Summary tab provides an overview of all the information provided by the Vendor on the previous tabs for review prior to submitting the document to the Accounts Payable user for review and processing. Once the document is submitted, the Vendor cannot edit the document.

*Note: Only invoices that are still in progress and have not yet been submitted to an agency can be canceled by the vendor.*

Step 1: Review information
Step 2: Click Submit
After the Vendor submits the Invoice, the status of the Invoice will remain In Progress (see next page).

The Accounts Payable user at a State agency will be able to complete the Invoice and submit for approval.