



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



**Quick Reference Guide:**

**Vendor Profile Management  
VENDOR CATEGORIES & CERTIFICATIONS**

**Seller Administrators**



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## 1. Purpose

This Quick Reference Guide provides step-by-step instructions on how to maintain vendor categories and certifications in your company's NJSTART Vendor Profile. If you have not registered in NJSTART, refer to the instructions in the Quick Reference Guide titled "Vendor Registration," and then return to this guide.

Using the Vendor Categories and Certifications feature in NJSTART provides the following enhancements when doing business with the State of New Jersey:

- Completing some business categories to help ensure proper payment;
- Completing categories and certifications in your Vendor Profile that are required for your company to do business with the State; and
- Viewing a snapshot of the certifications and links to instructions on how you can take corrective actions if you, as a vendor, are not in compliance with a required certification.

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 drop-down menu will open in your browser containing the User Manual for the Seller and Seller Administrator roles. To find the section of the manual pertaining to categories and certifications, find the Seller Administration heading.

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](mailto:njstart@treas.nj.gov).

## 2. Certain NJSTART Functions Only Available During Weekday Hours

You can access your NJSTART vendor profile whenever you like, 24/7. You can begin the registration process, edit your general organization information, create and set up quotes, manage your company's user access, complete and attach forms, conduct searches, and update non-financial categories and certifications.

However, certain NJSTART functions require validation through a State legacy system that is only available each weekday from 7:00 a.m. until 7:00 p.m. As a result, the following NJSTART functionality is limited to the weekday hours noted:

- Completing registration in NJSTART;
- Entering or editing values required for any of the mandatory OMB categories, as described in this Quick Reference Guide, *Vendor Categories and Certifications*;
- Adding or editing an address; and
- Processing purchase orders.



Attempting to use any of the functions listed on the previous page after normal business hours will not harm your vendor profile in any way. However, you will receive the following red system error messages:

```
System Error(s)  
• com.periscope.service.ServiceException: Unexpected error processing vendor message: BrokerError Interface: NEWJERSEY  
• java.lang.RuntimeException: com.periscope.service.ServiceException: Unexpected error processing vendor message: BrokerError...
```

The failed transactions will not be processed or stored. NJSTART will not automatically try to send the transaction again the next business day. No action is required on your part. Simply close NJSTART and log in again during weekday hours. The next time you log in, the system error messages will immediately clear automatically.

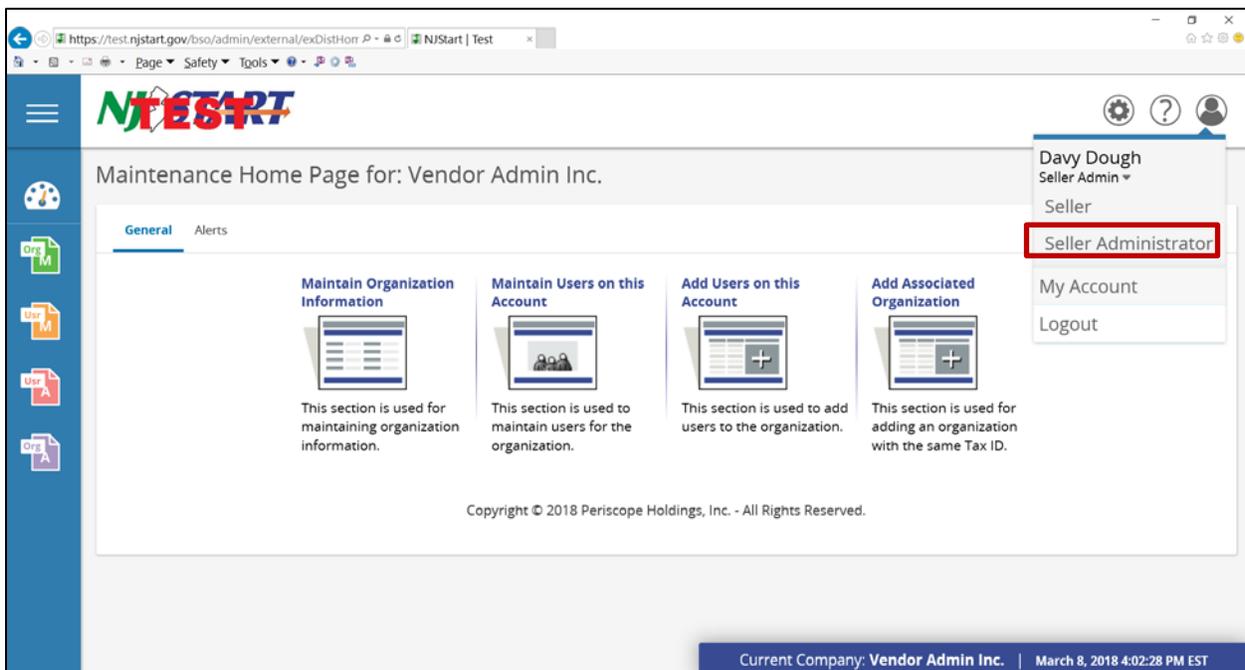
### 3. Instructions

#### 3.1. Navigate to NJSTART and Log in

Navigate to [www.njstart.gov](http://www.njstart.gov) Log in using the ID and password you created during registration or that was provided to you by your company's **Seller Administrator**.

#### 3.2. Verify the Seller Administrator Role Is Selected

The activities described in this section require the user to have Seller Administrator privileges. Select the Seller Administrator role by clicking the icon and selecting the correct role from the drop-down list as indicated in red in the following screenshot.



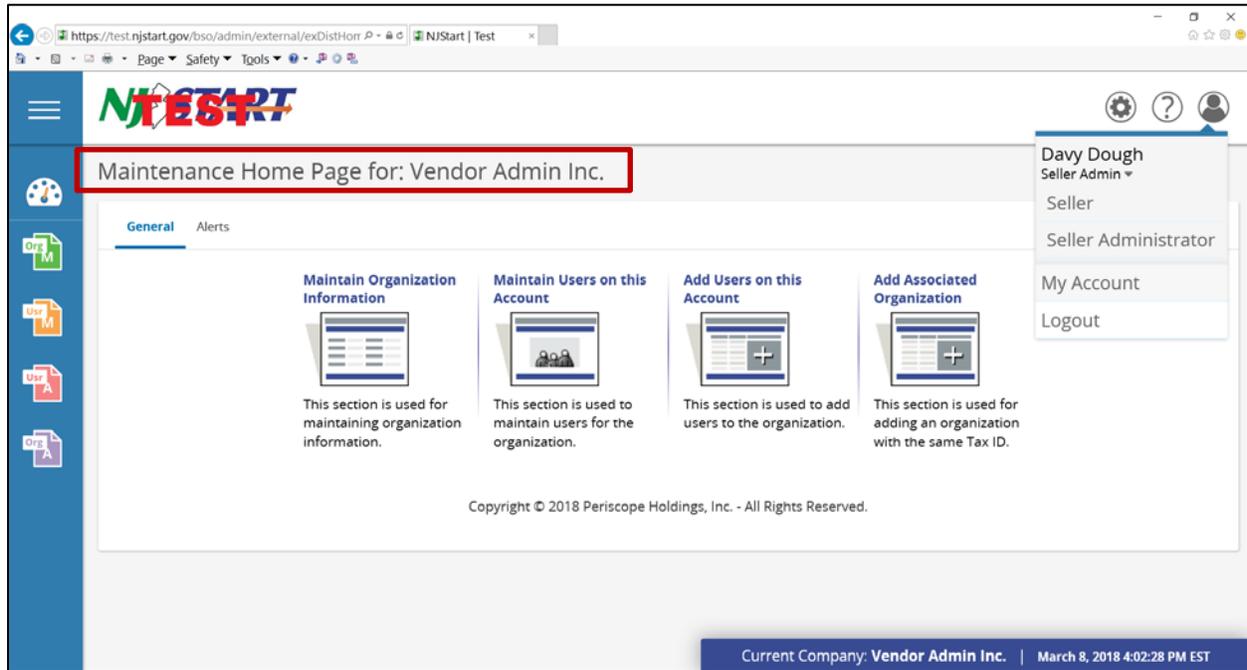
If you cannot select the Seller Administrator role or see the screenshot shown above, then you do not have the necessary privileges to perform Seller Administrator management tasks. To remedy this, you may request that the necessary privileges be granted to you by your company's Seller Administrator.



### 3.3. Vendor Profile Navigation

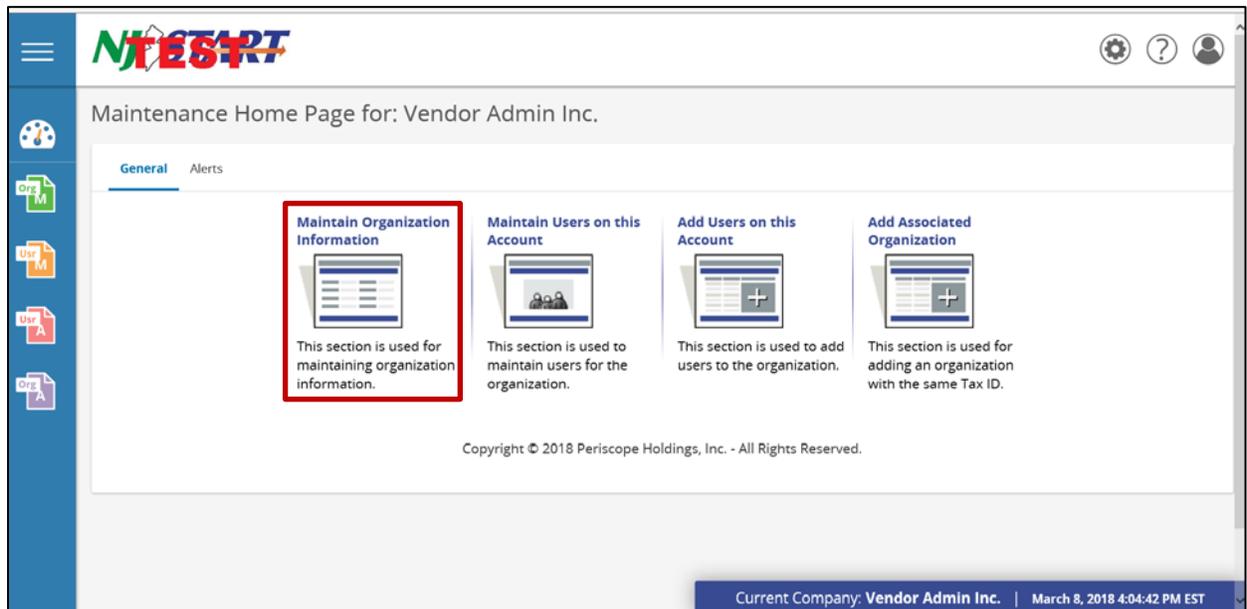
Once you're logged in and have selected the correct user role, the Seller Administrator **Maintenance Home Page** opens as shown below.

Seller Administrator **Maintenance Home Page**:



### 3.4. Select Maintain Organization Information

Click **Maintain Organization Information** (indicated in red).

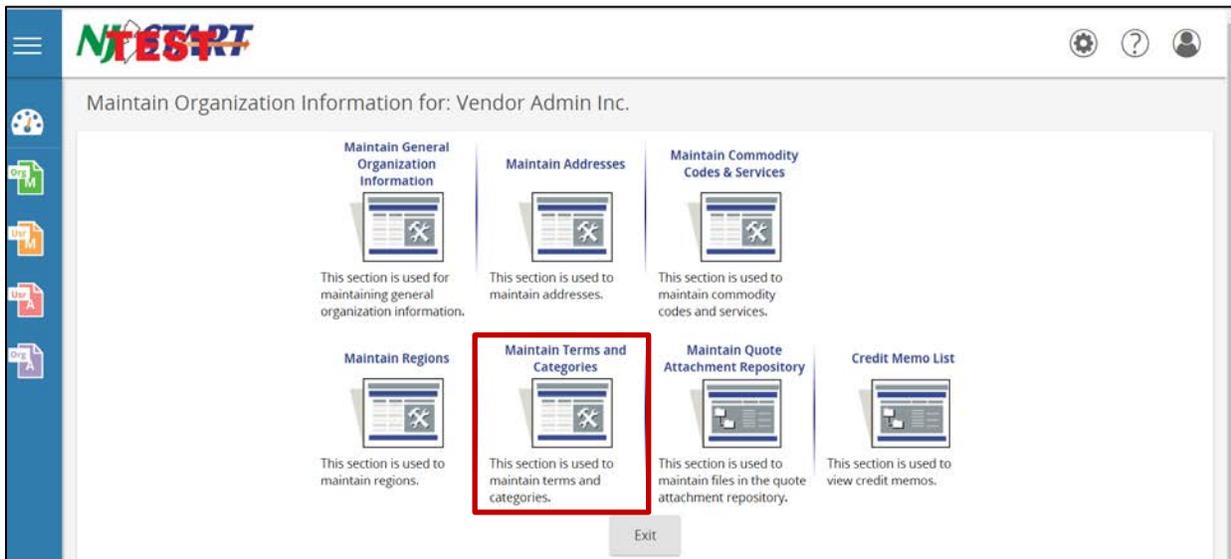


The **Maintain Organization Information** view appears as shown on the next page.



### 3.5. Select Maintain Terms and Categories

Click **Maintain Terms and Categories** (indicated in red).



The **Terms, Categories, and Certifications** screen opens as shown on the following pages.

### 4. Vendor Categories - OMB

*Vendor Categories* capture specific information that must be completed by you as the Seller Administrator. The first five categories listed on this tab relate to information collected on behalf of the Office of Management and Budget (OMB) for payment processing purposes. It is vital that these categories are complete and accurate. Instructions for completing these categories is presented in subsections that follow.

***Note:** Entering or editing values for the four mandatory OMB categories can be completed only during weekday hours (7:00 a.m. – 7:00 p.m.). These categories are described in Sections 4.1, 4.3, 4.4 & 4.5 beginning on the next page.*



## 5. Primary Business Function - Mandatory

Select only one value that describes your company's primary business function. If you select "Other," enter the description in the **Notes** space provided.

**Category: 1. Primary Business Function - (MANDATORY FIELD)**

Please select exactly one category value

Select

- Provides Construction Goods
- Provides Construction Services
- Provides Healthcare Services
- Provides Legal Services
- Provides Any Other Types of Goods
- Provides Any Other Type of Services
- Other - Enter Description of Business in Notes Below

Notes:

### 5.1. Prompt Payment Exemption (does not apply to most vendors)

Most vendors benefit from the Prompt Payment Act and are not exempt. However, if your company is exempt, select the exemption value that applies. **Otherwise, leave this category blank.**

**Category: 2. Prompt Payment Exemption**

**Description: Leave this Category blank and skip to Category: 3 UNLESS you represent a government entity or public utility.**

Please select at most one category value

Select

- Select if you are a State of NJ employee or represent a government entity.
- Select if your business can be defined as operating or controlling a railroad, railway, subway, bus, or canal operation.
- Select if your business can be defined as operating or controlling a telephone or telegraph network.
- Select if your business can be defined as operating or controlling a water, gas, oil, or electricity distribution system.
- Select if your business can be defined as operating or controlling a pipeline, solid waster collection or disposal system, or a sewer operation.

Notes:



## 5.2. Business Formation - Mandatory

Select the one value that describes how your business, corporation or government entity has been formed. If necessary, enter any explanatory remarks in the “Notes” section provided.

The screenshot shows the NJSTART interface for Category 3: Business Formation (MANDATORY FIELD). The page includes the NJSTART logo, a settings icon, a help icon, and a user profile icon. The main content area has a header for the category and a instruction: "Please select exactly one category value". Below this, there is a "Select" section with four radio button options: "Corporation including Professional Corporation/Government Entity", "Individually Owned including Sole Proprietorship", "Limited Liability Company", and "Partnership including Limited Partnership, General Partnership, Limited Liability Partnership". The "Partnership" option is selected. At the bottom, there is a "Notes:" label and a text input field with a scroll bar.

## 5.3. Electronic Funds Transfer Certification - Mandatory

Select the one value that indicates your choice regarding receipt of electronic payments. If you elect to receive electronic payments, ensure that your NJSTART vendor profile contains a remit address that has been enabled for electronic funds transfer (EFT).

*Note: To receive payment using electronic funds transfer, you must select the first option for this category and you must add an EFT-enabled remit address. Refer to the Quick Reference Guide titled Managing Company Information for instructions on how to establish an EFT-enabled remit address.*

The screenshot shows the NJSTART interface for Category 4: Electronic Funds Transfer Certification (MANDATORY FIELD). The page includes the NJSTART logo, a settings icon, a help icon, and a user profile icon. The main content area has a header for the category and a "Description" paragraph: "I certify that I am an appointed agent of the vendor referenced and that I hereby authorize the State of NJ to initiate payments to the bank acct and bank named in the electronic funds transfer (if and when the information is provided). This authority is to remain in full force and effect until the State of NJ receives notification of any changes, and in such a manner as to afford the State of NJ a reasonable opportunity to Act." Below the description is the instruction: "Please select exactly one category value". There is a "Select" section with three radio button options: "Select if you intend to enter the data for EFT payment and agree with the statement above. To enter banking data, you must log in after the initial registration process has been completed, add or edit a Remit address, and check the EFT Enabled box.", "Select if the financial institution referenced in your electronic funds transfer information is a foreign bank or is acting as an agent for a foreign bank.", and "Select if you prefer a paper check instead and do not want to receive payment via EFT. (Any banking information entered as part of your remittance address will be disregarded and remain inactive.)". The third option is selected. At the bottom, there is a "Notes:" label and a text input field with a scroll bar.



## 5.4. Tax ID Certification (Substitute W9) - Mandatory

Completing this category during NJSTART registration is accepted in lieu of submitting IRS Form W-9: *Request for Taxpayer Identification Number and Certification*. Select the one value that applies.

**Category: 5. Required: Tax Id Certification (Substitute W9)**

Description: Under Penalties of Perjury, I certify that (1) The number provided via this registration process is my correct taxpayer ID number AND (2) I am not subject to backup withholding AND (3) I am a U. S. Citizen or a defined U. S. Person for federal tax purposes.

Please select exactly one category value

Select

Select if you agree with the statement above.

Select if you agree with the statement above BUT ARE ALSO AN EXEMPT PAYEE.

Notes:

## 6. Vendor (Bidder) Categories - Forms

The following Categories of forms may be completed during the registration process or prior to the submission of a bid (quote). These forms include **Ownership Disclosure; Disclosure of Investment Activities in Iran; Disclosure of Investigations and Other Actions Involving the Bidder;** and **Disclosure of Non-Profit Officers and Directors** (if applicable). Please note that the term “bidder” may be used interchangeably with “vendor” in this section.

### 6.1. Ownership Disclosure

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.

**Category: Ownership Disclosure**

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.

Please select at most one category value

Select

The bidder is a non-profit entity and is exempt from the ownership disclosure requirement. See Disclosure of Non-Profit Officers and Directors below. (No Ownership Disclosure form is required.)

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. (No Ownership Disclosure form is required.)

Neither statement is applicable. A current, true and complete Statement of Bidder Ownership 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.

Notes:



Bidders that are a non-profit entity should select **Box 1** above. While non-profit entities are exempt from the ownership disclosure requirement, these bidders must complete the Disclosure of Non-Profit Officers and Directors category. **(No Ownership Disclosure form is required.)**

Bidders that do not have any individuals, partnerships or corporations with a 10% or greater ownership interest should select **Box 2** above. These bidders are exempt from the ownership disclosure requirement. **(No Ownership Disclosure form is required.)**

All other bidders should select Box 3 as indicated above. Bidders who check Box 3 must complete an Ownership Disclosure form, which should be uploaded to their Vendor Profile prior to the quote submission deadline or must accompany the submitted quote {proposal}. A Vendor’s {Bidder’s} **failure to submit the completed and signed form** with its quote {proposal} will result in the rejection of the quote {proposal} as non-responsive. Failure to submit the form will preclude the award of a Blanket PO {Contract} to said Vendor {Bidder} unless the Division has on file a signed and accurate Ownership Disclosure Form dated and received no more than six (6) months prior to the quote {proposal} submission deadline for this procurement. If any ownership change has occurred within the last six (6) months, a new Ownership Disclosure Form must be completed, signed and submitted with the quote {proposal}.

## 6.2. Disclosure of Investment Activities in Iran

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.

The screenshot shows a web interface for the NJSTART system. The page title is "Category: Disclosure of Investment Activities in Iran". Below the title is a description: "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')." Below the description is a prompt: "Please select at most one category value". There are two radio button options: "Yes, the bidder and its parents, subsidiaries and affiliates are not on the Chapter 25 List. (No Disclosure of Investment Activities in Iran form is required.)" and "No, the bidder cannot make this certification. A detailed 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." At the bottom of the form is a "Notes:" field with a text input area and a scroll arrow.

The Division is statutorily required to maintain a list of entities (“Chapter 25 List”) that are determined, based on credible public information, to be engaged in prohibited activities in Iran. These prohibited activities generally relate to transactions valued over \$20 million in the energy and defense sectors of Iran. The Chapter 25 List is regularly updated and can be found [here](#) on the Division’s website.

If a bidder, or one of its parents, subsidiaries and affiliates, is not on the Chapter 25 List, then **Box 1** above should be selected, and no further action is needed for this category.

If a bidder, or one of its parents, subsidiaries or affiliates, is on the Chapter 25 List, then **Box 2** above should be selected. The Disclosure of Investment Activities on Iran form **must be completed and uploaded** to their Vendor Profile prior to the quote submission deadline.



### 6.3. Disclosure of Investigations and Other Actions Involving Bidder

Description: Bidders are required to disclose any investigation, litigation, including administrative complaints or other administrative proceedings, involving any public sector clients during the past five years, including the nature, status, and disposition (if applicable) with respect to each matter. This information is needed by the Division to conduct its due diligence on potential bidders.

The screenshot shows the NJ START web application interface. The header includes the NJ START logo and navigation icons. The main content area displays the following:

- Category: Disclosure of Investigations and Other Actions Involving Bidder**
- Description: Within the past 5 years, no named individual or business entity has been implicated in any criminal or disorderly persons matter; prohibited from contracting with any government agency; or the subject of a complaint involving a public sector client.**
- Please select at most one category value*
- Select**
- No, the bidder cannot make this certification. A detailed description of the applicable actions on the attached form has been or will be uploaded to the vendor profile prior to award or upon request of the Division, whichever is sooner.
- Yes, the bidder makes this certification on behalf of the individual or business entities named on its Statement of Bidder Ownership or list of Non-Profit Officers and Directors. (No Disclosure of Investigations form is required.)
- Notes:** [Text input field]

Bidders should be able to certify that none of the individuals or business entities named on its Ownership Disclosure form, or Statement of Non-Profit Officers and Directors in the case of non-profit entities, has been implicated in any criminal or disorderly persons matters, prohibited from contracting with any government agency, or been the subject of a complaint involving a public sector client. If so, they should select **Box 1** above. **(No Disclosure of Investigations and Other Actions Involving the Bidder form is required.)**

Bidders unable to make such a certification should select **Box 2** in this category and complete the Disclosure of Investigations and Other Actions Involving Bidder form. This form must be completed and uploaded to their Vendor Profile prior to the quote submission deadline.



### 6.4. Disclosure of Non-Profit Officers and Directors

Description: While non-profit entities are exempt from the ownership disclosure requirement, these bidders must complete the Disclosure of Non-Profit Officers and Directors category. This list will be used in relation to Section 4.3 above for the disclosure of investigations and other actions.

**Box 1** below should only be selected by those bidders that selected the first box on the Ownership Disclosure category referenced in Section 4.1. Those bidders selecting **Box 1** must upload a list of all officers' and directors' names, titles, and addresses to their Vendor Profile, either before contract award or upon the Division's request, whichever is sooner.

All other bidders should select **Box 2** for this category.

The screenshot shows the NJ TEST web application interface. The header includes the NJ TEST logo and navigation icons. The main content area is titled "Category: Disclosure of Non-Profit Officers and Directors". Below the title, there is a instruction: "Please select at most one category value". Underneath, there is a "Select" section with two radio button options:
 

- The bidder is a non-profit entity and a current, true and complete list of the officers and directors' names, titles and addresses has been or will be uploaded to the vendor profile prior to award or upon request of the Division, whichever is sooner.
- The above statement does not apply because the bidder is NOT a non-profit entity.

 At the bottom of the form, there is a "Notes:" label followed by a text input field with a scroll bar.

### 6.5. Business Information

Description: Bidders that self-identify as a small business can check the box(s) that represents their business.

*Note: This category does not supersede any Small Business Certifications listed in Section 5.7 through Section 5.9. This category is for informational purposes only.*

The screenshot shows the NJ TEST web application interface for the "Business Information" category. The header includes the NJ TEST logo and navigation icons. The main content area is titled "Category: Business Information". Below the title, there is a detailed description: "Description: VENDOR USE ONLY FOR SELF IDENTIFICATION. AGENCY SHOULD REFER TO APPLICABLE CERTIFICATIONS. Please indicate below whether your company self-identifies as one or more of the categories listed below. The information is requested for data collection purposes only. If the award of a Master Blanket Purchase Order has been set-aside, registration with Division of Revenue and Enterprise Services prior to the Quote opening date is required." Below this, there is an instruction: "Please select at least one category value". Underneath, there is a "Select" section with several checkbox options:
 

- Disabled Veteran-Owned Business N.J.S.A. 52:32-31.1, et seq.
- Minority-Owned Business, N.J.S.A. 52:32-17, et seq.
- Not Applicable
- Small Business, N.J.S.A. 52:32-17, et seq.
- Veteran-Owned Business, N.J.S.A. 52:32-49, et seq.
- Women-Owned Business, N.J.S.A. 52:32-17, et seq.

 At the bottom of the form, there is a "Notes:" label followed by a text input field with a scroll bar.



## 7. Vendor Certifications

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

### 7.1. 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.

The screenshot shows the NJ START web interface for a Business Registration certification. The header includes the NJ START logo and navigation icons. The main content area displays the following information:

- Category:** Certification: Business Registration
- Description:** This Certification status was last updated on 1/16/15. If your business is not registered, or if your registration is not active, please see the following link: [Category URL: http://www.state.nj.us/treasury/revenue/gettingregistered.shtml](http://www.state.nj.us/treasury/revenue/gettingregistered.shtml)
- Instructions:** Please select at most one category value
- Select:**
  - Active
  - Inactive
  - Revoked
  - FEIN does not match
  - Name control does not match
- Notes:** A text input field with a scrollable area.



## 7.2. Chapter 51/EO 117 Compliance

This Certification refers to compliance with P.L. 2005, Chapter 51, N.J.S.A. 19:44A-20.13 through -20.25 (“Chapter 51”) and Executive Order No. 117 (2008). Vendors must complete the necessary form to certify that no contributions prohibited by Chapter 51 or Executive Order No. 117 have been made during the preceding period. The State will not enter into contracts or agency direct purchase orders (DPAs) exceeding \$17,500 with vendors that make non-compliant political contributions. Once approved by the State, the forms remain valid for two years. **Any change** in the vendor’s ownership status and/or political contributions **during the two-year period** will require the submission of new Chapter 51 forms.

The screenshot shows the NJ START web application interface. The header includes the NJ START logo and navigation icons. The main content area displays the following information:

- Category:** Certification: Chapter 51/EO 117 Compliance - 2 Year Approval
- Description:** This Certification status was last updated on 5/9/2017. If your business is not approved, or if your approval has expired, please see the following link: **Category URL:** <http://www.state.nj.us/treasury/purchase/forms/eo134/Chapter51.pdf>
- Please select at most one category value*
- Select**
  - Approved
  - Ineligible
- Notes:** [Empty text area with scroll arrows]

## 7.3. 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 the Treasury.

The screenshot shows the NJ START web application interface. The header includes the NJ START logo and navigation icons. The main content area displays the following information:

- Category:** Certification: Debarment
- Description:** This category was last updated on October 27, 2014.
- Please select at most one category value*
- Select**
  - Yes
- Notes:** [Empty text area with scroll arrows]



## 7.4. 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.

The screenshot shows the NJ START web application interface. The header includes the NJ START logo and navigation icons. The main content area is titled "Category: Insurance Liability Compliance". Below the title is a description: "Description: Description: This Certification status will be updated daily. This applies to contract vendors only. In this context, a contract vendor is a vendor who has been issued a purchase order (contract or waiver) for goods and/or services. If your business does not have an approved Certificate of Liability Insurance, contact your State procurement specialist." Below the description is a "Select" section with a list of checkboxes for various insurance types: Automobile, Test, Errors and Omissions, General Liability, Other-1, Other-2, Other-3, Pollution, Professional Liability, Umbrella Liability, and Workers Compensation and Employers' Liability.

## 7.5. AA/EEOC Compliance

This Certification refers to vendor compliance with the Affirmative Action program.

The screenshot shows the NJ START web application interface. The header includes the NJ START logo and navigation icons. The main content area is titled "Category: Certification: AA/EEOC Compliance". Below the title is a description: "Description: This Certification status is updated daily. If your business does not have a certification, or if your certification has expired, please see the following link: Category URL: [http://www.state.nj.us/treasury/purchase/forms/AA\\_%20Supplement.pdf](http://www.state.nj.us/treasury/purchase/forms/AA_%20Supplement.pdf)". Below the description is a "Please select at most one category value" instruction and a "Select" section with a checkbox for "Yes". Below the "Select" section is a "Notes:" label and a text input field with a scroll bar.



### 7.6. 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.

**Category: Certification: Small Business Category**

**Description: SBE Category**

*Please select at most one category value*

Select

- Category 1 - for Goods & Services businesses whose gross revenues do not exceed \$500,000.
- Category 2 - for Goods & Services businesses whose gross revenues do not exceed \$5,000,000.
- Category 3 - for Goods & Services businesses whose gross revenues do not exceed \$12,000,000 or the applicable federal revenue standards established at 13 CFR 121.201, whichever is higher.
- Category 4 - for Construction businesses whose gross revenues do not exceed \$3,000,000.
- Category 5 - for Construction businesses whose gross revenues do not exceed 50% of the applicable federal revenue standards established at 13 CFR 121.201.
- Category 6 - for Construction businesses whose gross revenues do not exceed the applicable federal revenue standards established at 13 CFR 121.201.
- Category A - for Goods & Services businesses fitting in Category 1 and 4, respectively.
- Category B - for Goods & Services businesses fitting in Category 2 and 4, respectively.
- Category C - for Goods & Services businesses fitting in Category 2 and 5, respectively.
- Category D - for Goods & Services businesses fitting in Category 3 and 5, respectively.
- Category E - for Goods & Services businesses fitting in Category 3 and 6, respectively.

### 7.7. 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.

**Category: Certification: Small Business Enterprise**

**Description: This Certification status is updated daily. If you have questions regarding Small Business eligibility, please see the following link:**

**Category URL:** <http://www.state.nj.us/njbusiness/contracting/services/njsavl/>

*Please select at most one category value*

Select

- Approved
- Denied
- Never approved or denied or is pending
- Revoked or Expired

Notes:



### 7.8. 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 a minority or 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.

The screenshot shows the NJTEST web application interface. At the top left is a blue sidebar with a menu icon and a paint palette icon. The main content area has a header with the NJTEST logo and navigation icons (gear, question mark, user). Below the header, the category is "Certification: Minority Owned Business Enterprise". The description states: "This Certification status is updated daily. If you have questions regarding Minority Business eligibility, please see the following link: Category URL: <http://www.state.nj.us/njbusiness/contracting/services/njsavi/>". Below the description, it says "Please select at most one category value". There is a "Select" section with four radio button options: "Approved", "Denied", "Never approved or denied or is pending", and "Revoked or Expired". At the bottom, there is a "Notes:" label followed by a text input field with up and down arrow icons.

### 7.9. 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 a woman or 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.

The screenshot shows the NJTEST web application interface for the Women Owned Business Enterprise certification. The layout is identical to the previous screenshot, but the category is "Certification: Women Owned Business Enterprise". The description states: "This Certification status is updated daily. If you have questions regarding Women Business eligibility, please see the following link: Category URL: <http://www.state.nj.us/njbusiness/contracting/services/njsavi/>". Below the description, it says "Please select at most one category value". There is a "Select" section with four radio button options: "Approved", "Denied", "Never approved or denied or is pending", and "Revoked or Expired". At the bottom, there is a "Notes:" label followed by a text input field with up and down arrow icons.



### 7.10. 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 a person or persons who are qualified veterans. This Certification is reviewed and approved by the Department of the Treasury.

Category: Certification: Veteran Owned Business

Description: This Certification status is updated daily. If you have questions regarding Veteran Business eligibility, please see the following link:  
Category URL: <http://www.state.nj.us/njbusiness/contracting/services/njsavi/>

Please select at most one category value

Select

- Approved
- Denied
- Never approved or denied or is pending
- Revoked or Expired

Notes:

### 8. Save Your Changes and Exit

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

Save & Exit      Save & Continue      Reset      Cancel & Exit

Click **Exit** to return to the Maintain Organization Information screen.

This concludes this Quick Reference Guide. If you have questions or need assistance, contact a New Jersey State Vendor Administrator at (609) 341-3500 or email [njstart@treas.nj.gov](mailto:njstart@treas.nj.gov)