



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



**QUICK REFERENCE GUIDE:**

**How to Review a Submitted Quote**



## 1 Purpose

This Purpose of this Quick Reference Guide (QRG) entitled *How to Review a Submitted Quote*, is to provide Vendors {Bidders} with step-by-step instructions on how to review those documents uploaded and submitted as part of a Quote in response to an advertised Bid Solicitation in **NJSTART**.

This QRG uses terminology employed by the State of New Jersey’s **NJSTART** eProcurement system. For ease of reference, the following is a table which cross-references the **NJSTART** term and the statutory, regulatory and/or legacy term.

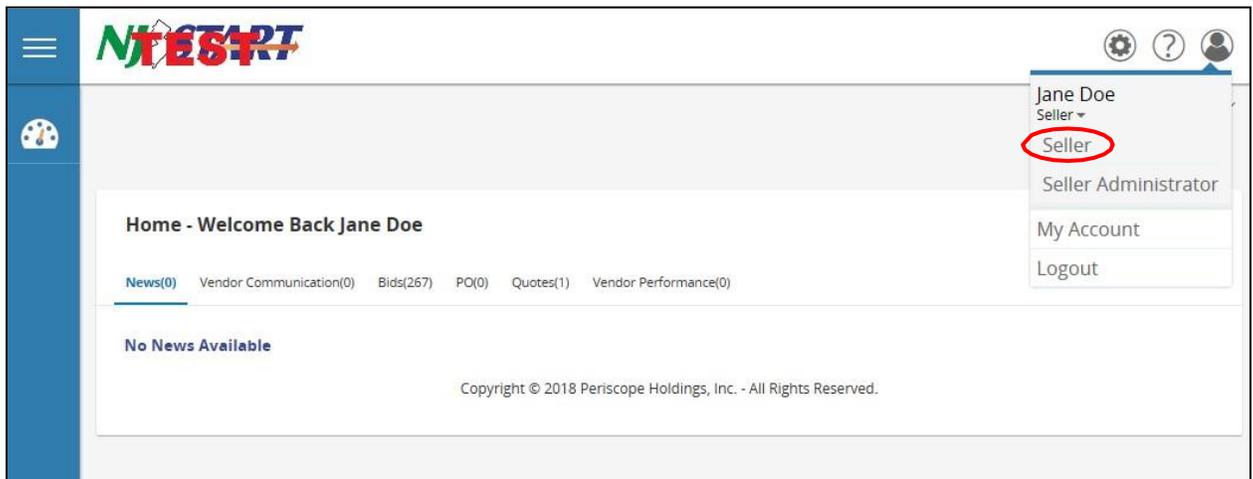
<b>NJSTART</b> Term	Equivalent Statutory, Regulatory and/or Legacy Term
Bid/Bid Solicitation	RFP/Solicitation
Bid Amendment	Addendum
Change Order	Contract Amendment
Master Blanket Purchase Order (Blanket P.O.)	Contract
Offer and Acceptance Page	Signatory Page
Quote	Proposal
Vendor	Bidder/Contractor

Before the Quote Opening Deadline, a Vendor {Bidder} can review the documents attached to the Quote to ensure that all required documents have been attached and to ensure that all of the documents attached are completed as required. If a Vendor {Bidder} desires to make any changes to the attached documents, this can be accomplished by following the steps outlined in the QRG entitled *Submit a Quote*.

After the Quote Opening Deadline, a Vendor {Bidder} can review the documents attached to the Quote; however, a Vendor {Bidder} will be unable to make any changes to the documents.

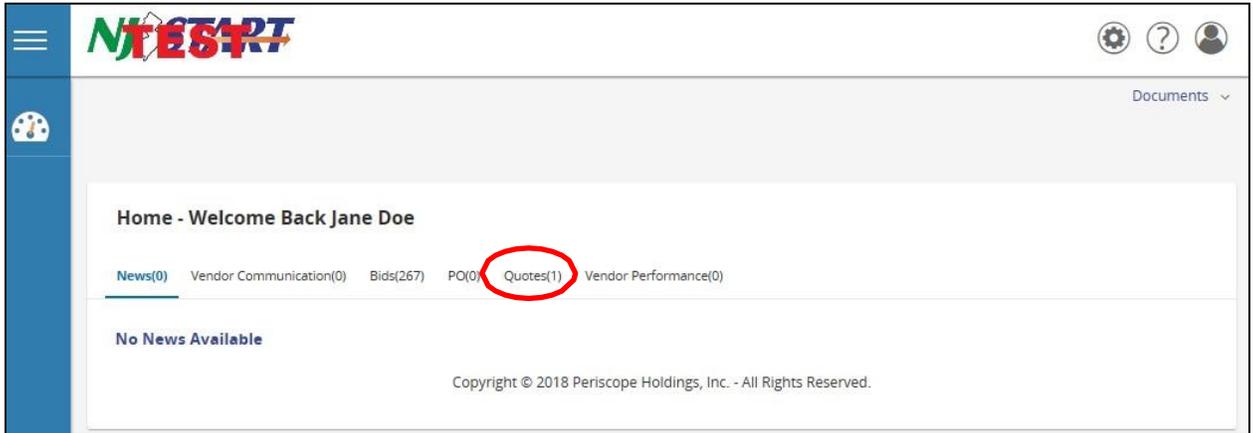
## 2 Instructions

- A Vendor {Bidder} must be logged into to **NJSTART** to review a submitted Quote.
- After you login to **NJSTART**, your home page, shown below, will be displayed.
- If you have more than one role in **NJSTART**, make sure the **Seller** role is selected by clicking on the icon circled in red below.

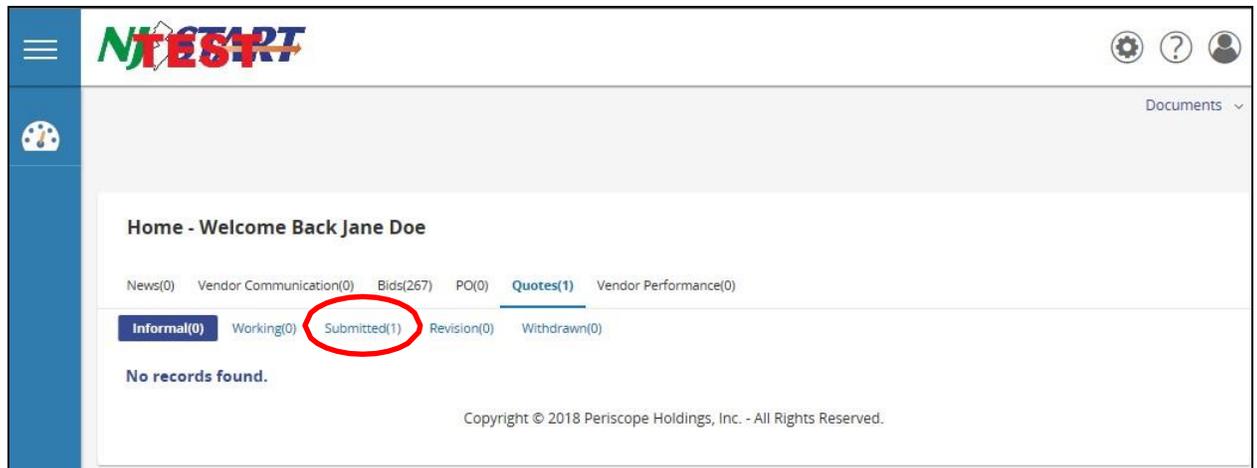




- The area below the “Home - Welcome Back” message contains Tabs with document selection options.
- Select the Option for “Quotes(#)”



- The following Screen will appear.
- Select the option for “Submitted(#)”





- All of your submitted Quotes will appear.
- Select the Quote number that you wish to review by clicking on the number from the list of submitted Quotes.

The screenshot shows the NJ START Home page for user Jane Doe. The page title is "Home - Welcome Back Jane Doe". There are navigation tabs for News(0), Vendor Communication(0), Bids(267), PO(0), **Quotes(1)**, and Vendor Performance(0). Under the Quotes(1) tab, there are sub-tabs for Informal(0), Working(0), **Submitted(1)**, Revision(0), and Withdrawn(0). A table lists the submitted quotes:

Quote #	Organization	Bid #	Bid Opening Date	Date Last Modified
<b>00000502</b>	Division of Purchase and Property	18IT00000533	03/16/2018 02:00:59 PM	03/12/2018 02:19:03 PM

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- The following screen will appear.
- Click on the Attachments Tab to view the documents uploaded with the submitted Quote

The screenshot shows the NJ START Quote 00000502 - Jane Doe Consulting page. The page title is "Quote 00000502 - Jane Doe Consulting". There are navigation tabs for General, Items, Questions, Subcontractors, Notes, Terms & Conditions, **Attachments(5)**, Summary, and Back to Bid. The Attachments(5) tab is selected and circled in red. The page displays the following information:

Quote #:	00000502	Bid #:	18IT00000533
Organization:	Division of Purchase and Property	Description:	T1234 Services Test 030918
Status:	Submitted	Discount Percent:	0.0%
Delivery Days:	0	Alternate Bid:	<input type="checkbox"/>
Is "No Bid":	<input type="checkbox"/>	Freight Terms:	
Shipping Terms:		Payment Terms:	
Ship Via Terms:			
Promised Date: (MM/DD/YYYY)			
Info Contact:			
Comments:			
Date Last Updated:	03/12/2018 02:19:03 PM	User Last Updated:	Jane Doe

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- The following screen will appear where you can select which document(s) you wish to review.

Quote 00000502 - Jane Doe Consulting

General Items Questions Subcontractors Notes Terms & Conditions **Attachments(5)** Summary **Back to Bid**

### Files

Name	Description	Confidential	Order	Attached By	Attached Date
<b>O&amp;A</b> (view details)	Offer and Acceptance Form	<input type="checkbox"/>	0	Jane Doe	03/12/2018

### Forms

Name	Description	Confidential	Attached By	Attached Date
Disclosure of Investigations	Disclosure of Investigations and Other Actions Involving Bidder	<input type="checkbox"/>	Jane Doe	03/12/2018
Disclosure of Investigations	Disclosure of Investigations and Other Actions Involving Bidder	<input type="checkbox"/>	Jane Doe	03/12/2018
Disclosure of Investigations	Disclosure of Investigations and Other Actions Involving Bidder	<input type="checkbox"/>	Jane Doe	03/12/2018
MacBride Principles	MacBride Principles	<input type="checkbox"/>	Jane Doe	03/12/2018

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All Quick Reference Guides are available at: <http://www.nj.gov/treasury/purchase/vendor.shtml>

If you have questions about how to use **NJSTART** you may contact the **NJSTART** Help Desk

**NJSTART** email support: [njstart@treas.nj.gov](mailto:njstart@treas.nj.gov)

**NJSTART** Phone Support – (609) 341-3500; Monday to Friday 8:30 AM to 4:30 PM.

Specific questions about Bid Solicitations will not be answered by the **NJSTART** Help Desk.