New Jersey Department of the Treasury
Division of Purchase and Property

QUICK REFERENCE GUIDE:

How to Review a Submitted Quote

Rev. April 8, 2022
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.

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

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 *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(#)”

![Screen 1][1]

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

![Screen 2][2]
• 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 following screen will appear.
• Click on the Attachments Tab to view the documents uploaded with the submitted Quote
- The following screen will appear where you can select which document(s) you wish to review.

All Quick Reference Guides are available at: [http://www.nj.gov/treasury/purchase/vendor.shtml](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.