



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



**Quick Reference Guide:
SEARCH FOR REGISTERED VENDORS**

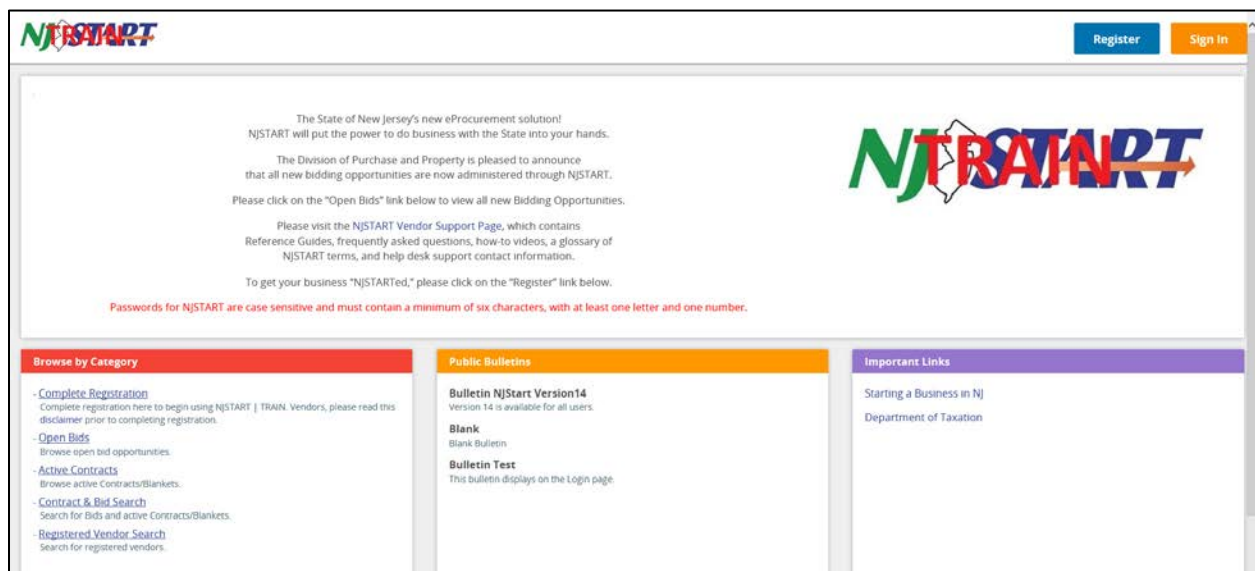


This Quick Reference Guide may be used when searching for Registered Vendors. **NOTE: Vendors must be registered in NJSTART in order to be included in a Vendor Search by all; however, vendors do not log in to NJSTART to use the search functionality of the Registered Vendor Search.** Some of the benefits vendors will enjoy from the Registered Vendor Search in NJSTART include:

- Registered vendors are searchable by specific categories to assist with procurement functions such as bid notification and quote solicitation;
- Registered vendors also are searchable by certain categories to facilitate networking and subcontracting for business opportunities based on factors such as goods and/or services offered, small/minority/women/veteran-owned business status, and location, which will become particularly useful in the future for cooperative purchasing.

1.0 Navigate to NJSTART

To access the Registered Vendor Search, navigate to www.njstart.gov.



2.0 Vendor Search

The Vendor Search page allows you to search for Registered Vendors based on different categories and criteria. Your search can be as broad or as narrow as you choose. You should see the screen on the next page. If you do, then proceed to step 3.0.



3.0 Selecting Criteria for Search

The Vendor Search offers a variety of fields of vendor information to facilitate your search. Simply select your desired criteria in the field(s) provided, and click **Find It**.

Note: Multiple fields can be searched at once. The searchable criteria are as follows:

- Vendor ID
- Vendor Name
- Vendor Legal Name
- Vendor Keyword
- Alternate ID
- Zip Code
- County
- State
- Emergency Supplies
- NIGP Class
- NIGP Class Item
- NIGP Keyword
- Small Business Category
- Small Business Enterprise
- Minority-Owned Business Enterprise
- Women-Owned Business Enterprise
- Veteran-Owned Business



3.1. Vendor ID

The information is automatically generated when a vendor registers in NJSTART. It includes a “V” followed by 8 digits. Each vendor is assigned a unique Vendor ID number for its profile.

3.2. Vendor Name, Vendor Legal Name, Alternate ID, Zip Code, County, State, Emergency Suppliers

This information is populated by the vendor during the registration process. (Vendor Keyword is searchable based on the Vendor Name and Vendor Legal Name.)

3.3. NIGP Class, NIGP Class Item

This information is populated by the vendor during the registration process. These fields represent the Commodity/Service Codes that apply to an organization. This is also how vendors will be notified of opportunities to do business with the State of New Jersey. (NIGP Keyword is searchable based on the NIGP Class and NIGP Class Item.)

Note: All bidding opportunities will also be posted on NJSTART’s public page. Click **Open Opportunities**.

If you are familiar with the NIGP code, you may use the drop-down links for the NIGP Class and NIGP Class Item to search the code(s) that apply. If you are not familiar with the NIGP code or cannot find the code(s) that you would like to search via the drop-down, then you may use the keyword search to find vendors registered for the code(s).

3.4. Small Business Category, Small Business Enterprise, Minority-Owned Business Enterprise, Women-Owned Business Enterprise, Veteran-Owned Business

This information is populated from another New Jersey system of record through the Department of the Treasury. The link to this site is as follows:

<http://www.state.nj.us/njbusiness/contracting/services/njsavi/>

If you have questions regarding the Registered Vendor Search, or the registration process, you may **contact a Vendor Administrator** at the State via phone 609-341-3500 or email njstart@treas.nj.gov

For more information on registering as a Vendor to receive business opportunities from the State of New Jersey, please visit <http://www.state.nj.us/treasury/purchase/vendor.shtml>