Department of the Treasury

Division of Purchase and Property

NJ START

Quick Reference Guide

VENDOR REGISTRATION

Seller Administrators

Table of Contents

1. Purpose

This Quick Reference Guide (QRG) provides step-by-step instructions on how to register your company as a vendor in NJSTART. After that, your company's Seller Administrator will be able to establish and maintain user access to NJSTART for additional employees of your company.

Registration is required only once and can be completed in minutes. Reading through this guide before you start will help you identify and gather the information you will need.

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 tab will open in your browser containing the online Help Manual for the Seller and Seller Administrator roles.

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 this registration process, you may contact a New Jersey State vendor administrator at (609) 341-3500 or email njstart@treas.nj.gov .

> *Note: It you wish to receive electronic payment for your goods and services you can add an electronic funds transfer (EFT)-enabled remit address to your profile. However, after adding the remit address you must logout and then login again before you can set up the address for EFT. See Section 5.3.1 for complete details.*

2. NJSTART 24/7 Availability

You can access your NJSTART vendor profile whenever you like, 24/7, to begin the registration process, create and set up quotes, complete and attach forms, conduct searches, and update non-financial categories and certifications.

2.1 Certain NJSTART Functions Only Available During Weekday Hours

Certain NJSTART functions require validation through the New Jersey Comprehensive Financial System (NJCFS). NJCFS is only available each weekday from **7:00 AM** until **7:00 PM** and is unavailable when conducting regular batch processing during evenings and weekends. As a result, the following NJSTART functionality is limited to weekday hours due to the need for NJCFS validation:

- Completing your registration, as described in Section 4.4 of this guide;
- Entering or editing the mandatory OMB categories, as described in Section 5.4;
- Adding or editing an address, as described in Section 5.3; and
- Processing purchase orders or invoices.

2.2 What Happens If You Try To Use These Functions on Evenings or Weekends

Attempting to use any of the functions listed in Section 2.1 above will not harm your 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 and NJSTART will not automatically try to send the transaction again the next day when NJCFS comes back online. Simply close NJSTART and login again during weekday hours to automatically clear the error messages.

3. Why Every Vendor Should Register in NJSTART

Registering with NJSTART has several benefits. In order to receive notifications about bid opportunities, receive contract awards, or to be issued purchase orders through NJSTART, you must be registered in the new system – even if you have previously done business with the State of New Jersey.

Registering your company in NJSTART allows you to specify information about the goods or services offered by your company to facilitate search results and assist in other aspects of the procurement processes. You will be required to select one or more of your employees as Seller Administrators during the vendor registration process. Seller administrators maintain your company's information in NJSTART

Below are some of the many benefits that vendors will enjoy from registering in NJSTART:

- Review all bids, solicitations, and awarded contracts online;

- Receive direct notifications about opportunities to offer goods and/or services;

- View screens to select appropriate business categories to ensure proper payment;

- See snapshots of the certifications needed for a vendor to do business with the State;

- Vendor Profiles, including registered commodities and services, will be accessible by all State procurement staff;

- Registered vendors are searchable by specific categories to assist with procurement functions such as bid notification and quote solicitation;

- Registered vendors are also 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.

4. How to Begin Registering Your Company in NJSTART

Your profile allows you to communicate with the State. You can also complete and store various procurement forms required by the State in your vendor profile. You will control and maintain your company's information, including all addresses, commodity codes, and any other relevant information. Begin by following these step-by-step instructions:

4.1 Navigate to NJSTART

To register as a vendor and conduct business with the State of New Jersey online, navigate to *www.njstart.gov*. Please read the information provided on the login page, a sample of which is presented below.

4.2 Click on the Register Link

Welcome To **NJSTART**

NJSTART

The State of New Jersey's new eProcurement system!
NJSTART will put the power to do business with the State into your hands.

The Division of Purchase and Property is pleased to announce
a Pilot Procurement Program of new solicitations to introduce NJSTART,
the State's new eProcurement solution.
Please click on the "Open Bids" link below to view Pilot Bidding Opportunities.

Please visit the NJSTART Vendor Support Page, which contains
Quick Reference Guides, supporting videos, a glossary of
NJSTART terms, and helpdesk contact information.

To get your business "NJSTARTed," please click on the "Register" link below.

Passwords must be between 6 and 8 characters, contain at least
one letter and one number, and not contain any special characters (#,&,", etc.).
Passwords are case sensitive.

For proper processing Tax ID numbers should not contain a dash (-).

Register
Register here to begin using NJSTART.
Vendors, please read this disclaimer prior to registering.

Complete Registration
Complete registration here to begin using NJSTART.
Vendors, please read this disclaimer prior to completing registration.

Open Bids
Browse open bid opportunities.

Active Contracts
Browse active Contracts/Blankets.

Contract & Bid Search
Search for Bids and active Contracts/Blankets.

Registered Vendor Search
Search for registered vendors.

Login ID: [   ]
Password: [   ]
[Login]

Login Assistance?

When you click **Register** on the login page, the following pop-up window will appear:

1. Enter your company's tax identification number (EIN) or your Social Security number (SSN).

   *NOTE: To help you ensure your Tax ID is entered correctly, Click on the **Show** box. This will allow you to view and verify your entry before proceeding to the next field. Do not include any dashes or other non-numeric characters.*

   *NOTE: Normally your tax ID will not be recognized by the system. If NJSTART already has that tax ID on file a dialog box will appear describing how to get help. First, return to the login page and click **Complete Registration**. If you are still unable to proceed, contact a New Jersey State vendor administrator at (609) 341-3500 or email njstart@treas.nj.gov*

2. Click on the appropriate button to indicate which type of Tax ID your entered (EIN or SSN).

3. Enter your company's name. Throughout NJSTART, the field label **Company Name** refers to the Trade Name shown on your State of New Jersey Business Registration Certificate (BRC).

   NOTE: If you did not register a trade name with the state (this field is blank on your BRC) then enter your Taxpayer Name instead.

4. Enter the country where your company was incorporated.

5. Enter a valid email address.

4.3   Click Submit

Clicking on **Submit** saves your information and an email is sent to the address you entered in Section 3.2, notifying you that your vendor pre-registration is complete as shown in the following example:

KEEP THIS EMAIL – it contains your Vendor ID number, which you will need to log into NJSTART.

You may now continue with registration or, if you prefer, you can exit and continue later.

4.4   Continue with Registration

NOTE: Vendor registration can be completed only during weekday hours (7:00 AM – 7:00 PM). Please refer to Section 2.0 for additional information.

In order to do business with the State online, you must first complete your registration in NJSTART. If you intend to complete your registration in one session, please skip to Section 4.4.3.

4.4.1 Returning to Complete a Partial Registration

If you exited NJSTART before completing your registration, click on the **Complete Registration link** on the login page, as shown here:

Complete Registration
Complete registration here to begin using NJSTART.
Vendors, please read this disclaimer prior to completing registration.

If this is your first time logging in after completing pre-registration, the following dialog box will appear. You will need the information contained in your confirmation email to complete the required entries.

In-Progress Verification

Please enter the vendor # and email address from your Vendor Pre-Registration Notification email and submit.

Vendor #*:

Email Address*:

Submit   Cancel

4.4.2 NJSTART Error Messages

Depending on how far along you are in completing your registration, you may see one or more of the following alerts near the top of your screen when you log in.

Overall Validation Errors

- Company information is required.
- Administrator information is required.
- Required Category - 1. Primary Business Function - (MANDATORY FIELD) selection required.
- Required Category - 3. Business Formation (MANDATORY FIELD) selection required.
- Required Category - 4. Electronic Funds Transfer Certification (MANDATORY FIELD) selection required.
- Required Category - 5. Tax ID Certification (Substitute W9) (MANDATORY FIELD) selection required.
- NIGP Code is required, please select at least one.

These messages are **normal** at this stage of the registration process, and merely indicate that certain information required for completing your registration has not yet been provided. All error messages must be remedied in order for registration to be completed. The remaining pages will provide guidance to satisfy these errors and allow you to complete your registration.

4.4.3 Continuing Registration without Exiting

When completing your registration in NJSTART, the following screen appears:

You can complete your registration and begin building your NJSTART Vendor Profile by making appropriate entries in the fields provided on this series of tabbed screens. To switch screens, click on the appropriate tab.

| Company Information | Administrator | Address | Terms | Categories & Certifications | Commodity/Service Codes | Summary |

Enter as much optional information about your company as you wish, however field labels containing an asterisk (*) are required. If any required field is left blank, you will not be able to save any entries made on that page. Clicking the tabs at the top of the screen reveals additional pages for your profile information, such as Company Information, Administrator, and Address.

4.4.4 Restricted Characters

Some of the fields on this screen have restrictions on acceptable characters based upon the naming conventions of the State's accounting system. The following fields on the **Company Information** tab are affected:

Vendor Company Name   Business Description
Vendor Legal Name   Emergency Contact Name
Incorporation State   Address Information (street, city, county)

Only the following characters can be used in these fields:

Alphanumeric (a-z, A-Z, 0-9)
Spaces, slashes (/), ampersands (&), colons (:), dashes (-), and periods.

If any other characters are entered in these fields, a red validation error will be triggered when you click **Save & Continue**. Delete the restricted characters and save your entries again.

5.   Complete Your Registration and Set Up Your NJSTART Vendor Profile

The remainder of this guide provides instructions on how complete your NJSTART registration and set up your vendor profile.

5.1   Complete the Company Information Tab

If not already selected, click on the Company Information tab. Some information will be populated using information you supplied during pre-registration. The information you enter on this tab establishes your identity and contact information in NJSTART.

Before proceeding, make sure that each of these items has been entered accurately. Companies located in New Jersey are encouraged to enter their county information in the optional field. It will be important for to you keep all of your vendor profile information up-to-date whenever there are changes.

5.1.1 Enter Your Company Name or Names

You company name must be entered correctly so that your NJSTART records can been found by using the vendor search tools. In addition, your entry in the **Vendor Legal Name** field must exactly match the *Taxpayer Name* on your State of New Jersey Business Registration Certificate, before you can be awarded a contract, issued a purchase order, or receive payments.

The following example indicates which values from your BRC should be entered in the fields provided on the Company Information tab. If you did not register a trade name, then enter your BRC taxpayer name in both fields.

5.1.2 Enter Your Company's Official Address and Contact Information

The address you provide on this screen is your primary business address. If you have more than one address, you will have an opportunity to enter those on another screen by clicking on the **Address** tab.

Enter all required information on the company information tab, click the **Save & Continue Registration** button at the bottom of the page. If you exit this page without clicking this button, any changes you made will not be saved.

5.2   Complete the Administrator Tab

You must designate at least one person in your company to serve in the NJSTART Seller Administrator role. Only people assigned to this role will be able to maintain and update the profile information described in this guide. Purchasing activities; bid search, creating submitting quotes, etc., are performed by members of your company staff serving in the NJSTART Seller Role. If you wish, you may assign both the Seller and the Seller Administrator role to an individual user.

Click on the **Administrator** tab.

Enter your information into the fields on the **Administrator** tab, as shown on the next page.

Create a Seller Administrator account by complete the fields shown below.

The person you assign to this role using this screen will be able to establish additional user accounts and assign NJSTART user roles for others in you company; as many as you wish. Further details are available in the Quick Reference Guide titled *Company Information & User Access.*

Click **Save & Continue Registration** to move to the next step.

5.2.1 *First-time Login as Administrator Requires a Password Change*

The first time you log in after setting up an **Administrator** account you will be required to change your password. When you login, the following screen will appear:

Your new password must comply with requirements shown on this screen. Enter your current password and your new password in the fields provided and then click **Submit**.

5.3 Adding Additional Address

You must add at least one remit address to you NJSTART vendor profile.

> *NOTE: Adding additional addresses can be completed only during weekday hours (7:00 AM – 7:00 PM). Please refer to Section 2.0 for additional information.*

5.3.1 General Instructions for Adding Addresses

Click **Add Another Address** and the following screen appears. Complete the required information.

The Address Type dropdown allows you to designate an address as: Bid Mailing Address, Emergency Mailing Address, Purchase Order Mailing Address, Remit Address, or Sales Address.

5.3.2 Creating an EFT-enabled Remit Address

If your company wishes to receive electronic payments from the State of New Jersey for processed invoices, you must provide EFT-related information corresponding to a Remit Address. You may also create multiple EFT-enabled Remit addresses for separate bank accounts. Receiving payments electronically is the preferred option. It is faster, more convenient and easy to set up.

If you are ready setup an EFT-enabled remit address, click on the **Address** tab.

> *NOTE: It is required that you complete an EFT-enabled address in order to receive electronic payments. It is also required that you complete the Vendor Category Electronic Funds Transfer Certification to receive electronic payments, presented in Section 5.4.4 of this guide.*
>
> Be sure to complete both steps: 1) Vendor Category Electronic Funds Transfer Certification, *and* 2) Creating an EFT-enabled Remit Address to receive electronic payments.

Click on the **Address Type** drop-down box and select **Remit Address**. Additional fields will be added to the screen, as shown on the next page.

Note: This is a two-step process. After adding the remit address you must logout and then login again before you can set up the address to receive payments by electronic funds transfer (EFT). This records your basic remit address in the accounting system. When you log back in to continue setup, NJSTART finds the address in the accounting system and updates it with your EFT information.

For best results, skip this step for now and complete all of the remaining steps in the guide that are required for registering in NJSTART and building your vendor profile. Then, logout and log back in to resume EFT setup by completing the additional remit address fields shown below.

☑ EFT Enabled?
Description*: _____
Country*: [▼]
Branch Name*: _____
Account Type*: [▼]
Routing Number*: _____
Account Number*: _____ Show ☐
IAT Flag: ☐ ⓘ

When you are ready to resume EFT setup, make sure the **EFT Enabled?** box is checked. Complete ALL required fields (marked with an asterisk*) before you click **Save and Exit**.

NOTE: The IAT (International ACH Transactions) Flag checkbox should be checked ONLY if the financial institution receiving your electronic funds payment is a foreign bank or is acting as an agent of a foreign bank on your behalf.

You may continue adding addresses by clicking **Save and Add Another.** Once you are finished adding addresses, you may continue registration by clicking **Save and Continue Registration**.

5.3.3 Removing an Address from Your Vendor Profile

Most entries made in NJSTART cannot, strictly speaking, be deleted. However, if you no longer want to use an address that you have added to your vendor profile you can change its status to "Inactive" using the dropdown in the address STATUS field on any of your NJSTART address (see example below. NJSTART ignores any entry in your profile with a status other than "Active".

Status:	[Inactive ▼]	Web Address:	_____
☐	Default address for this address type		(Begin with http:// or https://)
	Save & Exit	Reset	Cancel & Exit

5.4   Complete OMB Categories and Certifications

Vendor Categories capture specific information that must be completed by you as Seller Administrator.

The first five categories on this tab relate to information collected on behalf of the Office of Management and Budget (OMB) for payment processing purposes. These categories must be completed to ensure timely and proper payment for your goods and service.

While still in the Register view, select the **Categories and Certifications** tab, indicated in red.

Register - Able Enterprises						
Company Information	Administrator	Address	Terms	**Categories & Certifications**	Commodity/Service Codes	Summary

NOTE: Filling in values for the four mandatory categories presented in this section is now required to complete vendor registration in NJSTART. You will not be able to conduct business using NJSTART until your registration is complete and your profile is set up.

NOTE: *Entering or editing values for the four mandatory OMB categories can be completed only during weekday hours (7:00 AM – 7:00 PM). These categories are described in Sections 5.4.1, 5.4.3, 5.4.4 & 5.4.5 beginning on the next page. Please refer to Section 2.0 for additional information.*

5.4.1 Primary Business Function - Mandatory

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

Category: 1. Primary Business Function - (MANDATORY FIELD)	
Please select at most 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:

5.4.2 Prompt Payment Exemption

Most vendors are not excluded from the Prompt Payment Act. If your company is exempt, select the exemption value that applies. Otherwise leave this category blank.

Category: 2. Prompt Payment Exemption	
Description: Some Categories of Vendors are exempt from Prompt Payment Interest. Exempt vendors are government instrumentalities, State employees, and public utilities.	
Please select at most one category value	
Select	
☐	Select if you are a State of NJ employee or represent a government instrumentality.
☐	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:

5.4.3 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.

Category: 3. Business Formation (MANDATORY FIELD)	
Please select at most one category value	
Select	
☐	Corporation including Professional Corporation/Government Enity
☐	Individually Owned including Sole Proprietorship
☐	Limited Liability Company
☐	Partnership including Limited Partnership, General Partnership, Limited Liability Partnership

Notes:

5.4.4 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: *Refer to Section 5.3.2 for instructions on how to establish an EFT-enabled remit address.*

Category: 4. Electronic Funds Transfer Certification (MANDATORY FIELD)
Description: 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 information 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.

Please select at most one category value

Select	
☐	Select if you have entered the data for EFT payment and agree with the statement above.
☐	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.
☐	Select if you have not elected to receive payment via EFT. Any banking information entered as part of your remittance address will be disregarded.

Notes:

5.4.5 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. Tax ID Certification (Substitute W9) (MANDATORY FIELD)
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 at most 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:

5.5   Commodity/Service Codes Tab

When State procurement specialists are searching NJSTART for potential suppliers of goods and services they will filter their search results using the National Institute of Government Purchasing (NIGP) commodity code. Your company will only appear in the results of these searches if your NJSTART vendor profile lists the NIGP code for all of the goods and services being sought. It is in your best interest to ensure that each of the applicable NIGP codes are added to your profile using the instructions provided in this section.

To complete registration, _you must select at least one_ code applicable to your organization.

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

Complete your selections on the Commodity/Service Codes tab as shown below:

Register - Able Enterprises - donald.northam@northhighland.com	

Company Information   Administrator   Address   Terms   Categories & Certifications   **Commodity/Service Codes**   Summary

Search

NIGP Class	▼
NIGP Class Item	▼
NIGP Keyword	
Search using	ALL of the criteria ▼
	Search

ⓘ Use the NIGP Commodity Code Search Engine if you are familiar with the NIGP code. If not use the NIGP Code Browse below.

NIGP Code Browse

ⓘ Select the category that best describes the product and service you offer. Click on the question mark for more information.

01	Administrative, Financial, and Management Services
02	Agricultural Equipment and Related Products and Services
03	Arts, Crafts, Entertainment, Theatre
04	Automotive Products, Vehicles, and Services
05	Building Equipment, Supplies, and Services

Screen image cropped to show only 5 of 31 rows

After each commodity code selection click **Save and Add More.** You are encouraged to add as many codes as you wish, according to the goods and services you provide. When you have completed adding all of your codes click **Save and Continue Registration**.

Save and Add More	Save and Continue Registration

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6.   Summary Tab

The registration summary tab consolidates much of the information in your profile onto a single screen.

6.1   Validation Errors

If you do not have any red errors at the top of your screen, proceed to the next section (6.2).
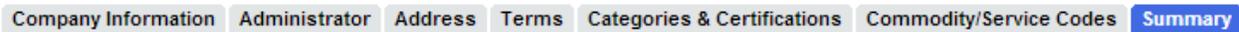
If you have red errors at the top of your screen, then you have not completed a required field during registration. You will not be able to successfully complete registration until you have completed the required field(s) noted as red error(s).

To determine what is causing the error, read the error message. The first part of the error will tell you the tab where you can find the field error. The second part of the error will direct you to the specific field. If you are having trouble resolving the error, please call a State Vendor Administrator for assistance at (609) 341-3500.

6.2 Review Your Information

Review the information you have entered in the previous steps. If you need to add or change any information, you may click on the tab (across the top of your screen) that corresponds to the information you wish to edit.

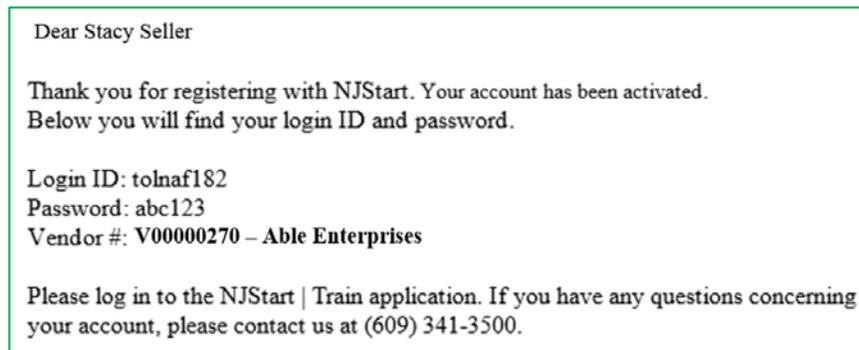| Company Information | Administrator | Address | Terms | Categories & Certifications | Commodity/Service Codes | Summary |

If you make any changes to the information, remember to click **Save** before you click back to the **Summary** tab. If you do not save, you will lose any changes that you have made.

7. Complete Registration

After you verify that all the information is complete and accurate, scroll to the bottom of your screen and click **Complete Registration**.

| Complete Registration |
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You will know that you have successfully completed registration in NJSTART when you receive a confirmation email similar to the one shown below.

> Dear Stacy Seller
>
> Thank you for registering with NJStart. Your account has been activated.
> Below you will find your login ID and password.
>
> Login ID: tolnaf182
> Password: abc123
> Vendor #: **V00000270 – Able Enterprises**
>
> Please log in to the NJStart | Train application. If you have any questions concerning your account, please contact us at (609) 341-3500.

NOTE: Remember, you are responsible for maintaining your company's profile information. You can log in at any time and add, change or delete the information you have entered.

If you do not receive this email, please check your spam or clutter folders. Otherwise, there may be a problem with your registration. Log back in, and ensure that you have entered the correct email address and that there are no alerts present. If you need assistance please contact a New Jersey State Vendor Administrator at (609) 341-3500 or email njstart@treas.nj.gov.