



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



**Quick Reference Guide:  
ACCESSING PURCHASE ORDERS, CHANGE  
ORDERS, AND INVOICING**

**Seller Administrators**



**1. Table of Contents**

2. 1.0 Finding a Purchase Order..... 3

3. 1.1 Acknowledging a Purchase Order ..... 4

4. 1.2 Viewing a Purchase Order..... 4

5. 1.3 Printing a Purchase Order ..... 6

6. 1.4 Finding and Acknowledging a Change Order ..... 6

7. 1.5 Invoicing..... 6

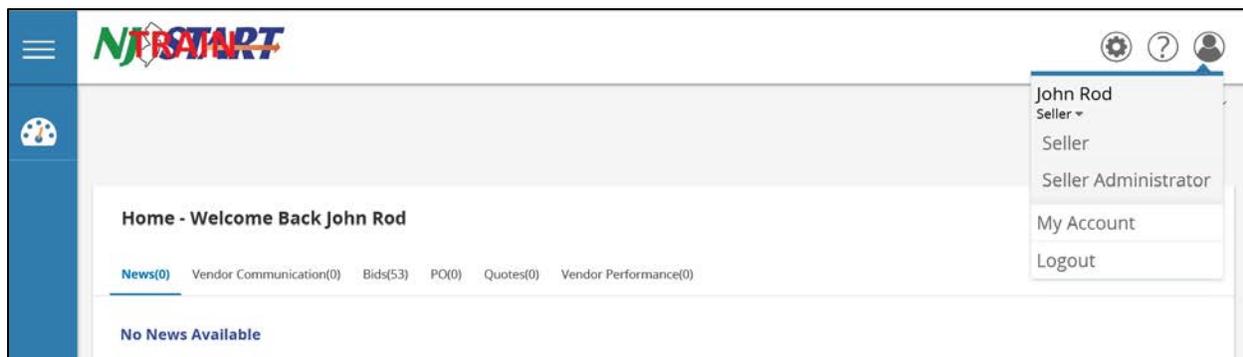


## About this guide

This Quick Reference Guide is designed to help vendors understand how to access Purchase Orders (POs) and Change Orders sent to them through NJSTART. PO and Change Order notifications will be sent to the primary email or mailing address associated with the vendor's profile, not to individual vendor users. If your entity has received a notification about a PO or Change Order via email or mail, follow the steps in this guide to access and review the document. We have also included a section on Invoicing on page 7.

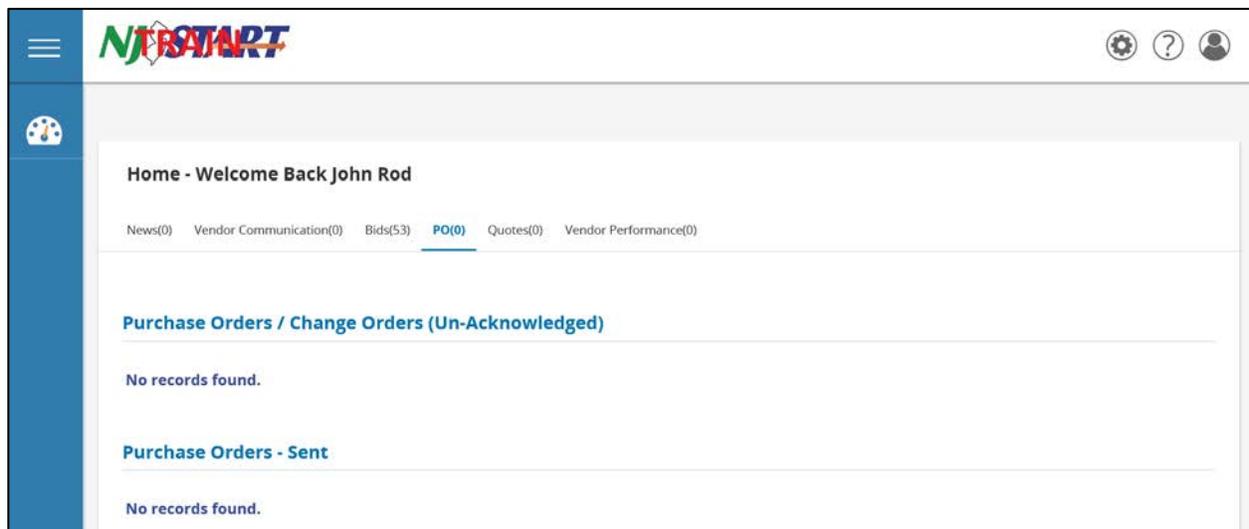
**Note: Master Blanket POs received from the Division of Purchase & Property are to confirm a vendor is on contract. POs received from using agencies are to execute purchases.**

The first step is to sign into NJSTART using your Login ID and Password.



## 1.0 Finding a Purchase Order

After login you will see your home page and tabs underneath the **Welcome Back** message. To find a PO or Change Order, click on the PO tab. The POs and/or POs with Change Orders that you have not yet acknowledged will be listed first. You can access a PO by clicking on the link in the Purchase Order # column on the left side of the screen. If you elect to receive notification of purchase orders by paper mail, the numbers in the Purchase Orders (unacknowledged) and Purchase Orders (sent) screen will correspond to a paper copy of a purchase order you have received by mail. This is not an additional purchase order to be filled, merely the electronic version of the paper purchase order that was mailed to you.





## 1.1 Acknowledging a Purchase Order

Upon selecting a PO, you will be asked to acknowledge receipt of the PO and its Change Orders before it will display. Acknowledging a PO indicates that you are aware of it and that you will respond to it.

Check both of the check boxes on the left and click on the Proceed button to:

- Acknowledge your receipt of the PO and its Change Orders, and
- Notify the requestor that you have received the PO.

**Download Acknowledgement**

I am acknowledging receipt of this purchase order and/or its change order(s).

Notify requestor of receipt of this purchase order and/or its change order(s).

## 1.2 Viewing a Purchase Order

The PO will be shown with the number prominently displayed in the upper left hand corner of the document.

Release Purchase Order 16-FLEET-00068:39 Status: 3PRS - Ready to Send

General Items Vendor Address Accounting Routing Attachments Notes Change Orders Reminders Summary

**Header Information**

<b>Purchase Order Number:</b> 16-FLEET-00068	<b>Release Number:</b> 39	<b>Short Description:</b> TEST
<b>Status:</b> 3PRS - Ready to Send	<b>Purchaser:</b> Africa Nelson	<b>Receipt Method:</b> Quantity
<b>Fiscal Year:</b> 2017	<b>PO Type:</b> Release	<b>Minor Status:</b>
<b>Organization:</b> Division of Purchase and Property	<b>Location:</b> OPNS - Operations	<b>Type Code:</b>
<b>Department:</b> DPP - Division of Purchase and Property	<b>Entered Date:</b> 10/24/2017 03:58:28 PM	<b>Control Code:</b>
<b>Alternate ID:</b>	<b>Retainage %:</b> 0.00%	<b>Print Dest Detail:</b> If Different
<b>Days ARO:</b> 14	<b>Promised Date:</b>	<b>Actual Cost:</b> \$1.44
<b>Required By Date:</b>	<b>Tax Rate:</b>	
<b>Pcard Enabled:</b> No		
<b>Contact Instructions:</b> Contact Africa Nelson at (609)984-6233		
<b>Invoice Method:</b> Three Way Match		
<b>Print Format:</b> PO Print		

*Note: Additional sections of this sample Purchase Order appear on the next page.*



	<b>Ship-to Address:</b>	Division of Purchase and Property 33 West State Street Trenton, NJ 08625 US Email: test@periscopeholdings.com Phone: (123)456-7890	<b>Bill-to Address:</b>	Division of Purchase and Property 33 West State Street Trenton, NJ 08625 US Email: test@periscopeholdings.com Phone: (123)456-7890
	<b>T Number:</b>			
	<b>NJ Cooperative Purchasing:</b>	No		
	<b>Green Blanket PO:</b>	No		
	<b>Emergency Blanket PO:</b>	No		
	<b>Small Business Category:</b>			
	<b>Performance Bond Required:</b>	No		
	<b>Procurement Efficiency Assessment Indicator:</b>			
	<b>Agency Reference Number:</b>			
	<b>Corporate Account Number:</b>			
	<b>Number of Extensions Available:</b>			
	<b>Number of Extensions Used:</b>			
	<b>Number of Months Available:</b>			
	<b>Number of Months Used:</b>			
	<b>Transition Days Available:</b>			
<b>Transition Days Used:</b>				
<b>State Contract Manager:</b>				
<b>State Contract Manager Phone:</b>				
<b>State Contract Manager Email:</b>				

Current Org: Division of Purchase and Property | April 16, 2018 2:39:34 PM EST

	<b>Vendor Information &amp; PO Terms</b>			
	<b>Vendor:</b>	V00000296 - Diamond Chemical Co Inc	<b>Preferred Delivery Method:</b>	Email
	<b>Remit-to Address:</b>	Patrick Conboy PO BOX 51021 NEWARK, NJ 071015121 US Email: test@periscopeholdings.com Phone: (123)456-7890 Id: 9684 Alternate Id: 22159580500	<b>Payment Terms:</b>	Net 60
	<b>PO Mailing Address:</b>	Chelsea Cooper Union Ave & DuBos Street East Rutherford, NJ 07073 US Email: test@periscopeholdings.com Phone: (123)456-7890 Id: 297	<b>Shipping Terms:</b>	F.O.B., Destination
			<b>Shipping Method:</b>	
		<b>Freight Terms:</b>		

	<b>Item Information</b>														
	Show 25 entries										First Previous 1 Next Last				
	Showing 1 to 1 of 1 entries														
	Item Information														
	<b>Item # 1:</b>	Dishwashing, Automatic Detergent, Destaining Detergent Without Metal Protection in Solid Encapsulated/Granulated Form for General Use. Solid: Yes Encapsulated/Granulated: Yes Brand Name: Power Plus											3PRS - Ready to Send		
	<b>NIGP Class:</b>	485-38 Dishwashing Compounds, Hand and Machine Type (Including Rinse Solutions)													
		Blanket/Contract #/Line #	Receipt Method	Qty	Minimum Order Quantity	Unit Cost	Net Unit Cost	UOM	Discount %	Total Discount Amt.	Tax Rate	Tax Amount	Freight	Total Cost	
		16-FLEET-00068 / 1	Quantity	2.0	0.0000	\$0.72	\$0.72	LB - Pound	0.00%	\$0.00	0.0%	\$0.00	\$0.00	\$1.44	
		<b>Manufacturer:</b>	<b>Brand:</b>					<b>Model:</b>							
		<b>Make:</b>	<b>Packaging:</b>												

Current Org: Division of Purchase and Property | April 16, 2018 2:40:59 PM EST



### 1.3 Printing a Purchase Order

All POs issued to you will stay within NJSTART indefinitely, so you do not need to print them out. However, if you would like to print out a paper copy of a PO, click on the Print button on the bottom of the screen. NJSTART will preview the PO on the screen and you can then print the PO to the printer of your choice or save it to your computer.



### 1.4 Finding and Acknowledging a Change Order

You will be notified of Change Orders if an agency has made changes to a PO it has previously sent to you. Notifications of Change Orders also will be sent to the primary email address associated with the vendor's profile, and not to individual users established for the vendor's profile.

Change Orders are accessed in exactly the same way as the PO, and are visible on the PO document in the Change Orders section. Just like POs, you will be asked to acknowledge receipt of Change Orders upon selecting the PO to view. Check both of the check boxes on the left and click on the Proceed to view the PO and its Change Order(s).



Click the number of the Change Order to open and view the change that was made.

### 1.5 Invoicing

Electronic invoicing is not currently available through NJSTART. In the interim, vendors should submit invoices to the Department, Division, Bureau or Institution to which the materials or services were furnished. Invoices should include the following:

- ✓ **PAYEE IDENTIFICATION NUMBER:** Federal employer identification (FEIN) number assigned to the business or the Social Security number (SSN) if the payee is an individual;
- ✓ **VENDOR ID NUMBER:** This is your unique Vendor ID number from your NJSTART profile;
- ✓ **PURCHASE ORDER (PO) NUMBER:** From the PO you received and acknowledged;
- ✓ **ITEMS & QUANTITY:** List of items or services, quantity, description, unit price, and amount;
- ✓ **TERMS:** Terms of sale, such as "NET," "15 days," etc.;
- ✓ **TOTAL AMOUNT DUE:** Total amount of invoice;
- ✓ **PAYEE NAME AND REMIT ADDRESS:** The name of the individual or company submitting the invoice and the complete remit-to-address;
- ✓ **INVOICE NUMBER:** Invoice or billing number for reference purposes;
- ✓ **DATE OF INVOICE:** Date the document is prepared and signed.