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

**Quick Reference Guide:**

**SEARCH FOR REGISTERED VENDORS**

**Sellers**

**Revised as of: 10/21/22**

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## 1.0 Purpose

- 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.

- 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 is particularly useful for cooperative purchasing.

## 2.0 Navigate to NJSTART

- To access the Registered Vendor Search, navigate to www.njstart.gov as shown in *Figure 2.0.1.*
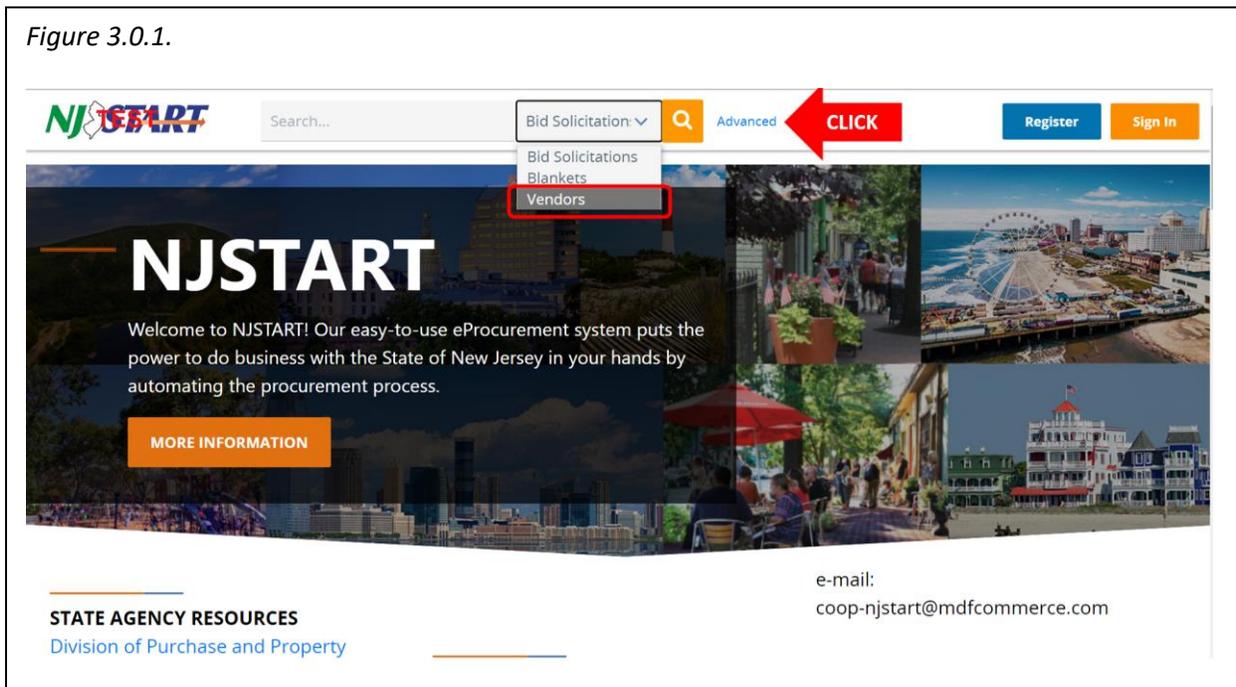
*Figure 2.0.1.*
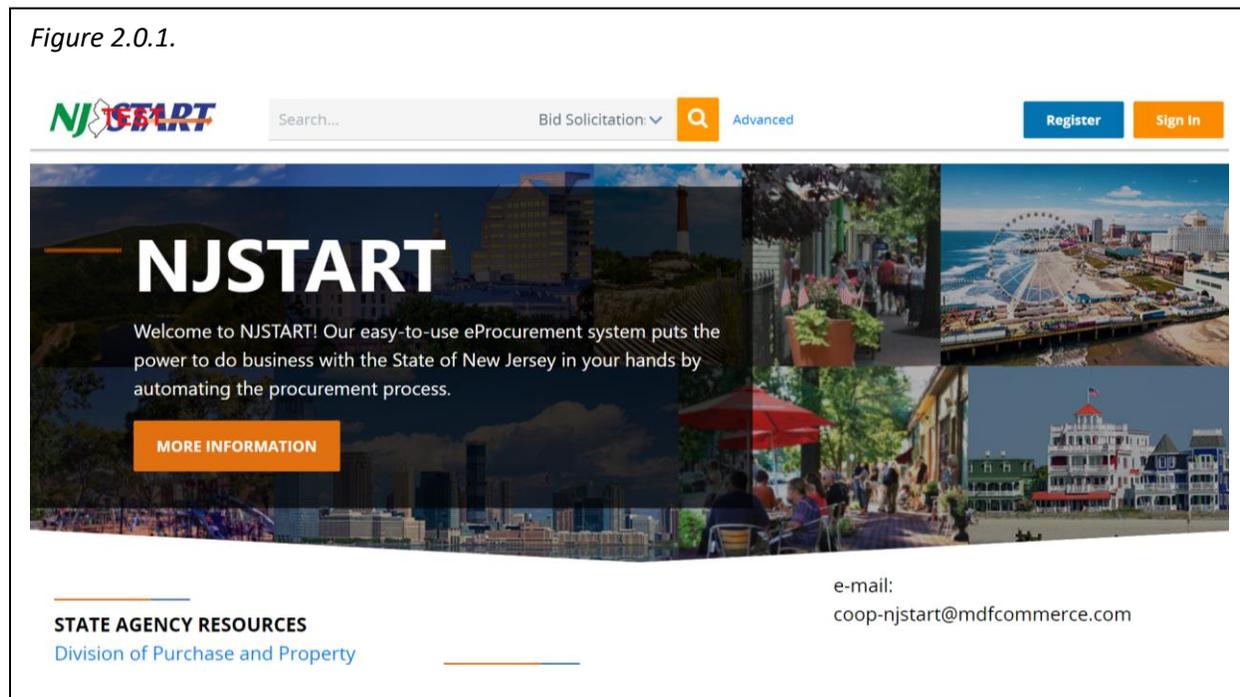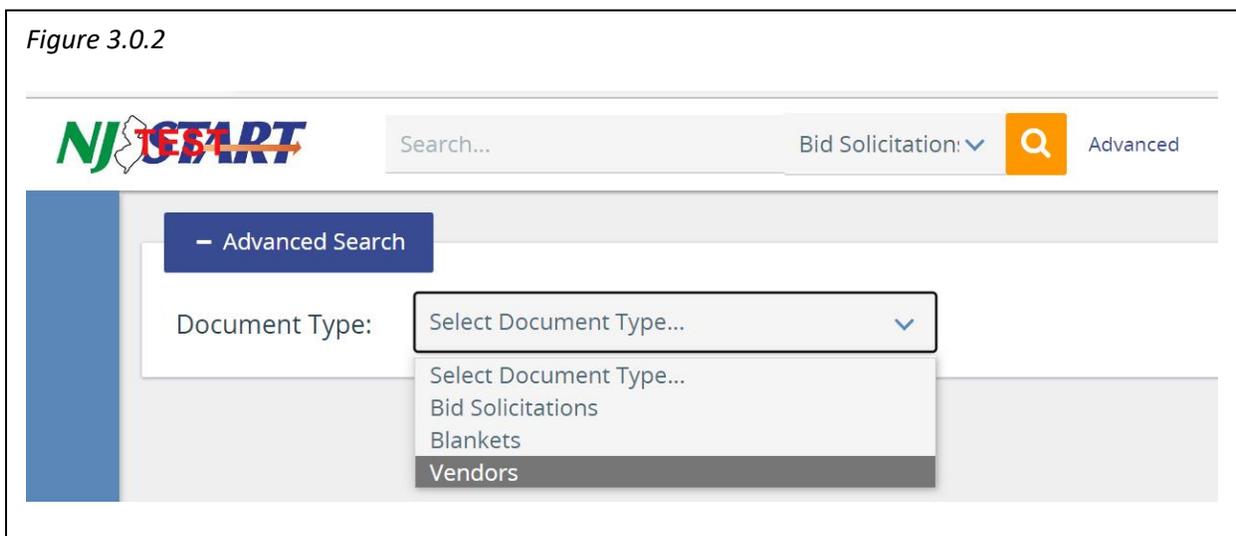
## 3.0 Vendor Search

- The Vendor Search page allows you to search for Registered Vendors based on different categories and criteria.
- Select "Vendors" from the "Document Type" dropdown list and click on "Advanced" as shown in *Figure 3.0.1.*



*Figure 3.0.1.*

- The screen as shown in *Figure 3.0.2.* will appear.
- Scroll down and select **Vendors**



*Figure 3.0.2*

- The screen as shown in *Figure 3.0.3.* will appear.

*Figure 3.0.3*

## 4.0 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."
- 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

### 4.1. 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.

### 4.2. 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.)

### 4.3. 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.)

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**NOTE:** All bidding opportunities will also be posted on NJSTART's public page. Click "Open Bids."

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- 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).

## 4.4. 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: https://www20.state.nj.us/TYTR_SAVI/vendorSearch.jsp
- 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 as shown in *Figure 4.4.1*
- For more information on registering as a Vendor to receive business opportunities from the State of New Jersey, please visit:
  NJ Division of Purchase and Property (state.nj.us)

*Figure 4.4.1.*