New Jersey Department of the Treasury

Division of Purchase and Property

Quick Reference Guide

VENDOR REGISTRATION

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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. 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 .

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.

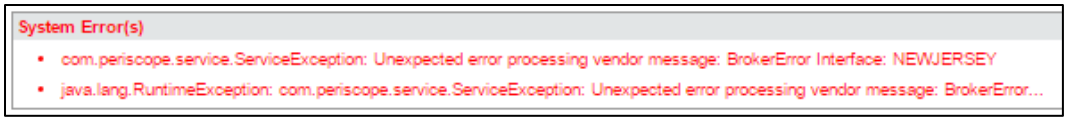
2.1 Certain NJSTART Functions Only Available During Weekday Hours

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 mandatory Office of Management and Budget categories, as described in Section 5.4;
- Adding or editing an address, as described in Section 5.3; and
- Processing purchase orders.

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:



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 log in 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 process. 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 by 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.

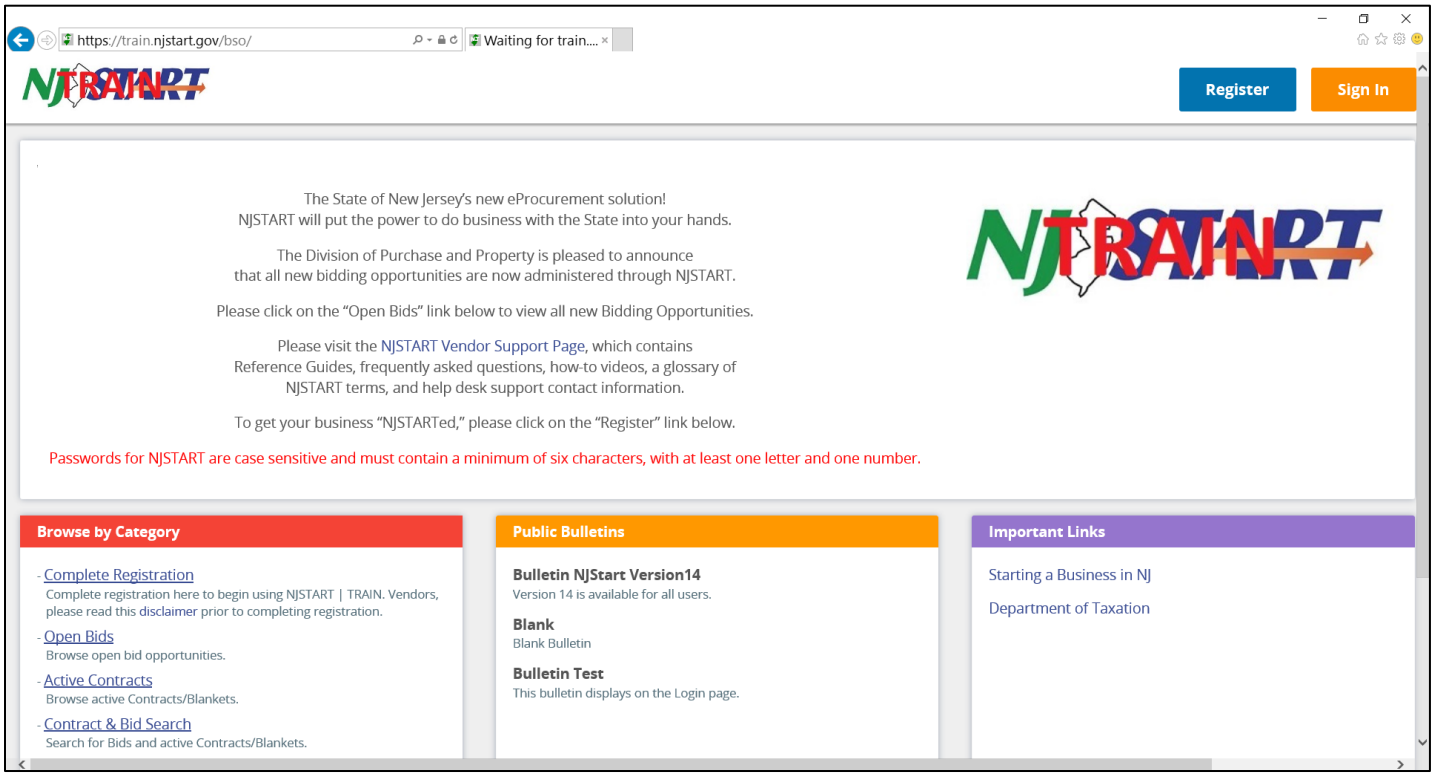
4. How to Begin Registering Your Company in NJSTART

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:

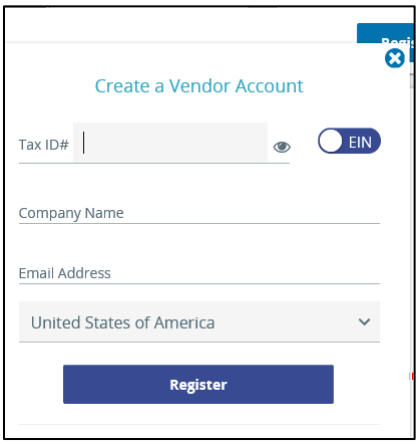
4.1 Navigate to NJSTART

To register as a vendor and conduct business with the State of New Jersey online, navigate to *www.njstart.gov*.

4.2 Click on the Register Link



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* *icon. This will allow you to view and verify your entry before proceeding to the next field.*

2. Enter your EIN (Tax ID), or click on the EIN button if you want to switch to SSN to enter that as your Tax ID.

   NOTE: *If NJSTART already has your 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

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. For individuals and sole proprietors, enter your Taxpayer Name instead of a Company Name.*

4. 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 registration is in progress as shown in the following example:

Contact Name	Phone Number	Email Address
Administrator System	(609) 341-3500	njstart@treas.nj.gov

Vendor #: V00000614
Company Name: Jane Doe Consulting
Email Address: njstart@treas.nj.gov

Thank you,
NJStart | Test

Use this link to log on to NJStart | Test: https://test.njstart.gov/bso/view/login/login.xhtm

KEEP THIS EMAIL – It contains your Vendor ID number, which you will need to log into NJSTART if you exit before the registration process is completed.

You may now continue with registration or, if you prefer, you can exit and continue later by clicking on "Complete Registration."

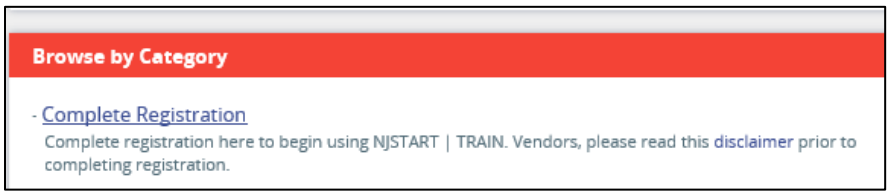
4.4 Continue with Registration

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.

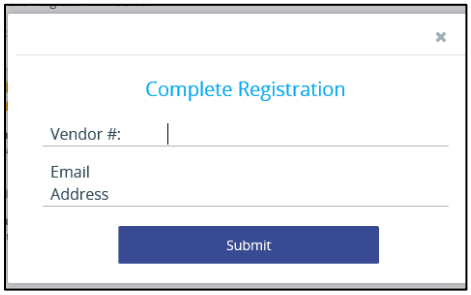
In order to do business with the State online, you must first complete your registration in NJSTART. If you intend to complete your registration in one session, please skip to Section 4.4.3.

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 to the lower left-hand side of the screen, as shown here:



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.



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.

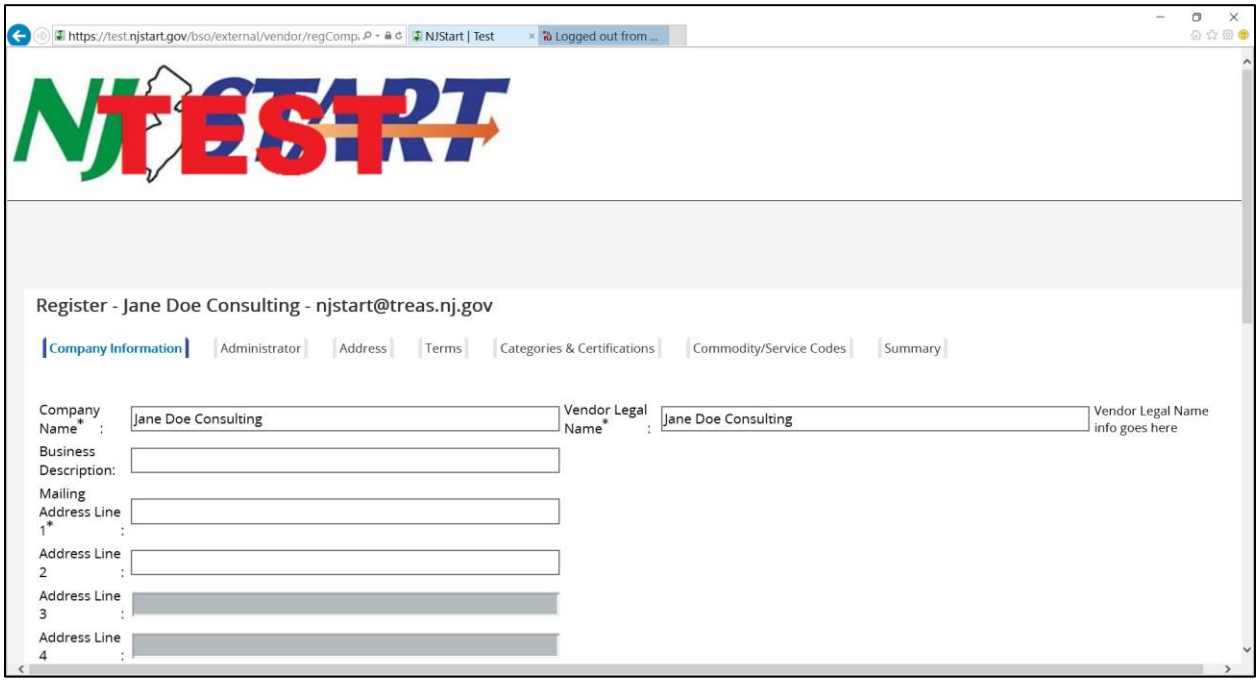
Required Category - 5. Required: Tax Id Certification (Substitute W9) selection required.

Required Category - Business Information selection required.

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 clear 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.

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.

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

The remainder of this guide provides instructions on how to complete your NJSTART registration and set up your Vendor Profile.

5.1 Complete the Company Information Tab

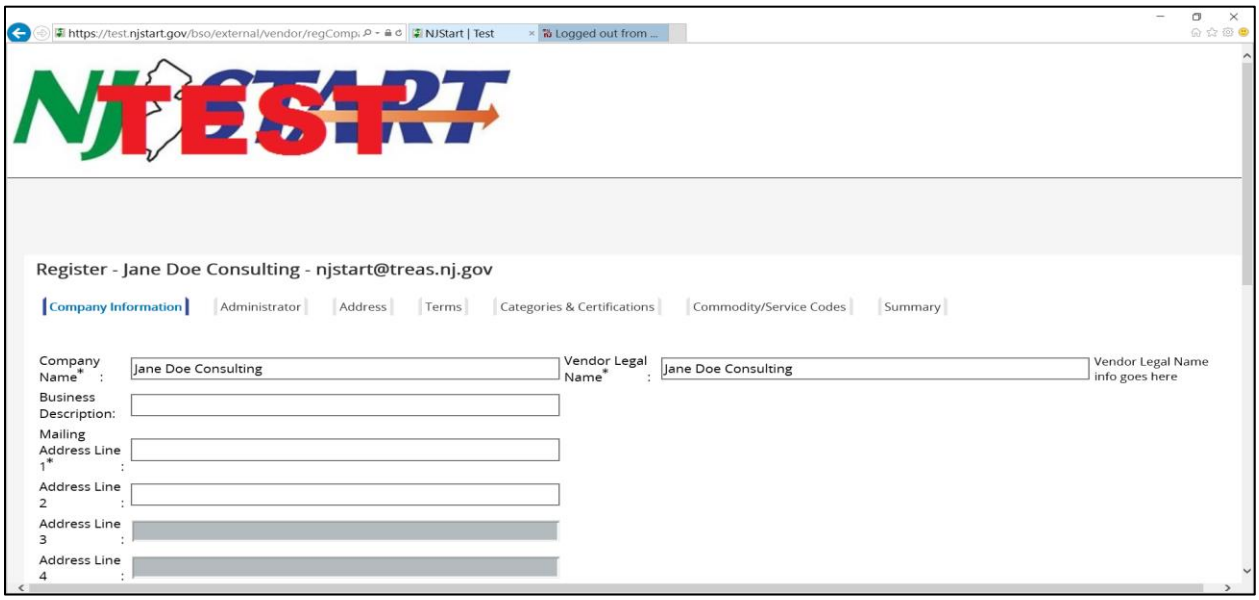
If not already selected, click on the Company Information tab. Some information will be populated using information you supplied during pre-registration. The information you enter on this tab establishes your identity and contact information in NJSTART.

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 you to keep all of your Vendor profile information up-to-date whenever there are changes.

5.1.1 Enter Your Company Name or Names

Your 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.

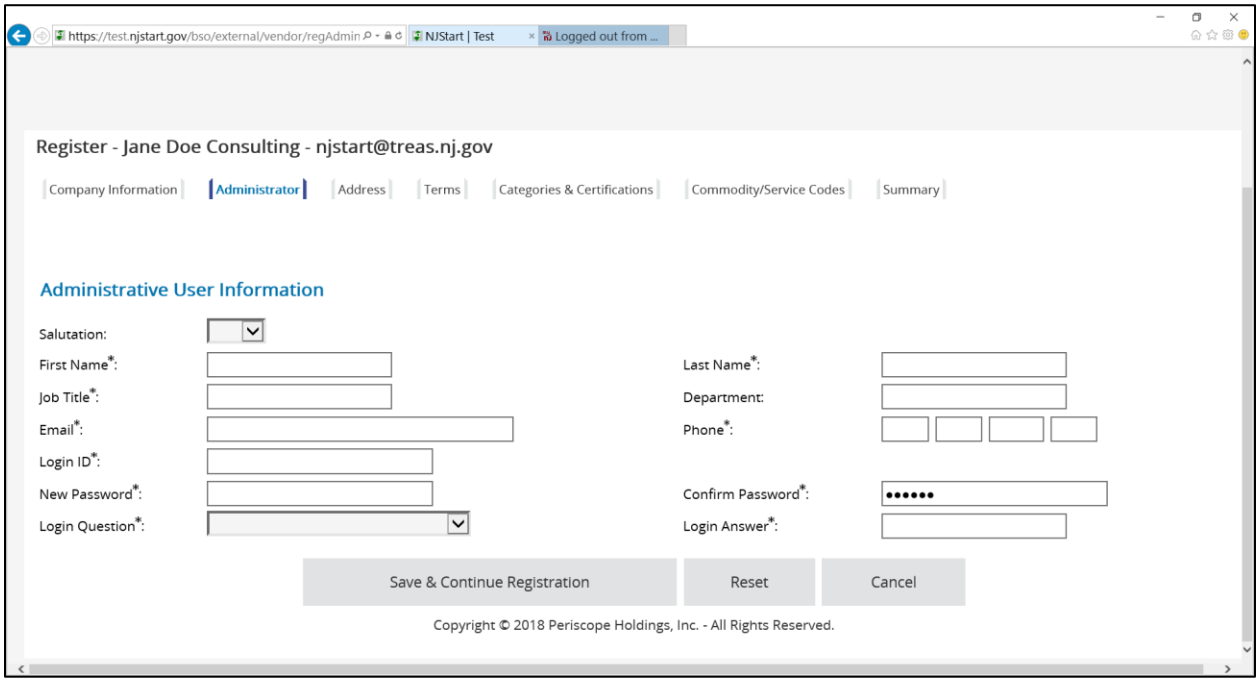
5.2 Complete the Administrator Tab

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 and 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 completing the fields shown below.

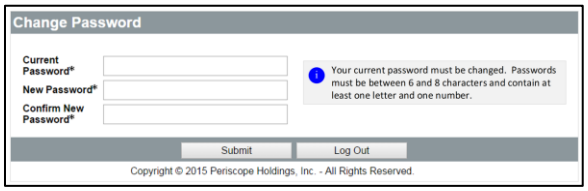


The person you assign to this role using this screen will be able to establish additional user accounts and assign NJSTART user roles for others in your company; as many as you wish. Further details are available in the Quick Reference Guide titled *Company Information & User Access.*

<u>Please remember to write down your Login ID and Password since you will need them to access your profile.</u> 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 log in, the following screen will appear:



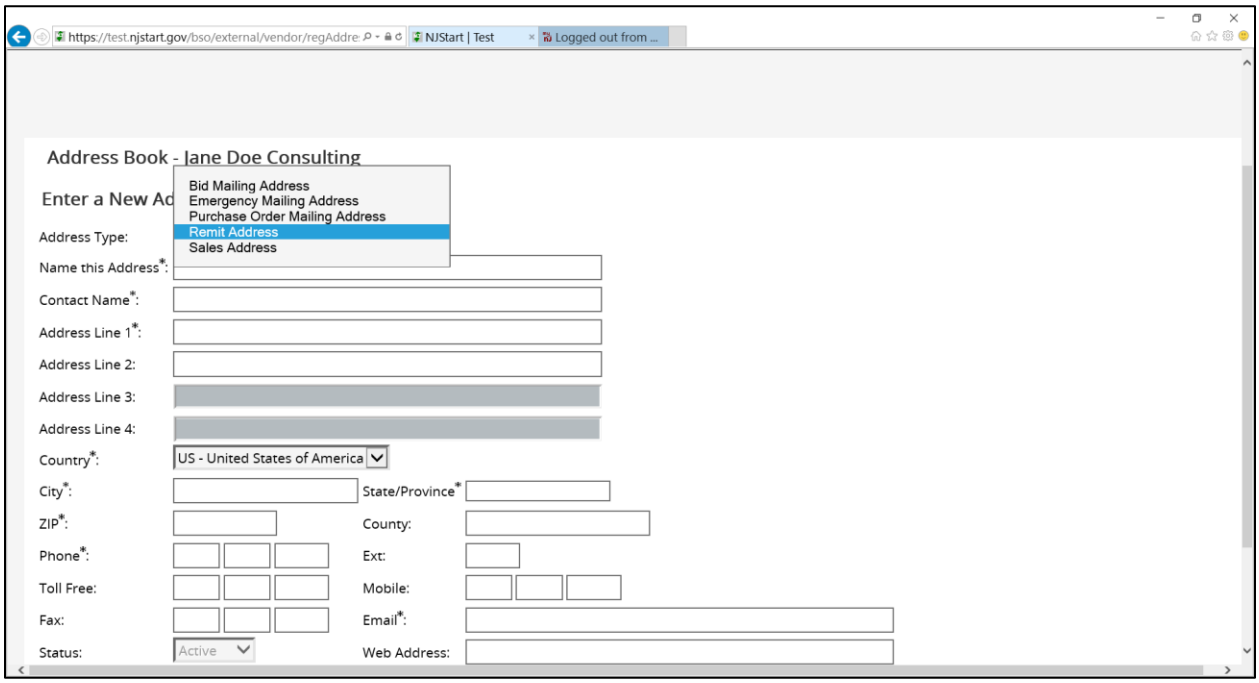
Your new password must comply with requirements shown on this screen. Enter your current password and your new password in the fields provided and then click **Submit**.

5.3 Adding Additional Address

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.

Note: *Address Line 1 has a limit of 25 characters, including spaces.*

5.3.2 Creating an EFT-enabled Remit Address

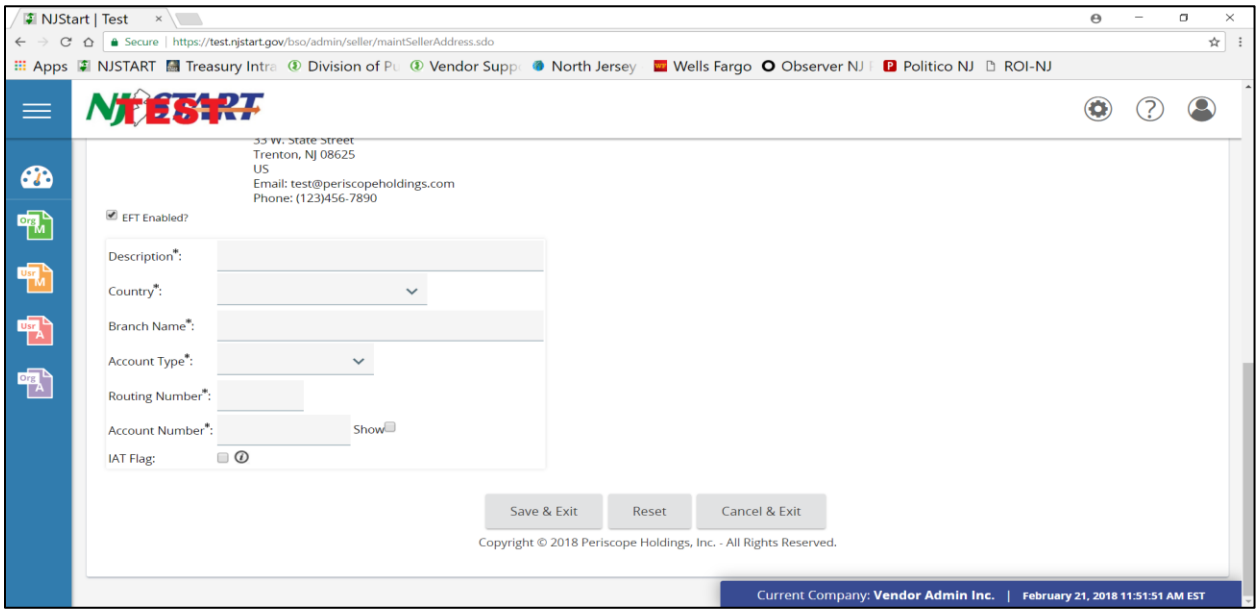
If your company wishes to receive electronic payments from the State of New Jersey for processed invoices, you must provide EFT-related information corresponding to a Remit Address. You may also create multiple EFT-enabled Remit addresses for separate bank accounts. Receiving payments electronically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

Note: *This is a two-step process. After completing your registration, you must log in again before you can set up the address to receive payments by electronic funds transfer (EFT). 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 log back in to resume EFT setup by completing the additional remit address fields shown below.*

When you are ready to set up an EFT-enabled remit address, click on the **Address** tab.

Click on the **Remit Address** to which you would like to add your banking information . Then scroll down to the **EFT Enabled?** box and check it. Complete ALL required fields (marked with an asterisk*), then click **Save and Continue or 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.



In addition to completing the fields shown above for an EFT-enabled address, you must navigate to the Terms & Categories section and ensure that the first box is selected in the Vendor Category Electronic Funds Transfer Certification to receive electronic payments (see Section 5.4.4 of this guide).

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**.

5.4 Complete OMB Categories and Certifications

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

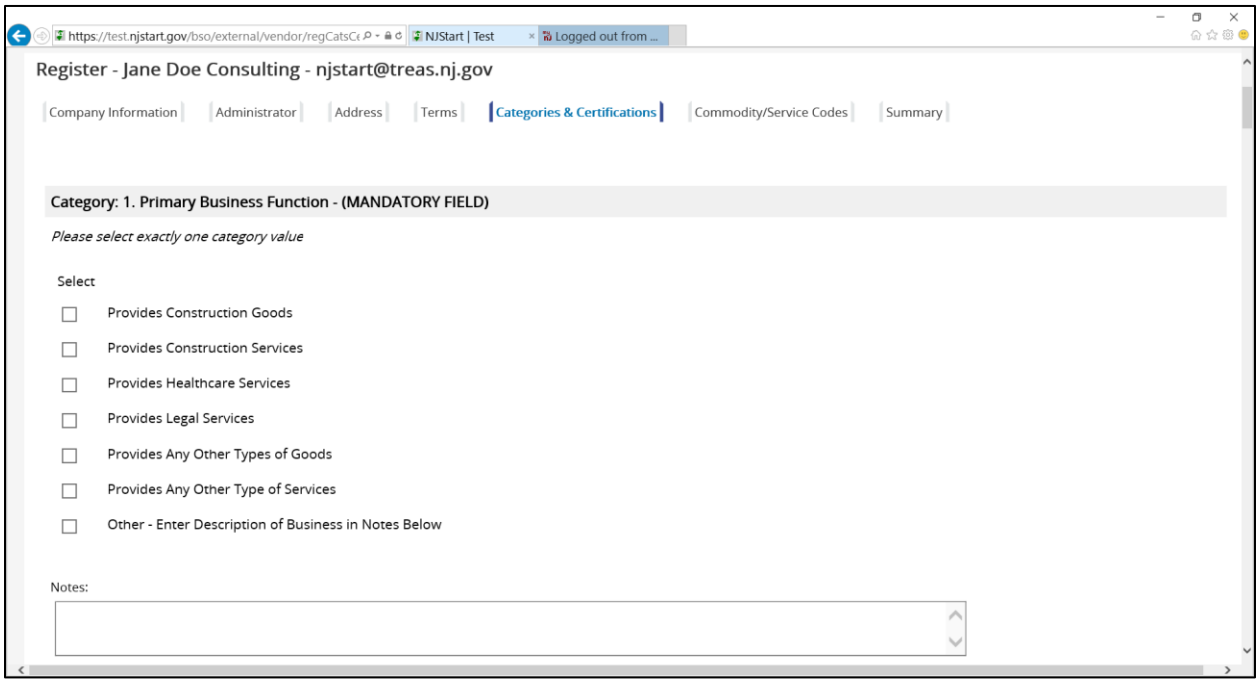
While still in the Register view, select the **Categories and Certifications** tab, indicated in red.

NOTE: Filling in values for the four mandatory categories presented in this section is 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.

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.

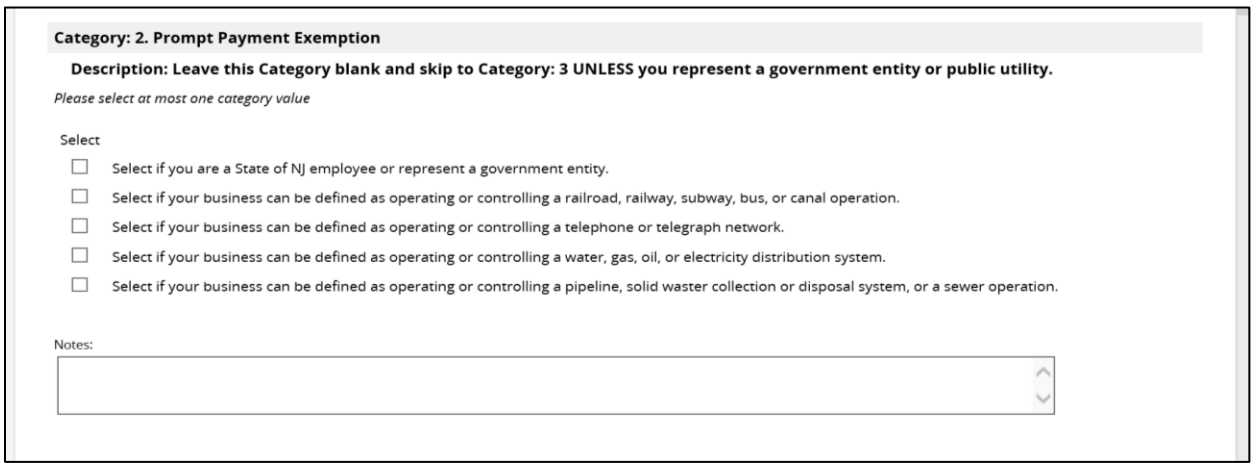
5.4.1 Primary Business Function - Mandatory

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



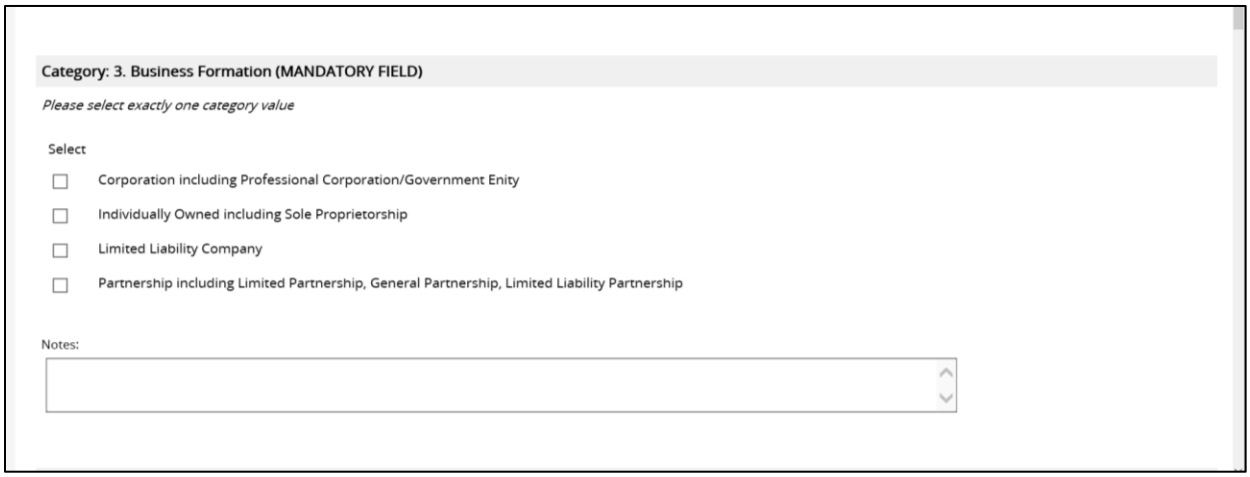
5.4.2 Prompt Payment Exemption

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



5.4.3 Business Formation - Mandatory

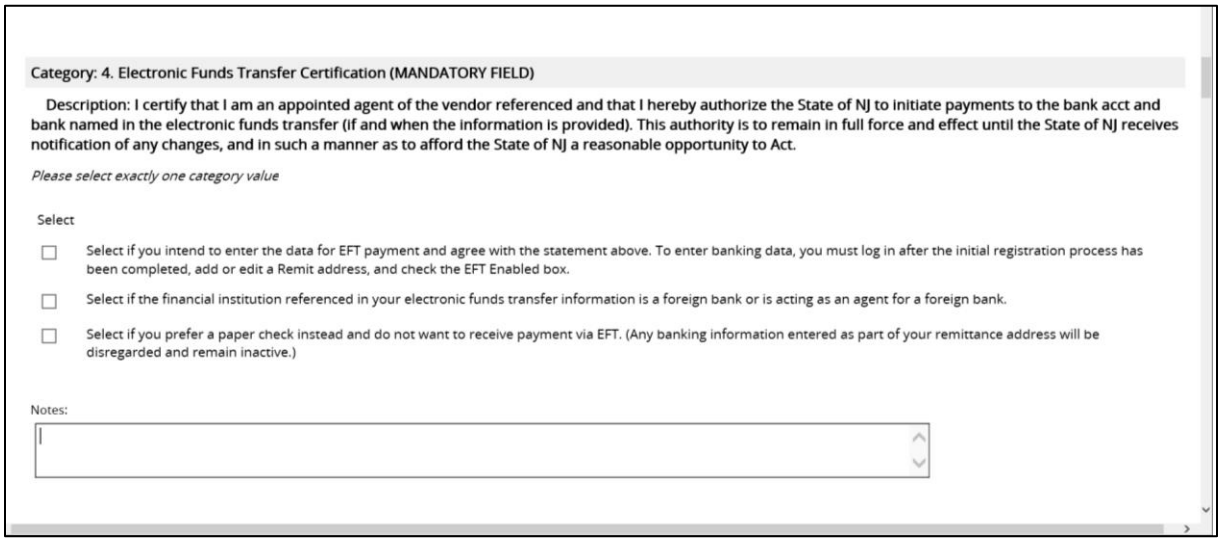
Select the one value that describes how your business, corporation or government entity has been formed. If necessary, enter any explanatory remarks in the "**Notes**" section provided.



5.4.1 Electronic Funds Transfer Certification - Mandatory

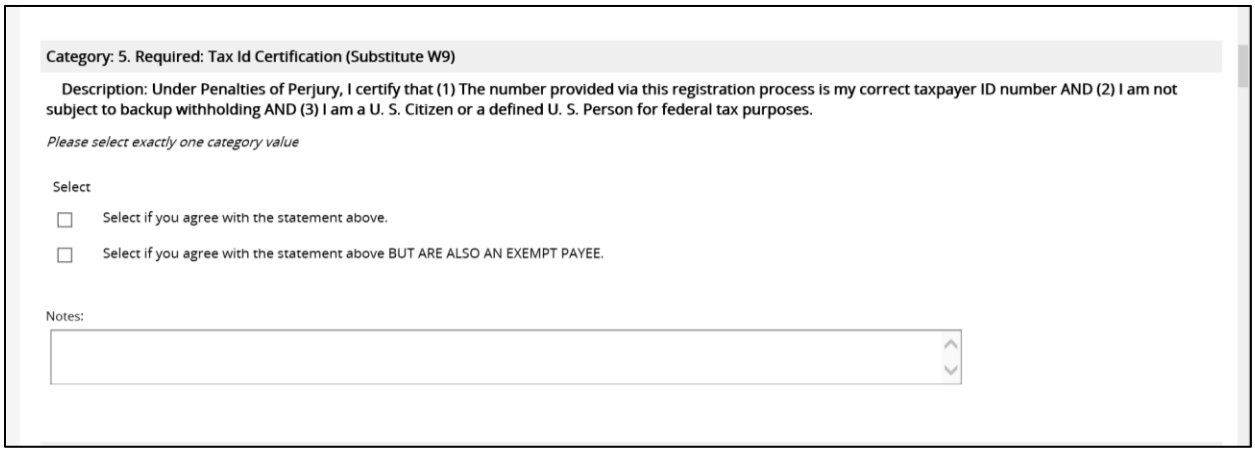
Select the one value that indicates your choice regarding receipt of electronic payments. If you elect to receive electronic payments, ensure that your NJSTART vendor profile contains a remit address that can be enabled for electronic funds transfer (EFT).

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



5.4.2 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. Required: Tax Id Certification (Substitute W9)

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 exactly 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:

NOTE: There are also Categories in the Vendor Profile that, when completed, allow vendors to submit an abbreviated version of the required form, and in some cases, a form may not be required at all.

These DPP Vendor Categories include: Ownership Disclosure; Disclosure of Investment Activities in Iran; Disclosure of Investigations and Other Actions Involving Bidder; Disclosure of Non-Profit Officers and Directors.

Vendor Certifications that are grayed out cannot be completed by the vendor since they capture specific information that will be populated by other New Jersey systems of record. Vendor Certifications include the following: Business Registration; Chapter 51/EO 117 Compliance - 2 Year Approval; Debarment; AA/EEOC Compliance; Small Business Category; Small Business Enterprise; Minority-Owned Business Enterprise; Women-Owned Business Enterprise; Veteran-Owned Business; Insurance Liability Compliance.

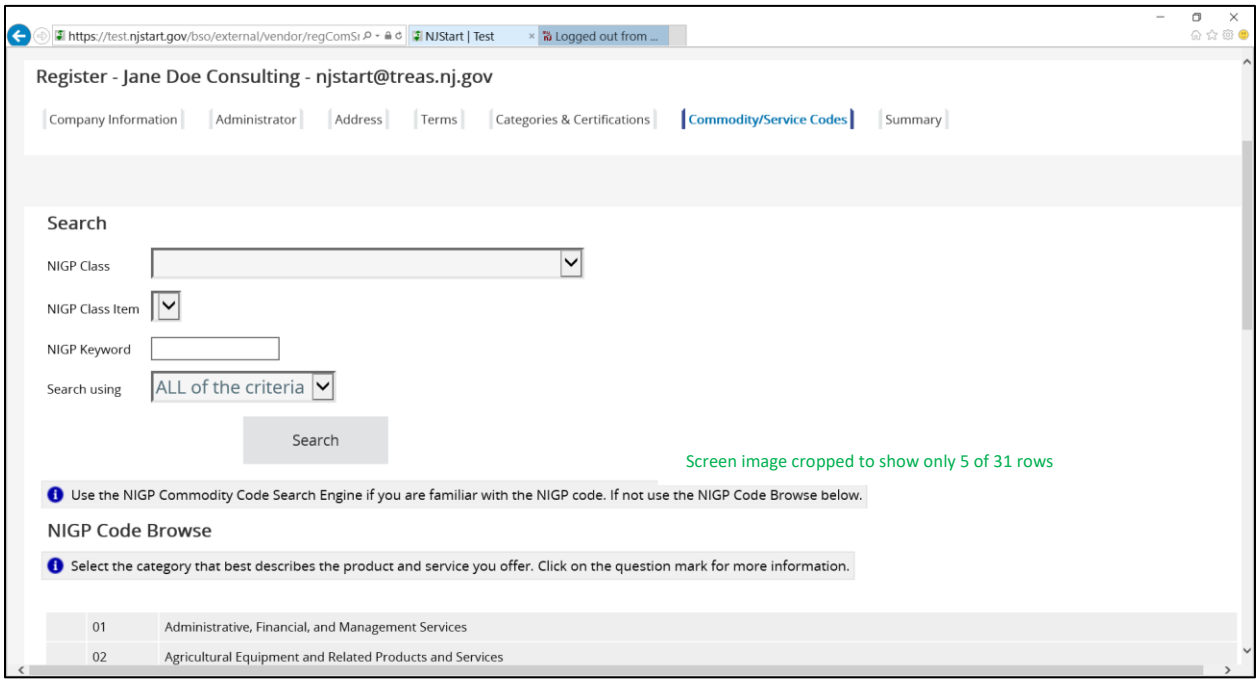
5.5 Commodity/Service Codes Tab

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 catalog. 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 on the next page.



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**.

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.

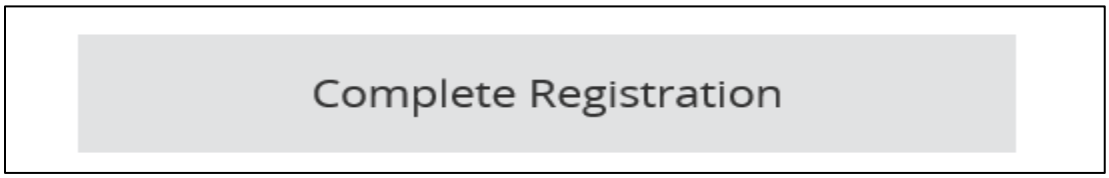
6.2 Review Your Information

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.

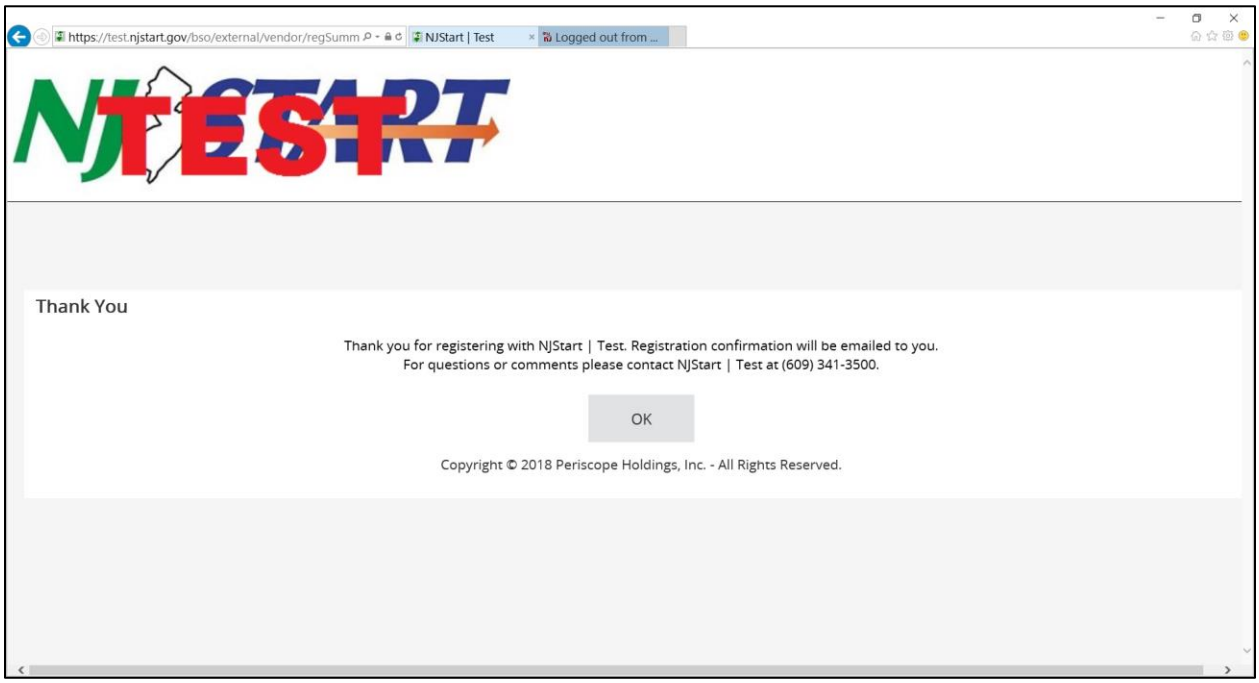
If you make any changes to the information, remember to click **Save** before you click back to the **Summary** tab. If you do not save, you will lose any changes that you have made.

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**.



You will know that you have successfully completed registration in NJSTART when see the "Thank You" message below on your screen. You will also receive a confirmation email similar to the one shown on the next page.



From: njstart@treas.nj.gov
Sent: Thursday, June 23, 2016 2:30 PM
To: New Vendor
Subject: Vendor Registration: New Vendor

Dear New Vendor,

Thank you for registering with NJSTART. Your account has been activated. Below you will find your login ID.

Login ID: newvendor
Vendor #: V00000000 – New Vendor

Please log in to the NJSTART application. If you have any questions concerning your account, please contact us at (609) 341-3500.

Thank you,
NJStart

Use this link to log on to NJSTART: https://www.njstart.gov/bso/login.sdo

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* ***except for your Tax ID or your original Login ID****.*

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.