New Jersey Department of the Treasury
Division of Purchase and Property

NJ START

Quick Reference Guide:

How to Search for State Contracts and Vendor Compliance Forms

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1.0 How to Search for State Contracts Using *NJSTART*

To begin the search, navigate to www.njstart.gov

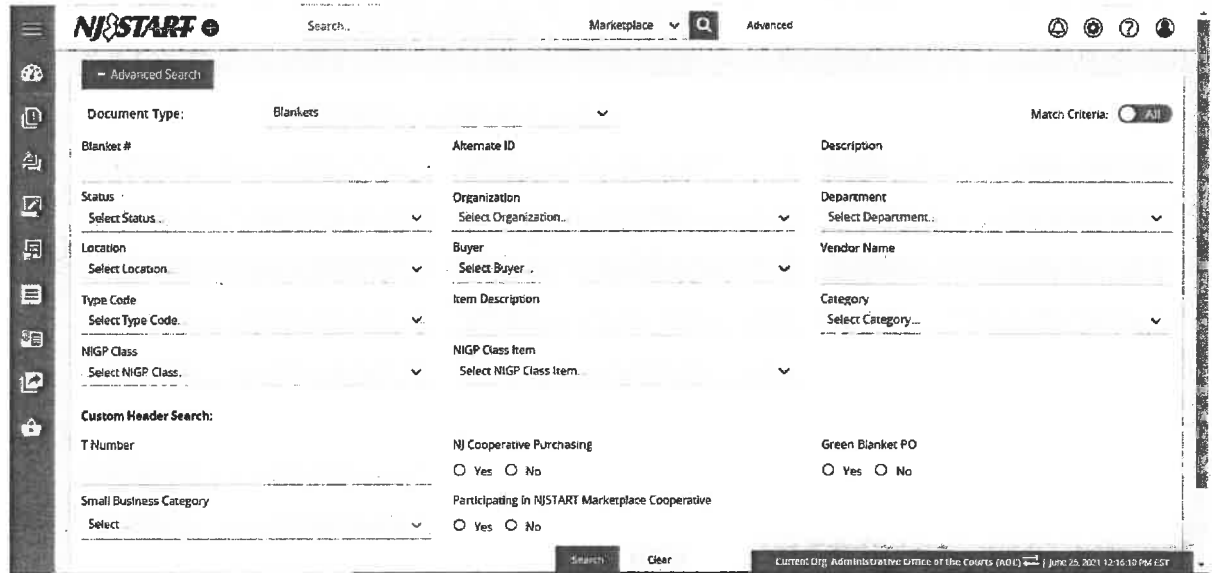Click on the "Sign In" link.

Enter Login ID and Password.

1.1 Searching for a Contract

Click on the Advanced button at the top of the screen.

In the Document Type box select Blankets.

Note: Contracts are called Blankets in NJSTART.

There are multiple ways to lookup contracts in NJSTART:

- Search by the contract number. Enter contract # in the Blanket # field e.g., 89850 or 19-PROSV-00699 (these contract numbers were used for informational purposes only)

- Search by the contract title in the Description box e.g., Software License & Related Services.

- Search by a vendor's name in the Vendor Name box e.g., Dell.

- Search by an item description. If you are looking for tires, enter tires in the Item Description box.

- Search by the NIGP Class and Item code also known as commodity code. See section 3.0 on how to look up NIGP codes.

- Search by the T, M or G number e.g., M0003 enter the number in the T Number box.

  Click the Search button.

Local municipalities can only use contracts open to cooperative purchasing.

On the General tab of the contract the NJ Cooperative Purchasing must say Yes, as shown below in red.

1.2 Contract Details

Scroll down to view the results. Click on the Contract/Blanket #. For example, we selected "89981," which has "Pure Storage Inc." listed as the vendor. (The example vendor cited is for informational purposes only and does not represent an endorsement of that company by the State of New Jersey.)

Contract / Blanket #	Description	Vendor	Organization	Status	Begin Date	End Date
89983	M0483 - COMPUTER EQUIPMENT, PERIPHERALS & RELATED SERVICES	Axellio Inc	Division of Purchase and Property	3PS - Sent	10/01/2015	07/31/2021
89982	M0483 - COMPUTER EQUIPMENT, PERIPHERALS & RELATED SERVICES	Transource Services Corp	Division of Purchase and Property	3PS - Sent	10/01/2015	07/31/2021
89981	M0483 - COMPUTER EQUIPMENT, PERIPHERALS & RELATED SERVICES	Pure Storage Inc.	Division of Purchase and Property	3PS - Sent	10/01/2015	07/31/2021
89980	M0483 - COMPUTER EQUIPMENT, PERIPHERALS & RELATED SERVICES	Panasonic	Division of Purchase and Property	3PS - Sent	10/01/2015	07/31/2021
89978	M0483 - COMPUTER EQUIPMENT, PERIPHERALS & RELATED SERVICES	Nimble Storage Inc	Division of Purchase and Property	3PCA - Canceled	10/01/2015	03/31/2020
89977	M0483 - COMPUTER EQUIPMENT, PERIPHERALS & RELATED SERVICES	NetApp Inc	Division of Purchase and Property	3PS - Sent	10/01/2015	07/31/2021
89976	M0483 - COMPUTER EQUIPMENT, PERIPHERALS & RELATED SERVICES	Howard Technology Solutions	Division of Purchase and Property	3PS - Sent	10/01/2015	07/31/2021

Once the contract appears, you can click on each of the tabs to review information.

The summary page contains details and attachments from all the tabs on one screen.

To review contract documents click on the Agency Files under Attachments, or you can click on the Attachment tab.

If you have questions about a contract, review the Method of Operations listed under attachments.

Additional questions can be answered by the State Contract Manger "SCM". The SCM's contact information can be found at the bottom of the Genreal tab.

If there is no specific name in the SCM field, then you can email the Purchaser listed on the General tab. The purchaser's email is firstname.lastname@treas.nj.gov or you can email NJSTARTAgency.Support@treas.nj.gov.

2.0 How to Search for Vendor Compliance

Note: Locating a vendor record in NJSTART does not mean that vendor has been awarded a contract. Any vendor can register, only vendors that appear under the Blankets search (section 1.1) are contracted vendors.

Click on the Advanced button at the top.

In the Document Type box select Vendors.

There are multiple ways to locate vendors in the system:

- Search by the vendor name. Enter it in the Vendor Name field. You can do a partial name search.

- Search by the vendor number e.g., V0000---- in the Vendor # field or by Tax ID in the Vendor Tax ID field.

- You can look for vendors by city, county, state, and zip code.

- The search can also be done by NIGP Class and Item (also known as commodity code). The class is a three digit number, the item is a two digit number. See section 3.0 for additional information on NIGP Commodity Codes.

- You can limit the search criteria by checking for vendors with approved certifications such as certified Small Business or a Women Owned Business check the Approved box in those fields.

Click the Search button.

2.1 Reviewing Vendor Compliance Categories and Forms

V00056383	(AES) Advanced Electronic Security, Inc.			No	Active
V00055313	0185444332			No	Active
V00045919	1 Key Realty LLC			No	Active
V00016628	1 PC Medic LLC			No	Active
V00005748	1-2-3 Quick Print Center Inc			No	Active
V00044675	1-800 CONTACTS			No	Active
V00014344	1-800-GOT-JUNK Commercial Services US LLC			No	Active
V00056870	1-800 Care 4 U			No	Active
V00030464	1-Step Detect Associates			No	Active
V00057481	1/31/91			No	Active
V00023273	10 Blue Films			No	Active
V00029072	10 Hairy Legs			No	Active
V00041877	10 Mccready Aly			No	Active
V00011679	100 3rd St LLC			No	Active
V00039239	100 Chapin Inc.			No	Active
V00048751	100 Hamilton Inc			No	Active
V00047887	100 Monitor Street LLC			No	Active
V00043045	100 Walnut LLC			No	Active
V00060154	1000 Island Airboats		01/04/2021	No	Active
V00005385	100recycleguaranteed			No	Active
V00047492	101 Mobility			No	Active

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Click on the Vendor ID to view vendor specific information.

The Address tab provides contact information for the vendor including an address, telephone and email address.

The Commodity Codes and Services tab is the NIGP code the vendor registered within NJSTART.

The Terms & Categories tab may display the following vendor submitted compliance categories:

- Primary Business Function*
- Prompt Payment Exemption
- Business Formation*
- Electronic Funds Transfer Certification*
- Tax ID Certification (Substitute W9)*
- Ownership Disclosure
- Disclosure of Investment Activities in Iran
- Disclosure of Investigations and Other Actions Involving Bidder
- Disclosure of Non-Profit Officers and Directors
- Business Information

Note: Categories marked with an asterisk (*) are mandatory for vendors to complete. Only mandatory and completed categories will be displayed on the Terms & Categories tab.

The following is a list of certifications that are verified by the State of New Jersey, Department of the Treasury, Division of Revenue and Enterprise Services "DORES", the Division of Purchase and Property Contract Compliance Audit Unit, and the NJ SAVI Database. **Vendors do not have the ability to add or modify these certifications:**

- Business Registration
- Chapter 51/EO 117 Compliance – 2 Year Approval
- Debarment
- Insurance Liability Compliance
- AA/EEOC
- Small Business Category
- Small Business Enterprise
- Minority Owned Business Enterprise
- Women Owned Business Enterprise
- Veteran Owned Business

Note: If the compliance form you need isn't listed here review the Attachments tab. The vendor may have attached the actual form there. Vendors are not required to attach a copy of their Business Registration Certificate since this is verified by DORES.

2.2 Form Attachments

| Organization Information | Users | Address | Commodity Codes and Services | Regions | Terms & Categories | **Attachments** | Vendor Performance |

Attachments Information

No Attachments found for this vendor.

Forms

No Form Attachments

Close Window

Anything uploaded by the vendor will be displayed here. If the form that doesn't appear on the Terms & Categories or Attachments tabs then it hasn't been submitted by the vendor.

Please instruct vendors to upload compliance forms to their NJSTART profile so they are accessible to all levels of procurement users.

3.0 Search for NIGP Commodity Codes

If you are looking for a vendor or contract by NIGP Commodity Code go to the Division of Purchase & Property website to lookup NIGP codes https://www.state.nj.us/treasury/purchase/

Select the Agency Information drop down then select Commodity Codes.
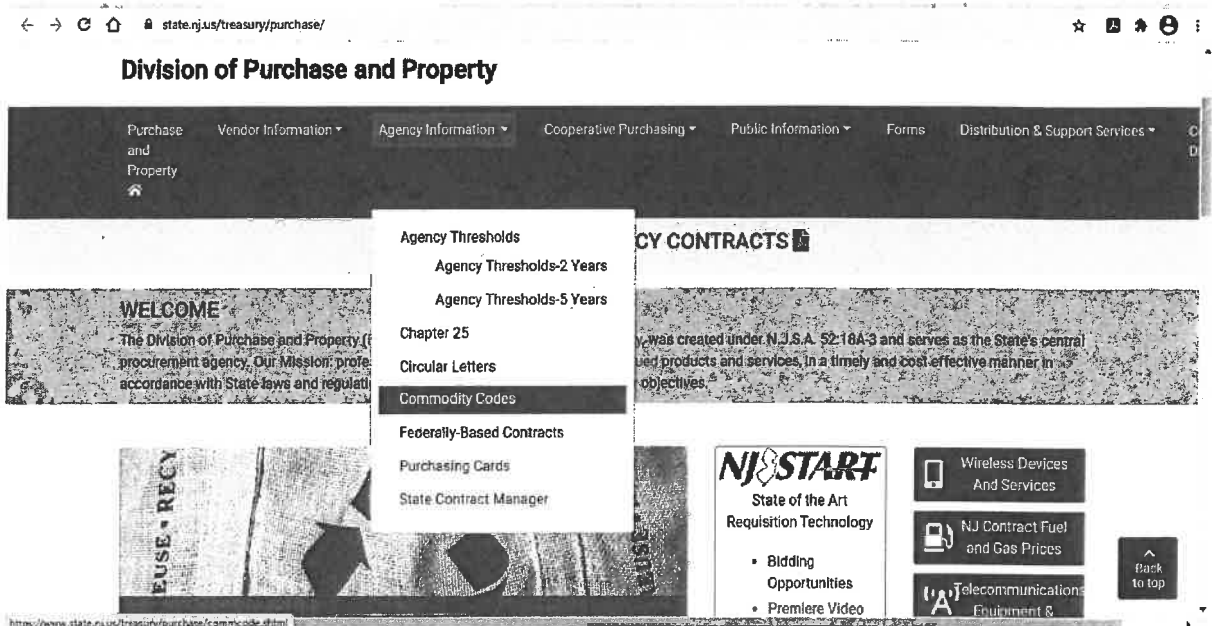
Enter a keyword in the Commodities Codes Search and hit Search.

Scroll to the botom to see the results.

Enter Commodity code below, then click search:

| Vehicles | Search | Clear Field |

The NIGP Code, a product of the National Institute of Governmental Purchasing, is copyrighted material and cannot be downloaded or used in any way other than for the State of New Jersey Vendor Registration Program without a license from Periscope Holdings, Inc, in Austin, Texas.

NIGP Commodity Code Search Results

Your search for **Vehicles** generated **33 matches**

To refine the search results, revise your search criteria above.

Class Code	Subclass Code	Description
035	78	RAMPS AND PASSENGER TRANSPORTATION VEHICLES, AIRCRAFT BOARDING
035	96	UNMANNED AERIAL VEHICLES (UAV), DRONES
055	35	GLOBAL POSITIONING SYSTEMS FOR TRACKING VEHICLES
055	88	TOPS AND COVERS, SHORT WHEELBASE VEHICLES
071	02	ALL TERRAIN AMPHIBIOUS VEHICLES, SEARCH AND RESCUE
071	03	AMBULANCES AND RESCUE VEHICLES (SEE 072-30 FOR FIRE PROTECTION AND CRASH RESCUE TRUCKS)

Once you have found the item you are looking for, enter the Class Code into NIGP Class in NJSTART and the Subclass Code into the NIGP Class Item in NJSTART.

To search for contracts by the NIGP Commodity Code select Blankets from the Advanced search.

To search for vendors by this NIGP Commodity Code select Vendors from the Advanced search.

Note: To widen your search results enter the Class Code only.

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