



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



**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](http://www.njstart.gov)

Click on the "Sign In" link.

Enter Login ID and Password.



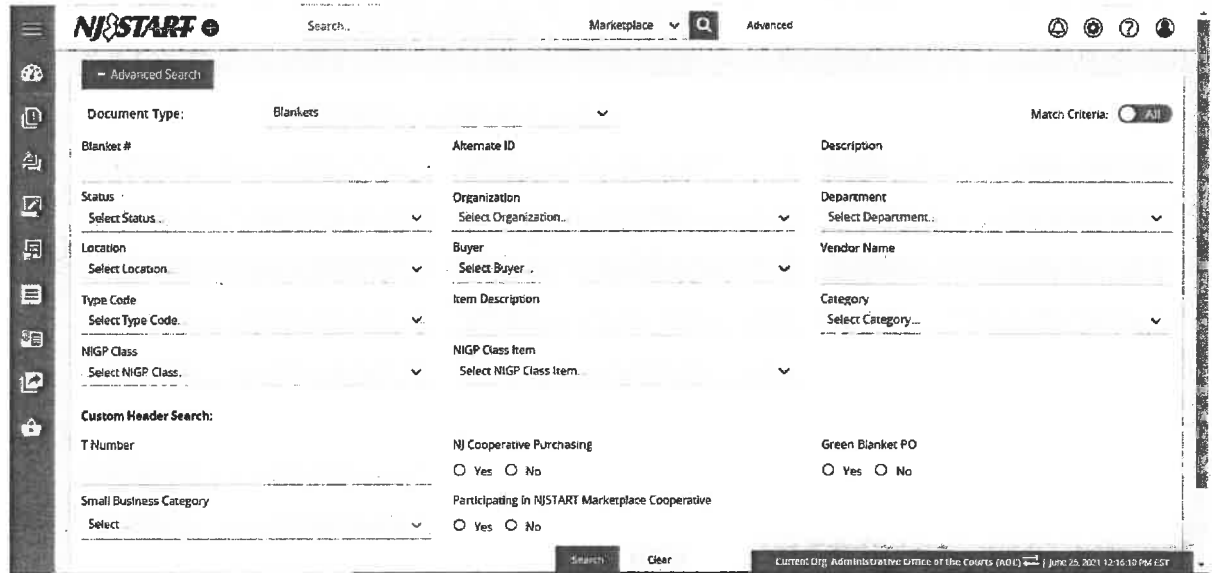
## 1.1 Searching for a Contract

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.

**System Warning!**  
Invoice 89849 is currently being processed, and will not be updateable until processing is complete.

PO Number:	89849	Release:	0
Short Description:	M0003 - SOFTWARE LICENSE & RELATED SERVICES	Status:	3PS - Sent
Purchaser:	Rebecca McCormack	Receipt Method:	Quantity
Fiscal Year:	2019	PO Type:	Blanket
Department:	DPP - Division of Purchase and Property	Organization:	Division of Purchase and Property
Location:	COMP - Technology and Computing		
Solicitation Enabled:	No		
Type Code:	NATCOOP/NJCOOP	Print Format:	PO Print
Catalog:		Release Type:	Direct Release , RPA Release Allowed
Entered Date:	05/17/2017 06:23:12 PM	Alternate ID:	
Print Dest. Detail:	Always	Days ARO:	30
Control Code:		Discount %:	0.00%
Retainage %:	0.00%	Actual Cost:	\$0.00
Contact Instructions:			
Tax Rate:			
T Number:	M0003		
<b>NJ Cooperative Purchasing:</b>	<b>Yes</b>		
Green Blanket PO:	No		
Emergency Blanket PO:	No		
Small Business Category:	None		
Performance Bond Required:	No		

Current Org: Division of Purchase and Property | October 22, 2021 3:55:34 PM EST

## 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		

Current Org: Collaboratives | January 19, 2021 11:56:49 AM EST



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.

**Master Blanket Purchase Order 89061**

Header Information

<b>Purchase Order Number:</b> 89061	<b>Agency Name:</b> NJ State Police	<b>Agency Address:</b> 1000 ...	<b>Agency Phone:</b> ...	<b>Agency Fax:</b> ...	<b>Agency Email:</b> ...
<b>Contract Number:</b> ...	<b>Contract Description:</b> ...	<b>Contract Start Date:</b> ...	<b>Contract End Date:</b> ...	<b>Contract Status:</b> ...	<b>Contract Type:</b> ...
<b>Item Description:</b> ...	<b>Quantity:</b> ...	<b>Unit Price:</b> ...	<b>Total Price:</b> ...	<b>Shipping Method:</b> ...	<b>Shipping Terms:</b> ...

Attachments

- Agency Name
- Agency Address
- Agency Phone
- Agency Fax
- Agency Email

**Primary Vendor Information & PO Terms**

Vendor Name: ...

Primary Vendor Information & PO Terms

<b>Vendor Name:</b> ...	<b>Vendor Address:</b> ...	<b>Vendor Phone:</b> ...	<b>Vendor Fax:</b> ...	<b>Vendor Email:</b> ...
<b>Payment Terms:</b> ...	<b>Shipping Method:</b> ...	<b>Shipping Terms:</b> ...	<b>Freight Terms:</b> ...	<b>PO Acknowledgment:</b> ...

Master Blanket Contract Vendor Distribution List

Contract No.	Contract Description	Quantity	Unit Price	Total Price	Shipping Method	Shipping Terms	Freight Terms
...	...	...	...	...	...	...	...

Master Blanket Contract Control

Master Blanket Contract Begin Date: ...

Master Blanket Contract End Date: ...

**Master Blanket Contract Vendor Distribution List**

Contract No.	Contract Description	Quantity	Unit Price	Total Price	Shipping Method	Shipping Terms	Freight Terms
...	...	...	...	...	...	...	...

Master Blanket Contract Control

Master Blanket Contract Begin Date: ...

Master Blanket Contract End Date: ...

Invoice Information

Form Information

Approval Path

Approval Path: CTP03 - Technology I



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](mailto:firstname.lastname@treas.nj.gov) or you can email [NJSTARTAgency.Support@treas.nj.gov](mailto: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.

The screenshot shows the NJSTART 'Advanced Search' page. The 'Document Type' dropdown menu is open and set to 'Vendors'. Below this, there are several search criteria fields: Vendor Name, Vendor Legal Name, Vendor #, Vendor Tax ID, Alternate ID, Status (with a dropdown menu), City, Zip Code, Integration ID, County, State (with a dropdown menu), NIGP Class (with a dropdown menu), NIGP Class Item (with a dropdown menu), NIGP Keyword, Emergency Vendor (checkbox), Reference Vendor (checkbox), and Pay Only Vendor (checkbox). There are also four sections of checkboxes for business functions and certifications:

- 1. Primary Business Function - (MANDATORY FIELD)**
  - Provides Construction Goods
  - Provides Construction Services
  - Provides Healthcare Services
  - Other
- 2. Prompt Payment Exemption**
  - Select if you are a State of NJ employee or represent a government entity.
  - 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.
- 3. Business Formation (MANDATORY FIELD)**
  - Corporation including Professional Corporation or Government Entity
  - Individually Owned including Sole Proprietorship
- 4. Electronic Funds Transfer Certification (MANDATORY FIELD)**
  - Select if you intend to enter the date for EFT payment and agree with the statement above: To enter banking data you must log in after the initial registration process and check the EFT Enabled box.

At the bottom right, there is a timestamp: 'Current Org: Collaboratives on | January 19, 2021 02:50:26 PM EST'.

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

Vendor ID	Vendor Name	Address	City	State	Zip	Phone	Active
V00053383	WES Advanced Electronic Security, Inc						Active
V00053313	0185444332						Active
V00045919	1 Key Realty LLC						Active
V00016628	1 PC Medic LLC						Active
V00005748	1-2-3 Quick Print Center, Inc						Active
V00044675	1-800 COHACTS						Active
V00014344	1-800-GOT-JUNK Commercial Services US LLC						Active
V00056870	1-800-4 Care 4 U						Active
V00030464	1-Step Detect Associates						Active
V00057481	1/31491						Active
V00023273	10 Blue Films						Active
V00025072	10 Hairy Legs						Active
V00041877	10 Mccready Aly						Active
V00011679	100 3rd St LLC						Active
V00039239	100 Chagin Inc.						Active
V00048751	100 Hamilton Inc						Active
V00047887	100 Monitor Street LLC						Active
V00049045	100 Walnut, LLC						Active
V00060154	1000 Island Airboats				01/04/2021		Active
V00005385	1000cycleguaranteed						Active
V00047432	101 Mobility						Active

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

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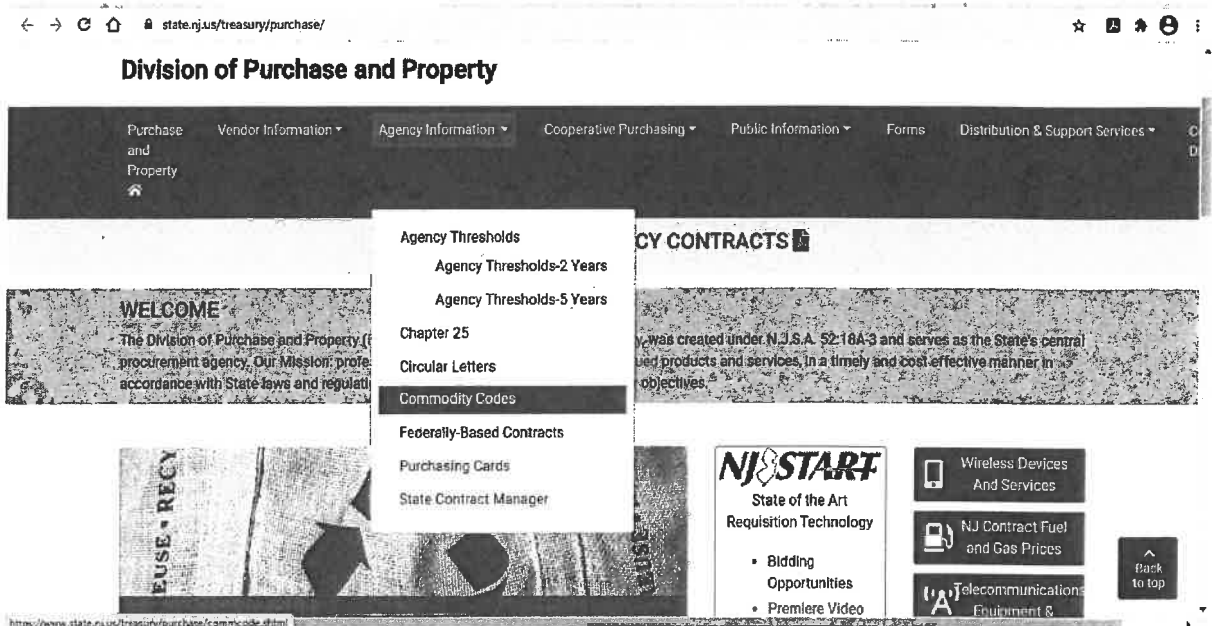
Anything uploaded by the vendor will be displayed here. If the form that doesn’t appear on the Terms & Categories or Attachments tabs then it hasn’t been submitted by the vendor.

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 bottom to see the results.

Enter Commodity code below, then click search:

Vehicles

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 **13 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)

Back to Top

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.