New Jersey Department of the Treasury
Division of Purchase and Property

Quick Reference Guide:

How to Search for State Contracts and Vendor Compliance Forms
# Table of Contents

1.0    How to Search for State Contracts Using *NJSTART* ................................................................. 3  
1.1    Searching for a Contract ................................................................................................................. 4  
1.2    Contract Details ............................................................................................................................... 5  
2.0    How to Search for Vendor Compliance ........................................................................................... 8  
2.1    Reviewing Vendor Compliance Categories and Forms ................................................................. 9  
2.2    Form Attachments ............................................................................................................................ 10  
3.0    Search for NIGP Commodity Codes ............................................................................................... 11
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 Contracts/Blankets.

There are multiple ways to lookup contracts in NJSTART:

- Search by the contract number. Enter contract # in the Contract/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.

You must check Yes under NJ Cooperative Purchasing. Local municipalities can only use contracts open to cooperative purchasing.

Click the Search button.
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.)

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 Reorder Contract Distributor List

<table>
<thead>
<tr>
<th>Distributor Name</th>
<th>Contract Number</th>
<th>Contract Start Date</th>
<th>Contract End Date</th>
<th>Reorder Schedule</th>
<th>Contact Person</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Distributor A</td>
<td>ABC123</td>
<td>01/01/2022</td>
<td>12/31/2022</td>
<td>Monthly</td>
<td>John Doe</td>
<td>123-456-7890</td>
<td><a href="mailto:jdoe@distributor.com">jdoe@distributor.com</a></td>
</tr>
<tr>
<td>Distributor B</td>
<td>DEF456</td>
<td>02/01/2022</td>
<td>11/30/2022</td>
<td>Quarterly</td>
<td>Jane Smith</td>
<td>234-567-8901</td>
<td><a href="mailto:jsmith@distributor.com">jsmith@distributor.com</a></td>
</tr>
<tr>
<td>Distributor C</td>
<td>GHI789</td>
<td>03/01/2022</td>
<td>10/31/2022</td>
<td>Semi-Annual</td>
<td>Mike Brown</td>
<td>345-678-9012</td>
<td><a href="mailto:mbrown@distributor.com">mbrown@distributor.com</a></td>
</tr>
</tbody>
</table>

### Master Reorder Contract Vendor List

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Contract Number</th>
<th>Contract Start Date</th>
<th>Contract End Date</th>
<th>Reorder Schedule</th>
<th>Contact Person</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor A</td>
<td>ABC123</td>
<td>01/01/2022</td>
<td>12/31/2022</td>
<td>Monthly</td>
<td>John Doe</td>
<td>123-456-7890</td>
<td><a href="mailto:jdoe@vendor.com">jdoe@vendor.com</a></td>
</tr>
<tr>
<td>Vendor B</td>
<td>DEF456</td>
<td>02/01/2022</td>
<td>11/30/2022</td>
<td>Quarterly</td>
<td>Jane Smith</td>
<td>234-567-8901</td>
<td><a href="mailto:jsmith@vendor.com">jsmith@vendor.com</a></td>
</tr>
<tr>
<td>Vendor C</td>
<td>GHI789</td>
<td>03/01/2022</td>
<td>10/31/2022</td>
<td>Semi-Annual</td>
<td>Mike Brown</td>
<td>345-678-9012</td>
<td><a href="mailto:mbrown@vendor.com">mbrown@vendor.com</a></td>
</tr>
</tbody>
</table>
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 the attachments to find the contract manager’s contact information. If there is no Method of Operation you can email the Purchaser listed on the Summary 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 Contracts/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

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

Anything uploaded by the vendor will be displayed here. If there is a specific form that doesn’t appear on the Terms & Categories or Attachment 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 NJ government.
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.

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 Contracts Contracts/Blankets from the Advanced search.

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

Note: You can enter only the Class Code to widen search results.