



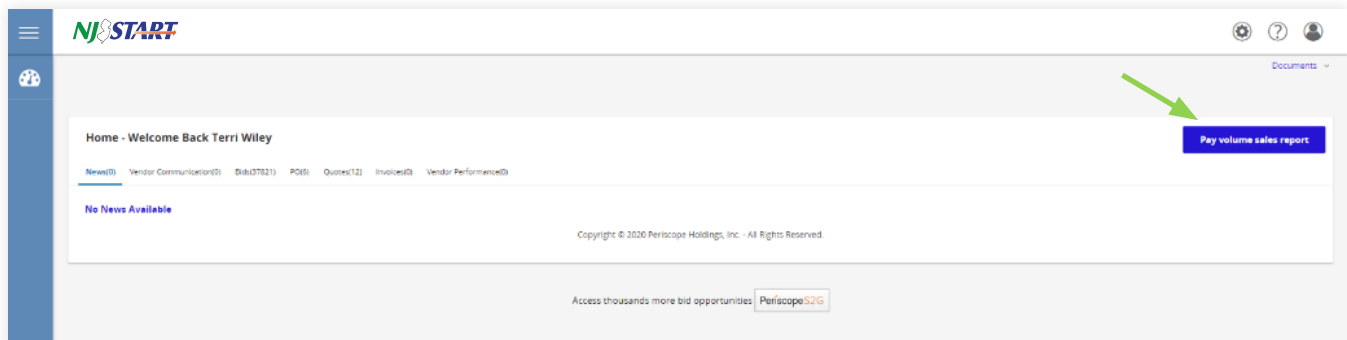
## NJSTART Statewide Supplier Guide for Remitting Supplier Convenience Fee Payments via NJSTART

This guide provides step-by-step instructions for the payment of supplier convenience fees in NJSTART.

NJSTART utilizes a payment portal supported by NIC-USA. If you have any questions or issues processing your quarterly payment, please contact [accounting@periscopeholdings.com](mailto:accounting@periscopeholdings.com) for assistance.

### NJSTART Supplier (after reporting period has closed)

1. Sign into NJSTART.
2. Ensure that you navigate to the Seller role by clicking on the person icon in the upper right of the screen and switching (if necessary) to the SELLER role.
3. Click the “Pay Supplier Convenience Fees” button on the far right on Supplier Home Page (shown as Pay volume sales report in the screenshot below).



4. If it's your first time accessing Reconciler, you will need to create or join an S2G company. If not, skip to Step 5 below.

✓ Type in your Company Name

A screenshot of the "Join or Create a Company" form in the Periscope Reconciler. The form has a blue header with the text "Join or Create a Company". Below the header is the Periscope Reconciler logo. A green arrow points to the "Company Name \*" input field, which has a placeholder text "Type company name or select company from list". A "NEXT" button is located at the bottom right of the form.

- ✓ Your Company Information will be pre-populated from your data in NJSTART. You may edit it as needed.

Company Information

Company Name \*  
Allied Materials and Equipment

Select Country \*  
United States of...

State/Province \*  
Alabama

City \*  
Tuscaloosa

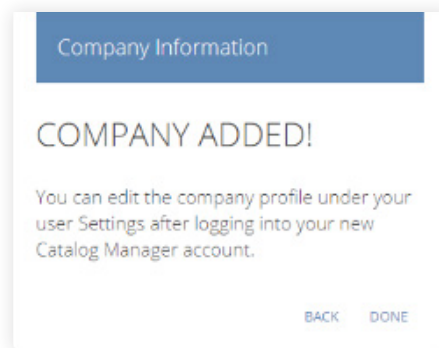
Postal Code \*  
35405

Address \*  
5801 McFarland Blvd

Address Line 2

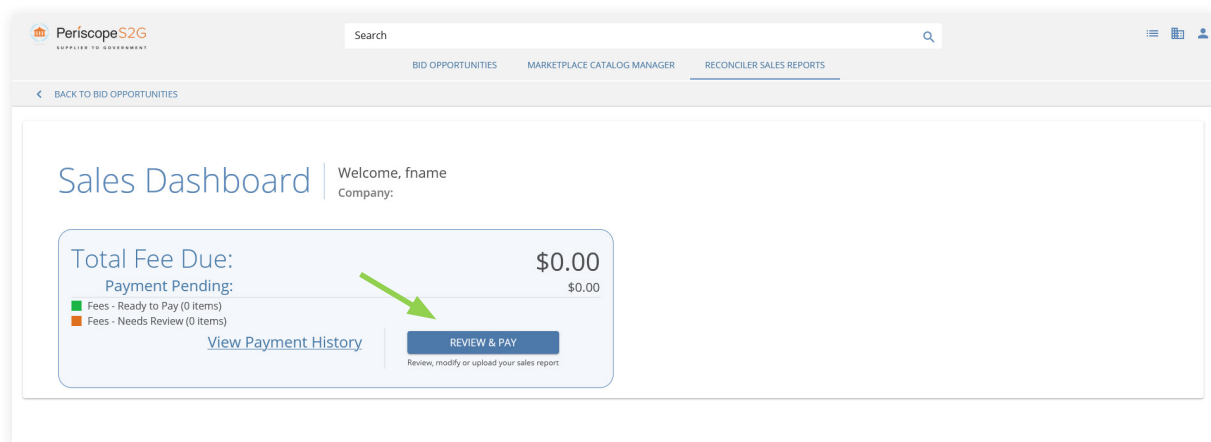
BACK NEXT

- ✓ Your Company will be added, and you're all set to begin the process of paying your supplier convenience fees!

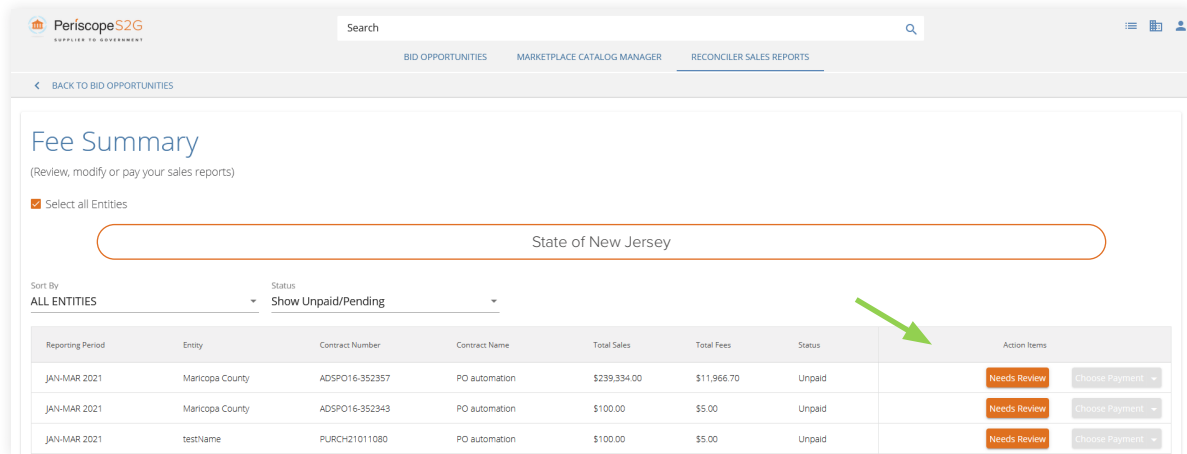


You will now be redirected to the Reconciler Dashboard.

5. On the Reconciler Dashboard, click on “Review & Pay” in the Total Fee Due section.



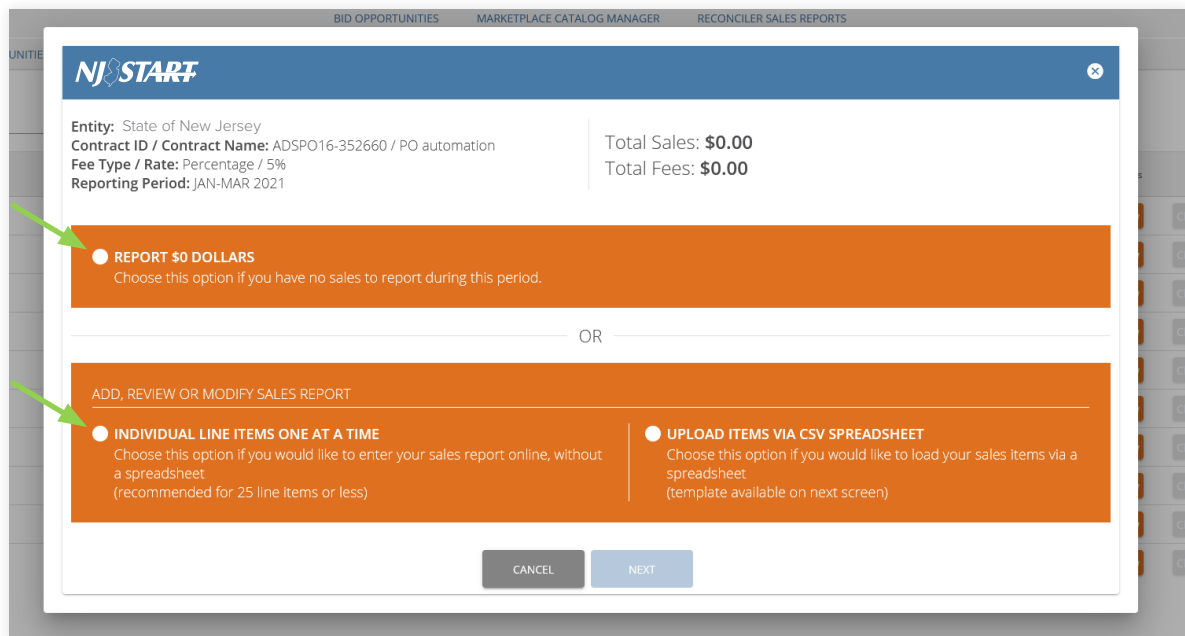
- Click on “Needs Review” for the Contract Number on which you wish to remit supplier convenience fees (note: if your company has more than one contract, you will have multiple records that should be reviewed and processed).



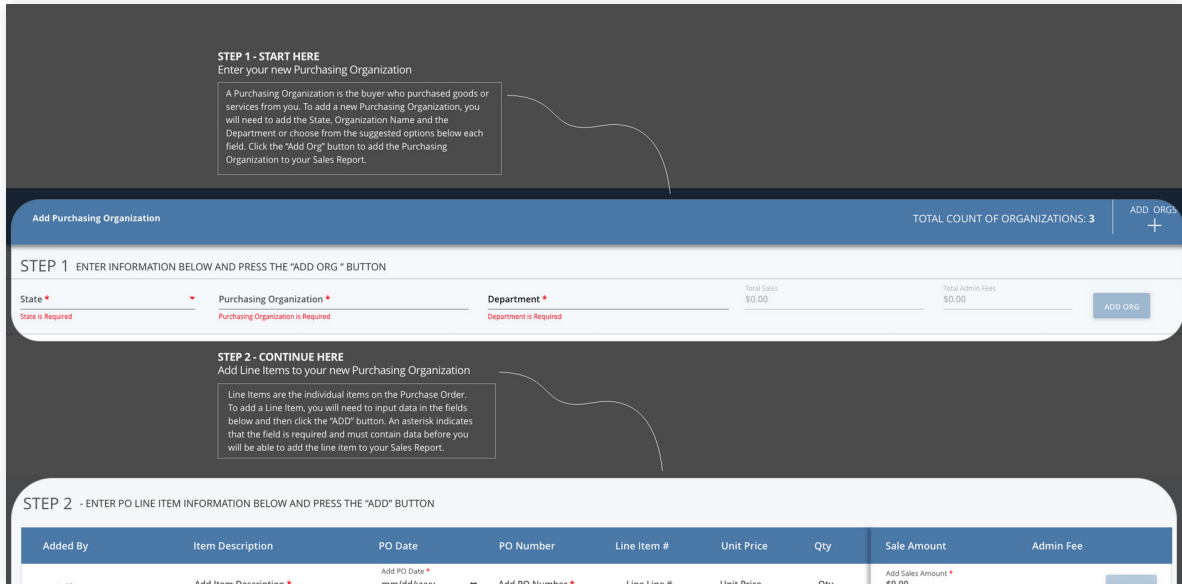
- You have two options at this point:

- ✓ If you have no sales to report during the period, click the circle next to “Report \$0 Dollars.”
- ✓ If you have sales to report during the period, click the circle next to “Individual Line Items One at a Time.”

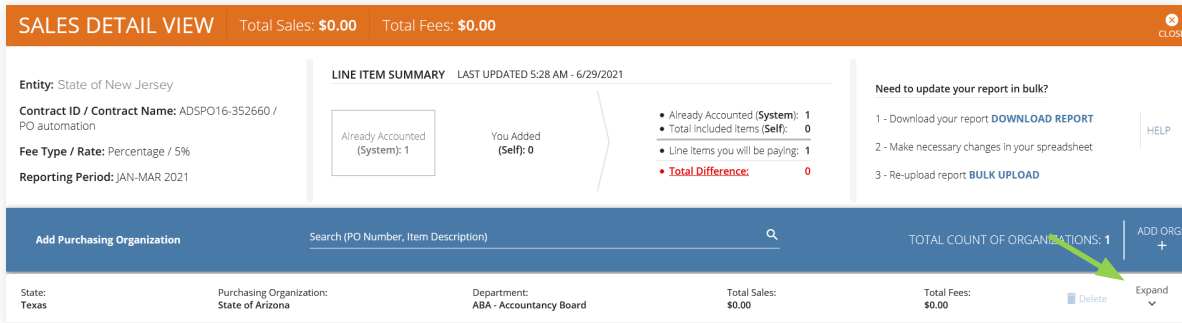
- NOTE: You will be able to upload line items via CSV spreadsheet starting October 2021.



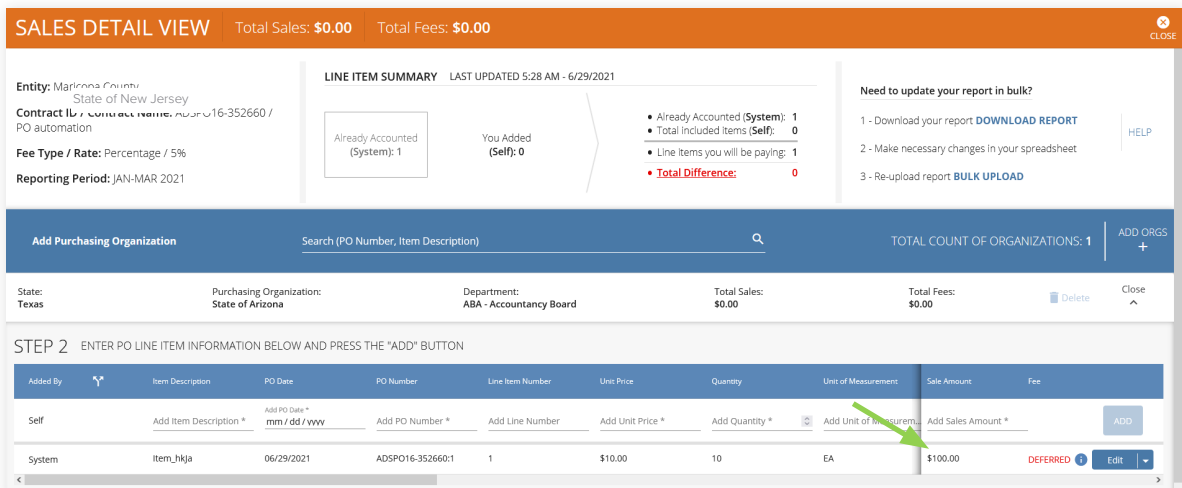
8. The screen will display instructions for how to enter the required data. Click anywhere on the instruction screen to continue.



9. Click on the "Expand" button on the far right of the first data entry row.



10. Enter the Total Amount of Sales for the period in the field "Add Sales Amount."



- Based on your input of the Net Sales Amount, the system calculates the Admin Fee (Supplier Convenience Fee) for the quarter. Click “Save & Exit” and then click “Ready to Pay.”

STEP 2 ENTER PO LINE ITEM INFORMATION BELOW AND PRESS THE "ADD" BUTTON

Added By	Item Description	PO Date	PO Number	Line Item Number	Unit Price	Quantity	Unit of Measurement	Sale Amount	Fee
Self	Add Item Description *	Add PO Date * mm / dd / yyyy	Add PO Number *	Add Line Number	Add Unit Price *	Add Quantity *	Add Unit of Measur...	Add Sales Amount *	
System	Item JYQQ	06/28/2021	ADSP016-352530:1	1	\$100.00	10	EA	\$1,000.00	\$100.00
Self	Various	06/28/2021	ALL	1	Add Unit Price	Add Quantity	Add Unit of Meas...	Add Sales Amount	\$0.00

« Previous 1 Next Page » Show 5 Items per page

« Previous 1 Next Page » Show 5 Items per page

SAVE & EXIT READY TO PAY

- Close the “Sales Detail View” page.
- Scroll to the bottom of the Sales Summary page. Click your acknowledgment that the information you are reporting is accurate, then Choose Payment.

Sales Report Options | testName, AZ

Entity: testName, AZ  
 Contract ID / Contract Name: PURCH21011080 / PO-automation  
 Fee Type / Rate: Percentage / 5%  
 Reporting Period: JAN-MAR 2021

Total Sales: **\$100.00**  
 Total Fees: **\$5.00**

State	Organization Name	Department	Total Sales	Total Fees
Texas	Central Purchasing	BKTEST - BK-TEST	\$100.00	\$5.00

« Previous 1 Next Page » Show 5 Items per page

**Acknowledgment**

I am reporting \$100.00 in sales for this reporting period and will pay \$5.00 in fees for this reporting period.

I hereby declare that this is a true and accurate report of payments and fees due pursuant to the terms of the above-referenced, Statewide Contract, under pains and penalties of perjury.

CANCEL SAVE & EXIT Choose Payment

- ✓ If you are paying via ACH or check, follow the instructions displayed.
- ✓ If you are paying online, you will continue to the checkout portal to pay your fees.

Pay your Fees

SKU	Description	Unit Price	Quantity	Amount
	AUG 2020_ADSP016-206159	\$31.25	1	\$31.25
Total				\$31.25

Payment Type

Electronic Check

Select if this payment IS being funded specifically by a FOREIGN source (bank or company) an International ACH Transaction ("IAT").

NEXT >

- ✓ Your customer contact information will already be populated based on your login. The information in these fields can be updated if desired. Then click “Next.”

Customer Information Complete all required fields (\*)

Country: United States

First Name \*: Tom

Last Name \*: Wiley

Company Name: ALLIED MATERIALS AND EQUIPMENT CO INC

Address \*: 100 KATHLEEN AVENUE

Address 2:

City \*: KANSAS CITY

State: MO - Missouri

ZIP/Postal Code \*: 64127

Phone \*: 816-241-8080

Email \*: twiley@primalmaterials.com

NEXT >

14. Complete the required payment information fields and click “Next.”

Payment Info Complete all required fields (\*)

Name on Account \*: Teri Wiley

This is a business account.

Routing Number \*: 081000032

Account Number \*: 3490662069

BANK OF AMERICA, N.A.

Re-enter Account Number \*: 3490662069

Pay:  Checking  Savings

081000032 Routing Number

0000000000 Account Number

NEXT >

- ✓ Scroll to the bottom of the Terms and Conditions box. Check the checkbox to authorize the transaction. Then click “Submit Payment.”

Payment Info EDIT

Electronic Check: \*\*\*\*6569

Name on Account: Teri Wiley

Terms and Conditions Open a new window to print

6. For inquiries relating to this electronic debit authorization, including revocation of this authorization, I may contact at .

7. I understand the Originating ID for this transaction is \*\*. Please make sure your banking institution has released any debit blocks (if applicable) for this ID to ensure successful payment.

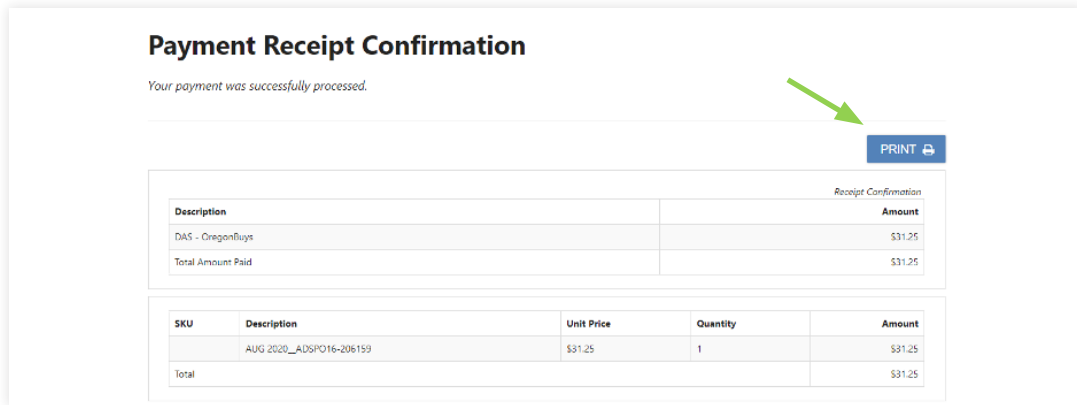
8. I (we) agree that ACH transactions I (we) authorized comply with all applicable NACHA Rules and all applicable US law and the laws governing 's state.

Yes, I authorize this transaction.

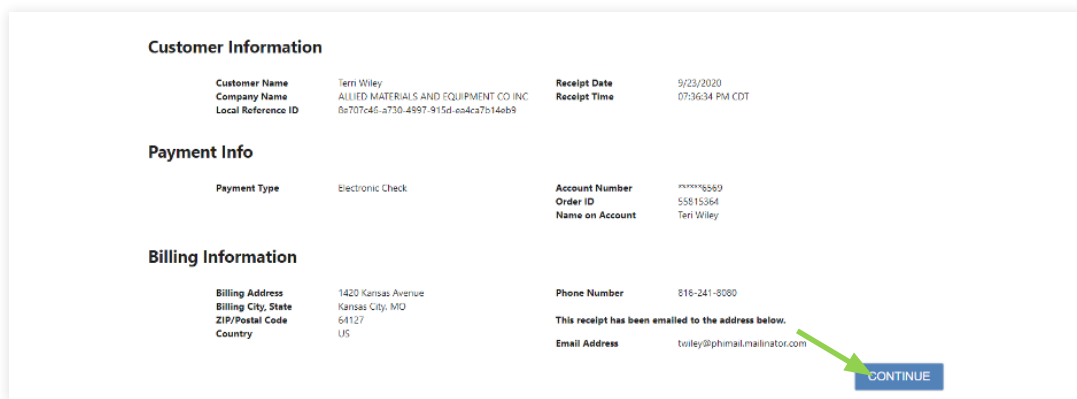
Cancel

SUBMIT PAYMENT

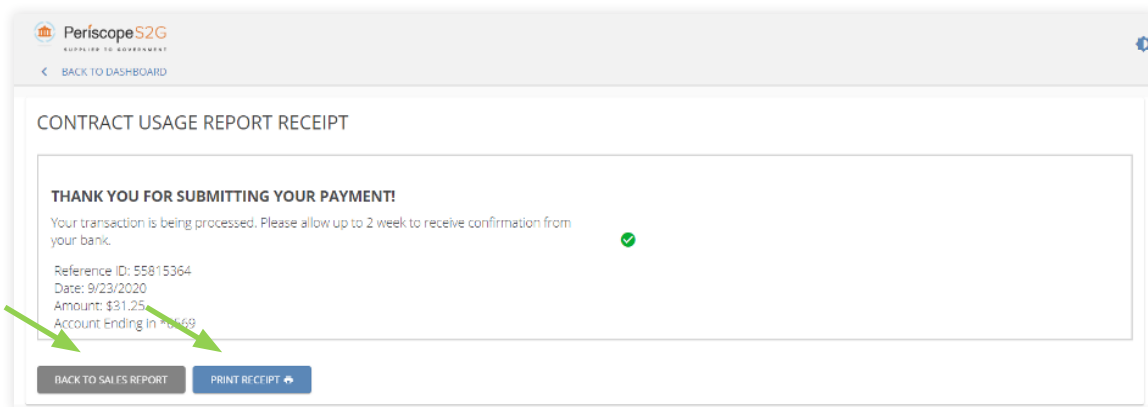
15. A message will indicate your payment is processing. Do not hit the back button during this time.
16. A payment receipt confirmation will appear which you can print using the “Print” button if desired.



17. Scroll to the bottom of this same screen and click “Continue.”



18. A payment receipt appears which can be printed by clicking the “Print Receipt” button.



19. Click “Back to Sales Report” to return to the Reconciler Dashboard.