



NJSTART Contract Sales Reporting & Supplier Convenience Fee Payment Overview

Purpose: To provide guidance and detailed instructions to NJSTART Cooperative Program suppliers in providing quarterly sales reporting and remitting related convenience fees in NJSTART.

What Is Required in Quarterly Sales Reporting?

Contract suppliers participating in the NJSTART Cooperative Program will report Net Purchases under their contracts with the State of New Jersey, including sales to both State agencies (no fee assessed) and Cooperative Program participants (with a fee assessed).

Net Purchases are defined as gross sale amounts less credits, taxes, regulatory fees and separately stated shipping charges not included in unit prices. Reporting should include sales for all New Jersey colleges and universities, local governments, school districts and special districts/entities (inclusive of political subdivisions).

If the supplier has no reportable sales during the quarterly period, a zero sales report should be submitted with no data included.

Criteria for Reporting Transactions

The following criteria should be used by suppliers in determining when to include an item sold pursuant to a statewide contract in their quarterly reporting:

1. The Purchase Order (PO) or other purchasing document is dated before or during the reporting quarter.
2. The invoice date is during the reporting quarter. Receipt of payment related to the invoice is NOT a condition for the transaction to be reported.

Level of Detail

Net Purchases will be reported in the same level of detail shown on the purchasing document (i.e. PO).

Example: A PO is issued on 6/15/21 by the City of Newark and meets the criteria below for reporting during the quarter. The PO contains two line items. Each item is reported as a separate line in the spreadsheet.

Among the fields required to be reported are:

- NJSTART Department or Local Government Name: the name of the customer buying from you (e.g., Department of Health or City of Newark)
- PO Date: the date on the face of the PO or other purchasing document from the customer
- PO Number: the customer's PO or other purchasing document number

- Item Description: description of the item purchased as identified on the customer's PO or other purchasing document
- Total Sales Amount Detail: gross sales amount less any credits, returns, taxes, regulatory fees and separately stated shipping fees

Submitting Your Report and Remitting Your Fee (Beginning July 1, 2021)

All reporting will be done online in NJSTART. Detailed instructions and a training video will be sent to you in June 2021.

Payment Option 1: Electronically via NJSTART (preferred) with ACH

You may remit payment via ACH online at the conclusion of that process, allowing you to track reporting and payment in a single portal.

Payment Option 2: ACH – direct to Periscope

Bank: Texas Capital Bank, N.A.

Address: 2000 McKinney Ave., Dallas, TX 75201

Phone: 877-839-2265

Account Type: Checking

Routing: 111017979

Account Number: 4011036870

Account Name: Periscope Intermediate Corp, New Jersey Operating Account

Payment Option 3: Remittance Address for Checks

Periscope Holdings, Inc.

LOCKBOX NUMBER 679255

1200 E CAMPBELL RD STE 108

RICHARDSON TX 75081

Payment Option 4: Credit Card

<https://periscope.mypaysimple.com/s/periscope>

Payment Documentation

Periscope has published the following documentation to facilitate payment processing:

- Periscope W-9: <https://cdn.periscopemarketplace.com/Periscope+W9/PHI+2020+W-9+Signed.pdf>
- Periscope DDA Letter: <https://www.periscopeholdings.com/assets/uploads/misc/DDALetter-TCBNewJersey.pdf>