

# Frequently Asked NJSTART 101 Questions May 2023

## Webinar

### **Can NJSTART be used to source vendors for RFI's and other types of solicitations?**

Yes, you can use NJSTART to source from over 60,000 registered vendors. Utilize the Quick Search Guide found on our NJSTART resource page [here](#), or contact us if you need assistance in using the Vendor search functionality in NJSTART.

### **How do we get login credentials?**

To register your organization in NJSTART, go to our resource page [found here](#). You can also sign up directly using [this form](#).

### **I am having issues accessing one of the punchout sites. Can you assist?**

If you/your organization is having an issue accessing one of our vendor's integrated ecommerce sites (AKA "punchouts"), please contact us at [coop-njstart@mdfcommerce.com](mailto:coop-njstart@mdfcommerce.com). Please provide detail around what you are experiencing which punchout you were trying to access.

### **Do I need to put the State contract number on my PO when I buy from State contract?**

Remember, when buying from any cooperative contract, be sure to follow your organization's purchasing rules. In addition, for example for New Jersey local governments and public schools, when you buy from State Contract, make sure you follow the Local Public and Public School Contracts Law for Cooperative Purchasing. For details, go to [https://www.nj.gov/dca/divisions/dlgs/resources/rules\\_docs/5\\_34/njac\\_5347.pdf](https://www.nj.gov/dca/divisions/dlgs/resources/rules_docs/5_34/njac_5347.pdf).

Among other important information, it states: "A correctly prepared and properly executed purchase order by a contracting unit shall serve as a contract between the contracting unit and a contractor awarded a contract pursuant to N.J.S.A. 40A:11-12 or 18A:18A-10. In addition to the system identifier, each purchase order shall include the State contract number on which the purchase is based."

You can find more resources on NJ Local Agency Procurement Laws on the State of New Jersey's Department of Community Affairs website, here: <https://www.nj.gov/dca/divisions/dlgs/programs/lppl.html>.

### **What is "Marketplace?"**

Marketplace is an available feature that we are launching soon with supplier catalogs and improved search functionality. You can review our "beta" version now in NJSTART, but not all State Cooperative contracts are in the Marketplace at this time.

## **What are NIGP codes?**

To learn more about NIGP codes, go to <https://www.nigp.org/our-profession/nigp-code>. Please note, you can search for contracts and vendors by NIGP Code. Utilize the Quick Search Guide found on our NJSTART resource page [here](#), or contact us if you need assistance in using the NIGP codes to search for contracts and/or vendors in NJSTART.

## **Are vendor compliance documents available in NJSTART?**

You can always use NJSTART to confirm if a vendor is compliance with most State contract requirements. NJSTART integrates with various State systems that track whether a vendor has an active BRC, AAEEOC, or some specific business designations for small and disadvantaged businesses. However, please note the related attachments may not always be present and you may need to request documentation from the vendor separately.

**A few of you asked for specific contracts such as window cleaning and fencing. If you ever have issues confirming if a product or service is on State contract in NJSTART, contact Nick and Bill at [coop-njstart@mdfcommerce.com](mailto:coop-njstart@mdfcommerce.com). We will help confirm if what you are looking for is available on State contract!**