

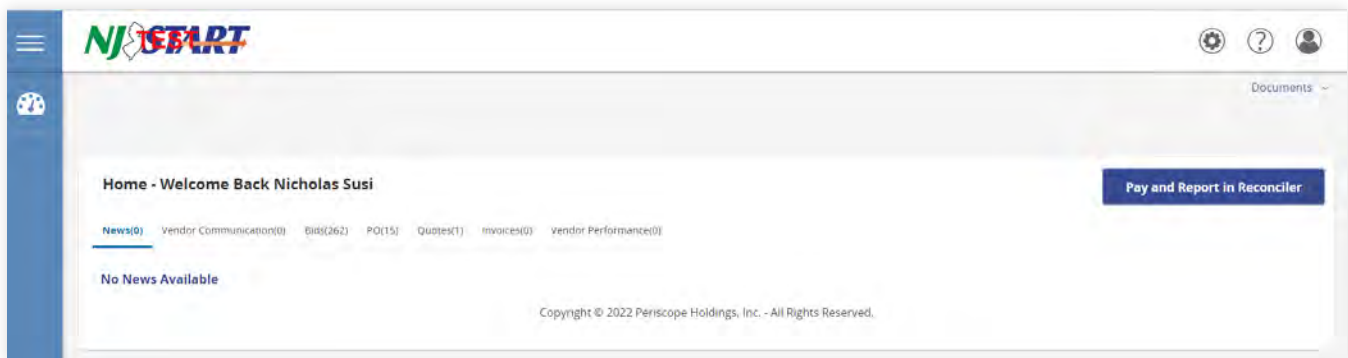


NJSTART Statewide Supplier Guide for Remitting Supplier Convenience Fee Payments via NJSTART

This guide provides step-by-step instructions for the payment of supplier convenience fees in NJSTART. NJSTART utilizes a payment portal (Reconciler) supported by NIC. If you have any questions or issues processing your quarterly payment, please contact reconciler@mdfcommerce.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 and Report in Reconciler” button on the far right on Supplier Home Page.



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

Join or Create a Company

Periscope
Reconciler

Company Name *

Type company name or select company from list.

NEXT

- ✓ 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 * State/Province *
United States of... Alabama

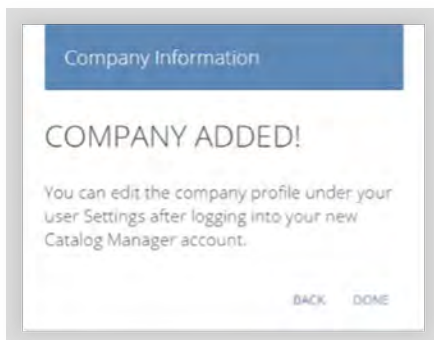
City * Postal Code *
Tuscaloosa 35405

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.

PeriscopeS2G
SUPPLIER TO GOVERNMENT

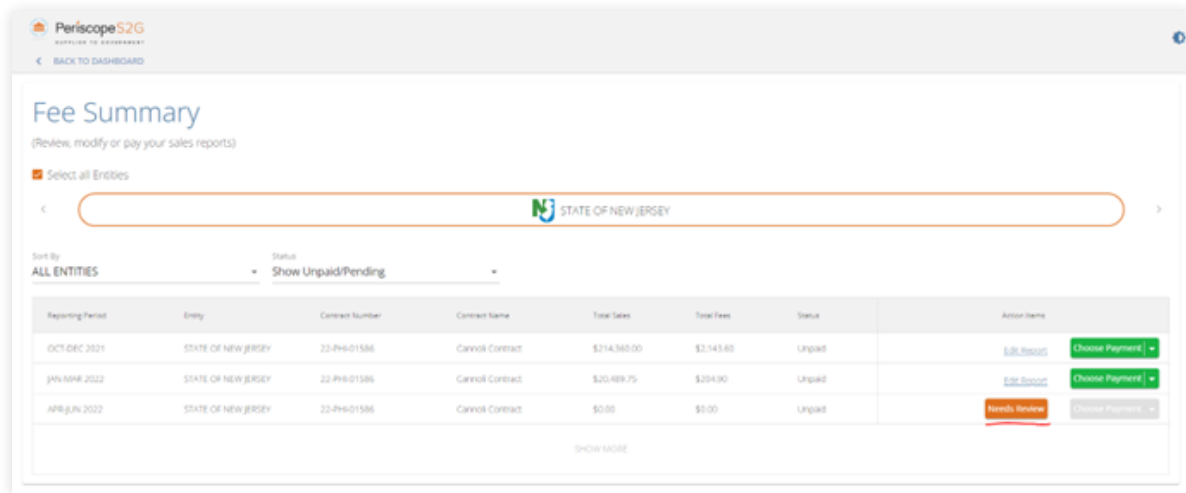
Sales Dashboard | Welcome, Josh
Company: Nick's Cannoli

Total Fee Due: **\$2,348.50**
Payment Pending: **\$0.00**

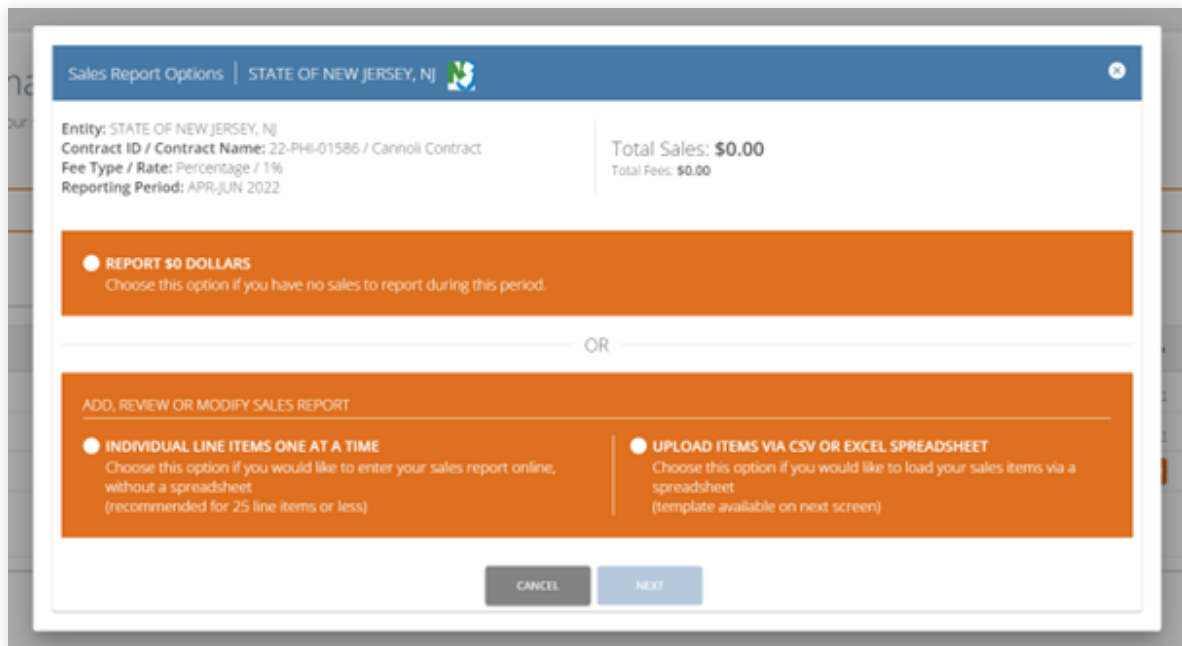
■ Fees - Ready to Pay (2 items)
■ Fees - Needs Review (1 item)

[View Payment History](#) **REVIEW & PAY**
Review, modify or upload your sales report

- 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.”
 - ✓ You can download the report and upload your sales in bulk.



8. To report line items individually click the “Expand” button on the far right of the first data entry row.

The screenshot shows the 'SALES DETAIL VIEW' interface. At the top, it displays 'Total Sales: \$0.00' and 'Total Fees: \$0.00'. Below this, there are sections for 'Entity: STATE OF NEW JERSEY', 'Contract ID / Contract Name: 22-PH-01586 / Cannoli Contract', 'Fee Type / Rate: Percentage / 1%', and 'Reporting Period: APR-JUN 2022'. A 'LINE ITEM SUMMARY' section shows 'Already Accounted (System): 0' and 'You Added (Self): 1'. A summary box lists: 'Already Accounted (System): 0', 'Total included items (Self): 1', 'Line items you will be paying: 1', and 'Total Difference: 0'. On the right, a 'Need to update your report in bulk?' section provides instructions: '1 - Download your report DOWNLOAD REPORT', '2 - Make necessary changes in your spreadsheet', and '3 - Re-upload report BULK UPLOAD'. Below these sections is a search bar and a table of organizations. The table has columns for 'State', 'Purchasing Organization', 'Department', 'Total Sales', and 'Total Fees'. The first row shows 'New Jersey', 'Division of Purchase and Property (EXEMPT)', 'PHSUPPORT - Periscope Operational Support', '\$0.00', and '\$0.00'. A green arrow points to the 'Expand' button in the first row. At the bottom, there are 'SAVE & EXIT' and 'CONTINUE' buttons.

✓ You can add a purchasing organization if you don't see it already.

9. Enter the Total Amount of Sales for the period in the field “Add Sales Amount.”

The screenshot shows the 'SALES DETAIL VIEW' interface with the 'Add Sales Amount' field highlighted in yellow. The interface is similar to the previous screenshot, but the 'Expand' button is no longer visible. Below the organization table, there is a section titled 'ENTER PO LINE ITEM INFORMATION BELOW AND PRESS THE "ADD" BUTTON'. This section contains a table with columns: 'Added By', 'Item Description', 'PO Date', 'PO Number', 'Line Item Number', 'Unit Price', 'Quantity', 'Unit of Measurement', 'Sale Amount', and 'Fee'. The first row has 'Self' in the 'Added By' column, 'Add item Description *' in 'Item Description', '12/11/2021' in 'PO Date', 'ALL' in 'PO Number', '1' in 'Line Item Number', 'Add Unit Price *' in 'Unit Price', '1' in 'Quantity', 'Add Unit of Meas...' in 'Unit of Measurement', 'Add Sales Amount' in 'Sale Amount', and 'EXEMPT' in 'Fee'. A blue 'ADD' button is next to the 'Add Sales Amount' field. At the bottom, there are 'Previous', 'Next Page', and 'Items per page' controls.

10. To report line items in bulk click the “Download Report” link in the far top-right of your screen.

SALES DETAIL VIEW Total Sales: **\$0.00** Total Fees: **\$0.00** CLOSE

Entity: STATE OF NEW JERSEY
Contract ID / Contract Name: 22-PH-01586 / Cannon Contract
Fee Type / Rate: Percentage / 1%
Reporting Period: APR JUN 2022

LINE ITEM SUMMARY LAST UPDATED 8:00 AM - 4/1/2022

Already Accounted (System): 0 | You Added (Self): 1

- Already Accounted (System): 0
- Total Included Items (Self): 1
- Line Items you will be paying: 1
- Total Difference: 0

Need to update your report in bulk? HELP

- 1 - Download your report **DOWNLOAD REPORT**
- 2 - Make necessary changes in your spreadsheet
- 3 - Re-upload report **BULK UPLOAD**

Search (PO Number, Item Description) SEARCH TOTAL COUNT OF ORGANIZATIONS: 1 ADD PURCHASING ORGANIZATION +

State	Purchasing Organization	Department	Total Sales	Total Fees	Delete	Expand
New Jersey	Division of Purchase and Property (EXEMPT)	PHISUPPORT - Periscope Operational Support	\$0.00	\$0.00	Delete	Expand

Previous 1 Next Page Show 5 Organizations per page

SAVE & EXIT CONTINUE

✓ Note: Nine required fields are designated with an asterisk in the template header row.

11. To bulk upload Sales Report once necessary changes have been made to the template click the “Bulk Upload” link and follow the instructions.

Sales Report Options | State of Arizona, AZ CLOSE

Entity: State of Arizona, AZ
Contract ID / Contract Name: ADSP016-524611 / PO automationPO automation
Fee Type / Rate: Percentage with Cap / 15% until \$100.00 cap is exceeded
Reporting Period: JUL 2022

Total Sales: **\$1,300.00**
~~Total Fees: \$195.00~~
(Cap Amount Exceeded) Total Amount Owed: **\$100.00**

Instructions

- 1**
Download sales spreadsheet template
Template includes all known items that are already accounted for by the entity
[Download sales template \(csv format\)](#)
- 2**
Make necessary changes in your sales spreadsheet
- 3**
Upload sales spreadsheet Upload File
File type: csv, Excel (.xls and .xlsx)

CANCEL SAVE & EXIT REVIEW SALES DETAILS

12. Close the "Sales Detail View" page.

13. On the Fee Summary page select Choose Payment. Click your acknowledgment that the information you are reporting is accurate, then follow the steps for your preferred method of 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.

NJSTART

1 Payment Type 2 Customer Info 3 Payment 4 Submit Payment

Payment

Payment Type

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 >

Customer Information

Payment Information

Cancel

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Transaction Summary

JAN-MAR 2022_22-PH-01586	\$204.90
Pay now with New Jersey Government Services	\$204.90

Need Help?

Select Payment Method and Continue to proceed with payment.

- ✓ 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."

NJSTART

1 Payment Type 2 Customer Info 3 Payment 4 Submit Payment

Payment

Payment Type

Electronic Check

Customer Information

Country * Complete all required fields (*)

United States

First Name * Last Name *

Josh Bertini

Company Name

Nick's Carroll

Address *

555 Main St

Address 2

City * State *

Camden NJ - New Jersey

ZIP/Postal Code *

08102

Transaction Summary

JAN-MAR 2022_22-PH-01586	\$204.90
Pay now with New Jersey Government Services	\$204.90

Need Help?

Please complete the Customer Information Section.

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

NJSTART

Nick's Cannoli
555 Main St
Camden, NJ 08102

Country: United States Email Address: joshcannoli@mailinator.com

Payment Information Complete all required fields [*]

Name on Account *
John Doe ✓

This is a business account.

Routing Number * Account Number *
081000032 ✓ 3490565569 ✓

BANK OF AMERICA, N.A.

Pay: [Redacted]

Re-enter Account Number. *
3490565569 ✓

Checking Savings

Next >

Cancel

Transaction Summary

JAN-MAR 2022__22-PHI-01586	\$204.90
Pay now with New Jersey Government Services	\$204.90

Need Help?
You have selected to pay by Electronic Check. Complete Customer Billing Information and enter Electronic Check Information.

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

NJSTART

Country: United States Email Address: joshcannoli@mailinator.com

Payment Information ✓ Edit

Electronic Check: ****5569 Name on Account: John Doe

Terms and Conditions [Open a new window to print](#)

Yes, I authorize this transaction. Please print this page if you would like a copy of this authorization for your records.

By checking "Yes" and opting to pay by electronic debit against the bank account specified above, I agree and stipulate to all statements:

1. I am the legal owner, have power of attorney, or have legal authority in relation to the bank account specified above to be used for payment.
2. Such bank account is open, validly issued, in good standing and able to accept electronic debits.

Yes, I authorize this transaction.

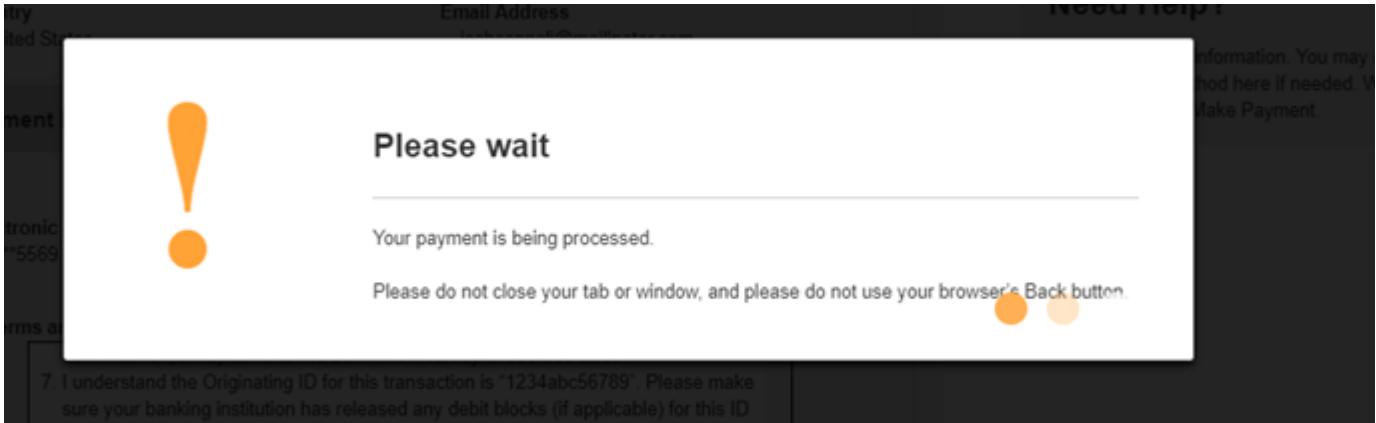
Cancel **Submit Payment**

Transaction Summary

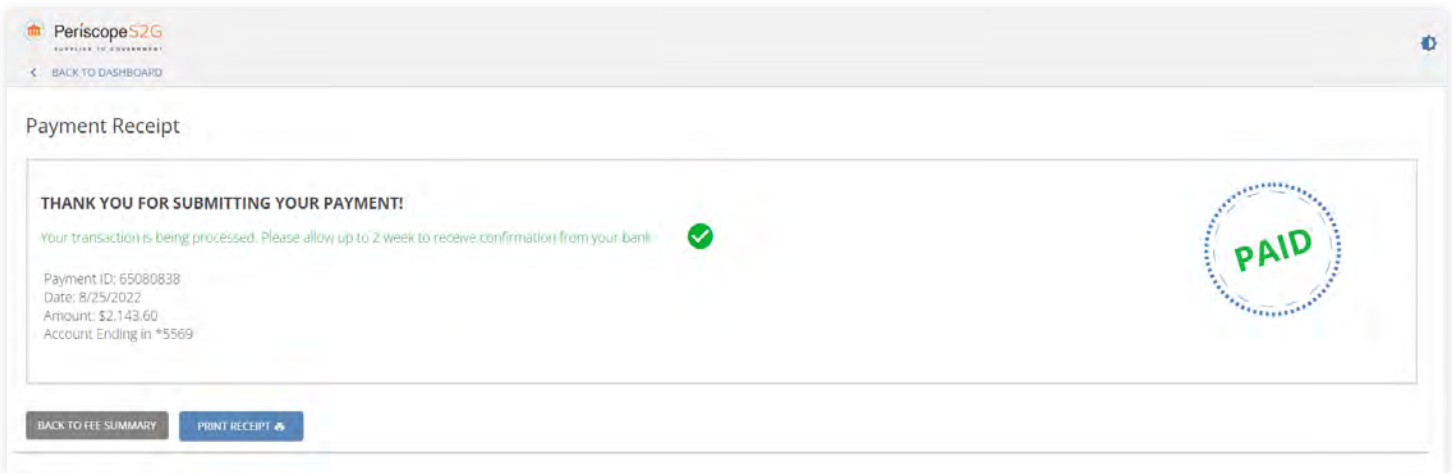
JAN-MAR 2022__22-PHI-01586	\$204.90
Pay now with New Jersey Government Services	\$204.90

Need Help?
Review payment information. You may edit Billing and Payment Method here if needed. When complete, select Make 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. Click “BACK TO FEE SUMMARY” to return to the Reconciler Dashboard.