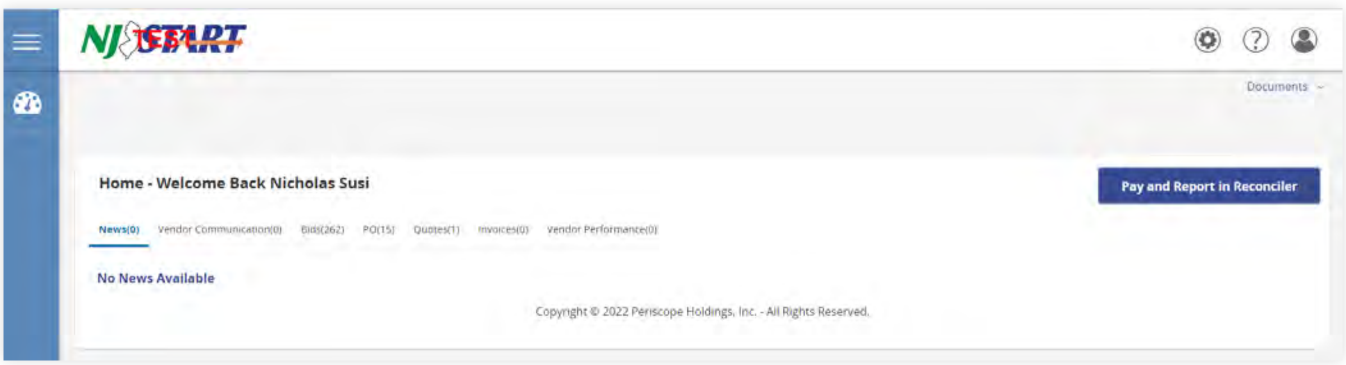
NJSTART Statewide Supplier Guide for Remitting Supplier Convenience Fee Payments via NJSTART

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.

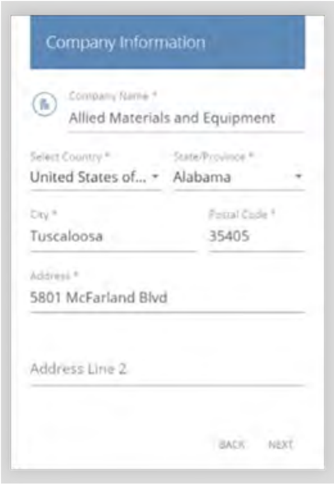
NJSTART Supplier (after reporting period has closed)

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.

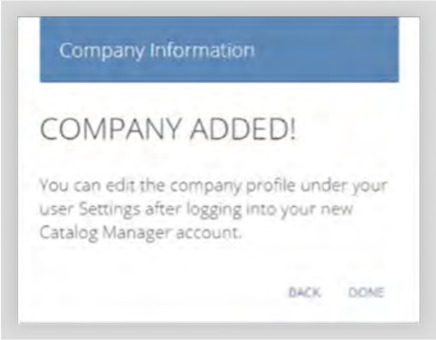


4. If it’s your first time accessing Reconciler, you will need to create or join an S2G company. If not, skip to Step 5 below.
   - ✓ Type in your Company Name

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

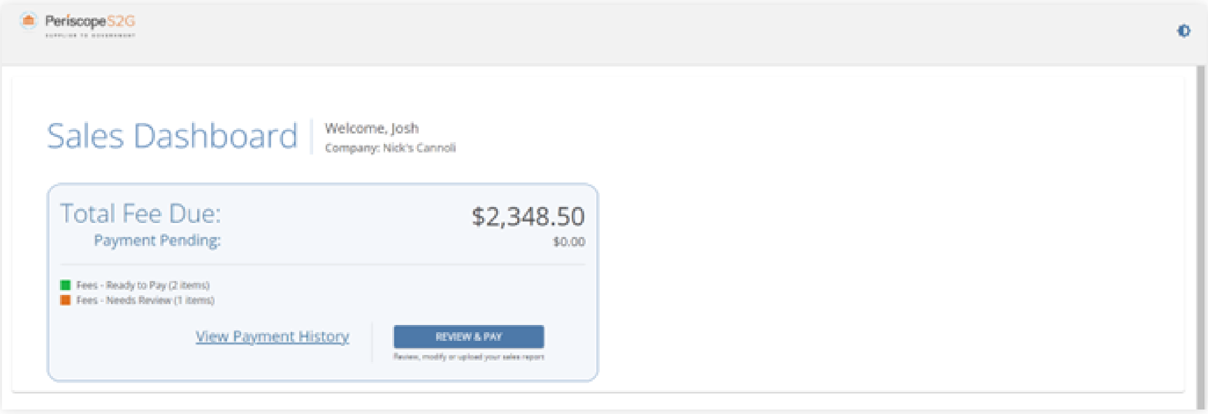


✓ Your Company will be added, and you're all set to begin the process of paying your supplier convenience fees!

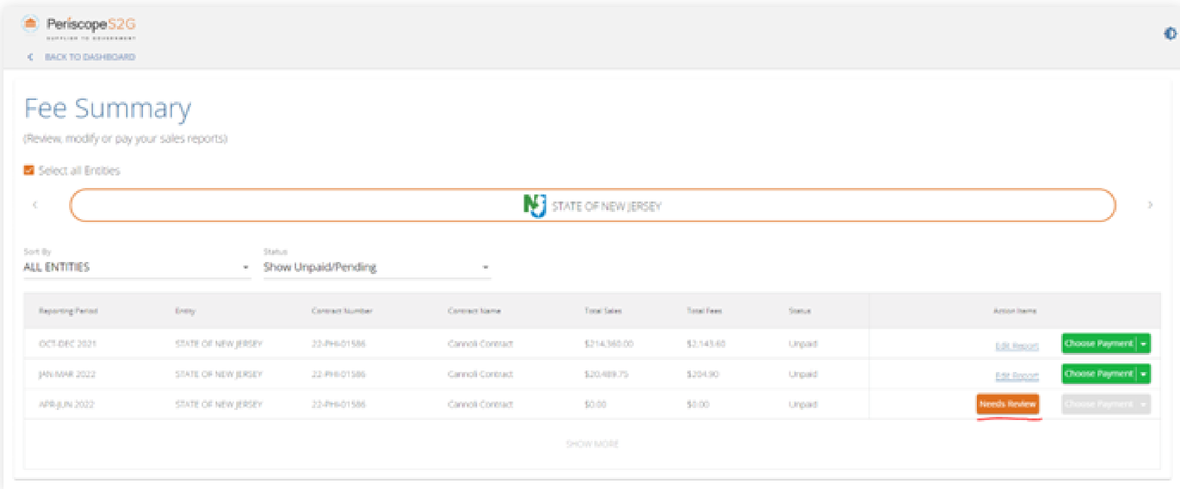


✓ You will now be redirected to the Reconciler Dashboard.

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

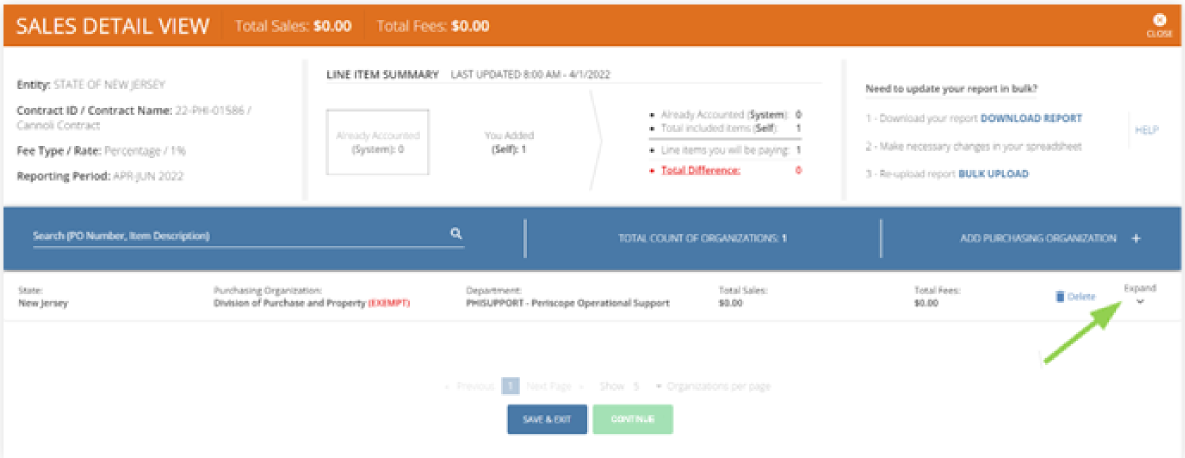


6. Click on “Needs Review” for the Contract Number on which you wish to remit supplier convenience fees (Note: if your company has more than one contract, you will have multiple records that should be reviewed and processed).



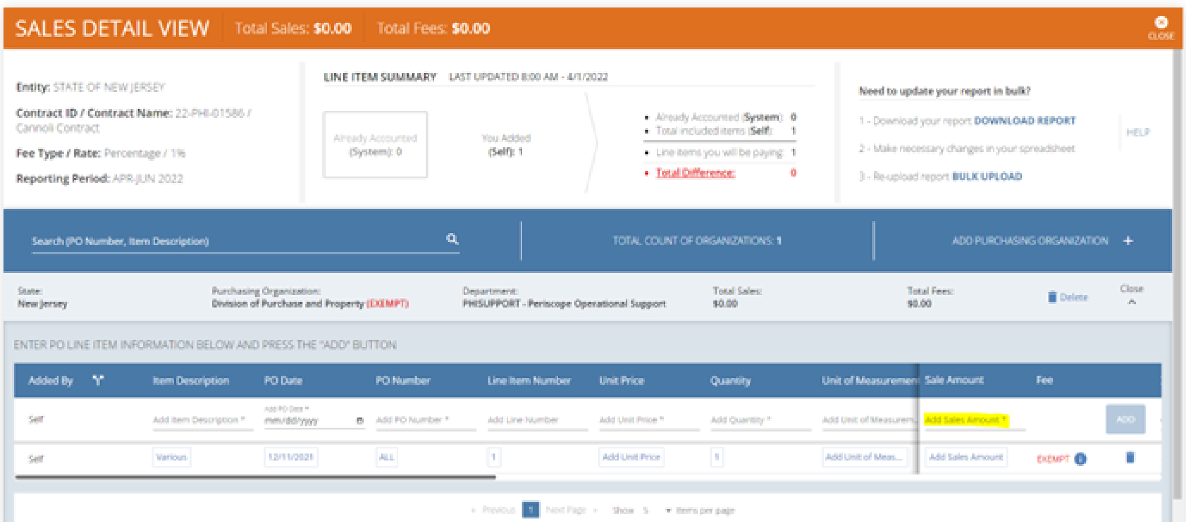
7. You have two options at this point:
   - ✓ If you have no sales to report during the period, click the circle next to “Report $0 Dollars.”
   - ✓ If you have sales to report during the period, click the circle next to “Individual Line Items One at a Time.”
   - ✓ You can download the report and upload your sales in bulk.

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

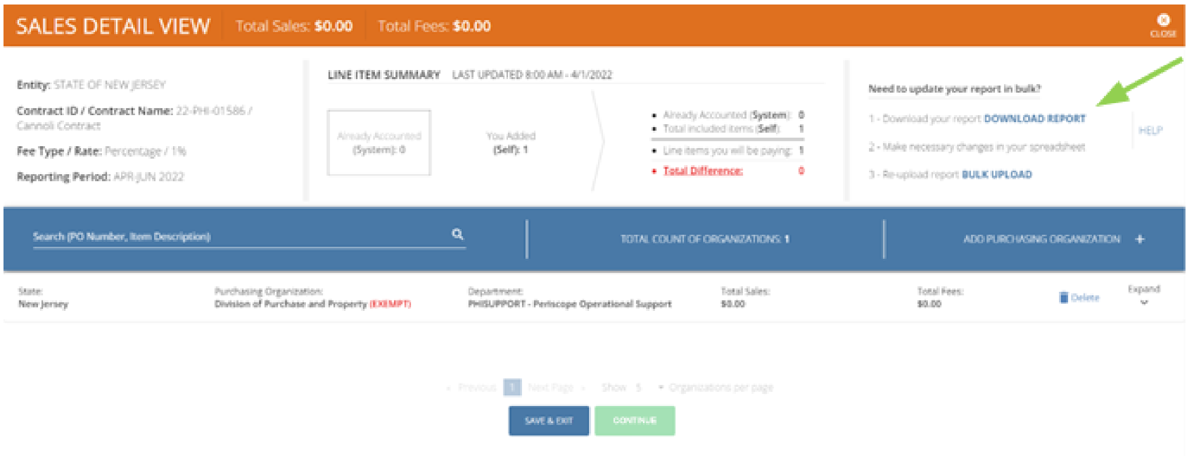


✓ You can add a purchasing organization if you don’t see it already.

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

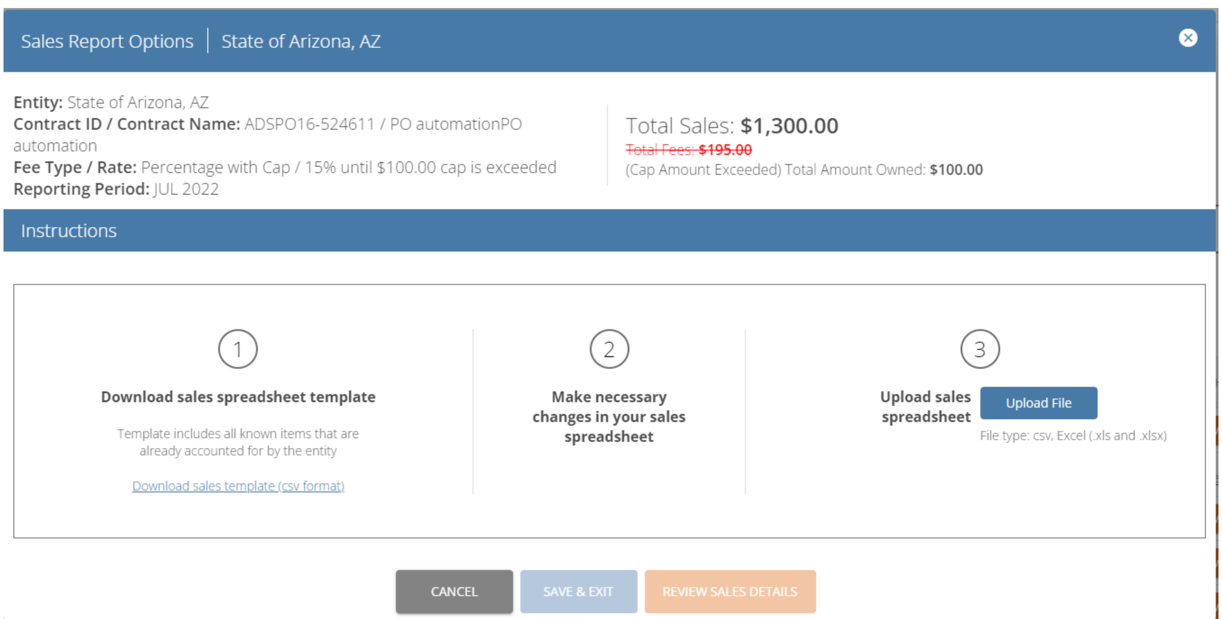


10. To report line items in bulk click the “Download Report” link in the far top-right of your screen.

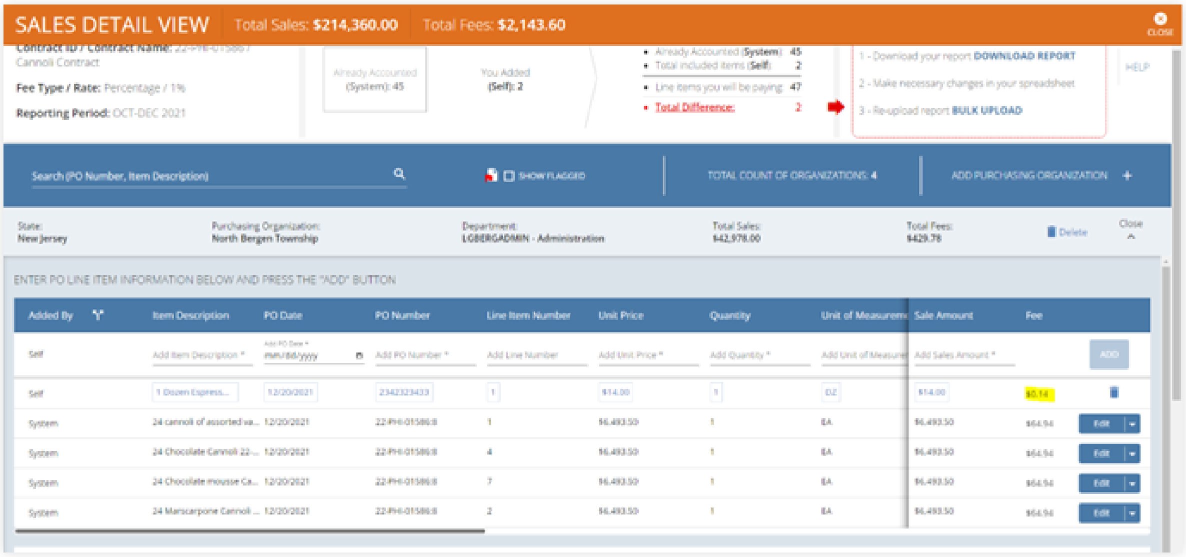


✓ Note: Nine required fields are designated with an asterisk in the template header row.

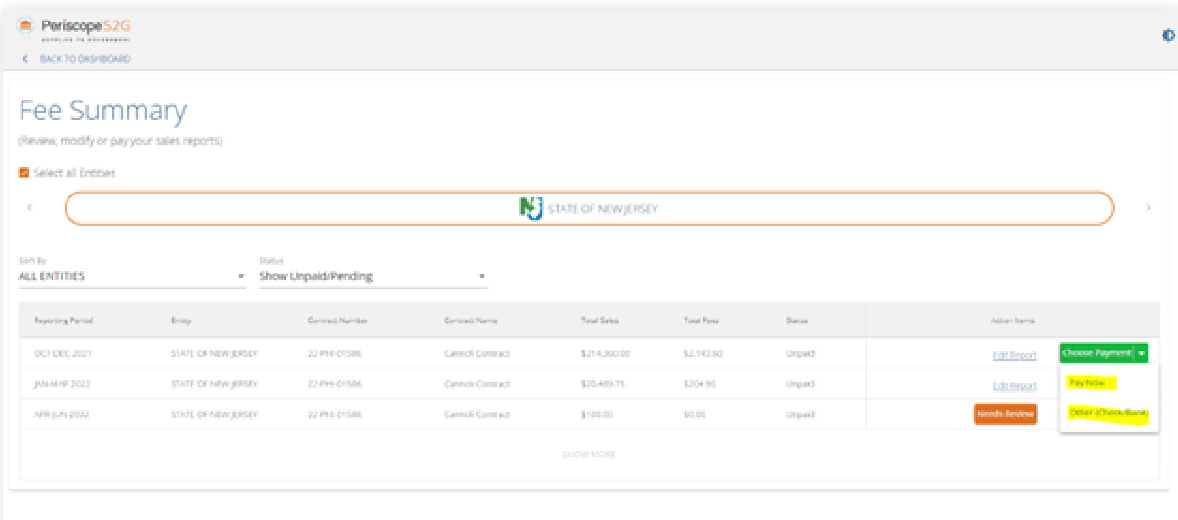
11. To bulk upload Sales Report once necessary changes have been made to the template click the “Bulk Upload” link and follow the instructions.

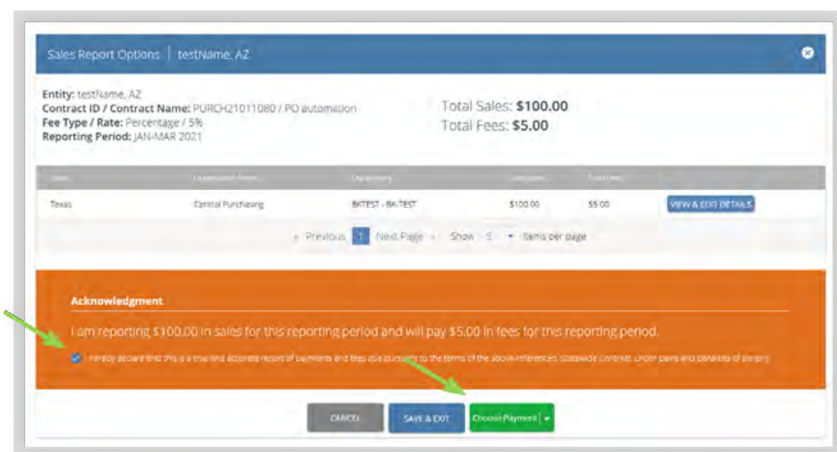


12. Close the “Sales Detail View” page.



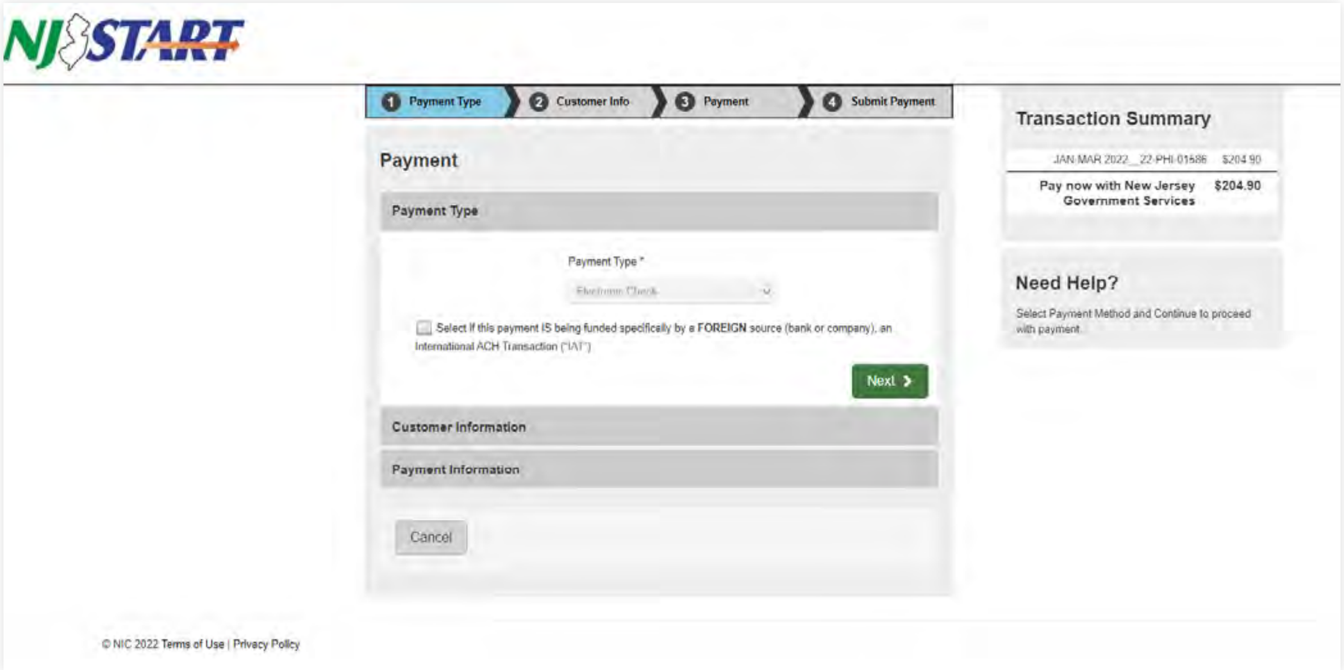
13. On the Fee Summary page select Choose Payment. Click your acknowledgment that the information you are reporting is accurate, then follow the steps for your preferred method of payment.



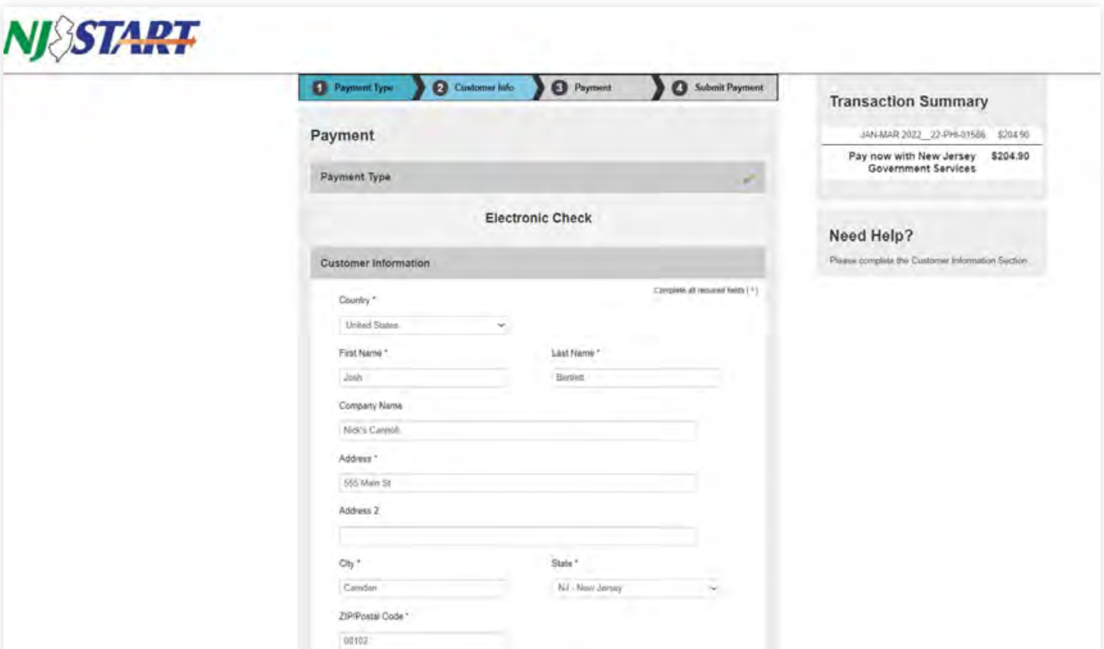


✓ If you are paying via ACH or check, follow the instructions displayed

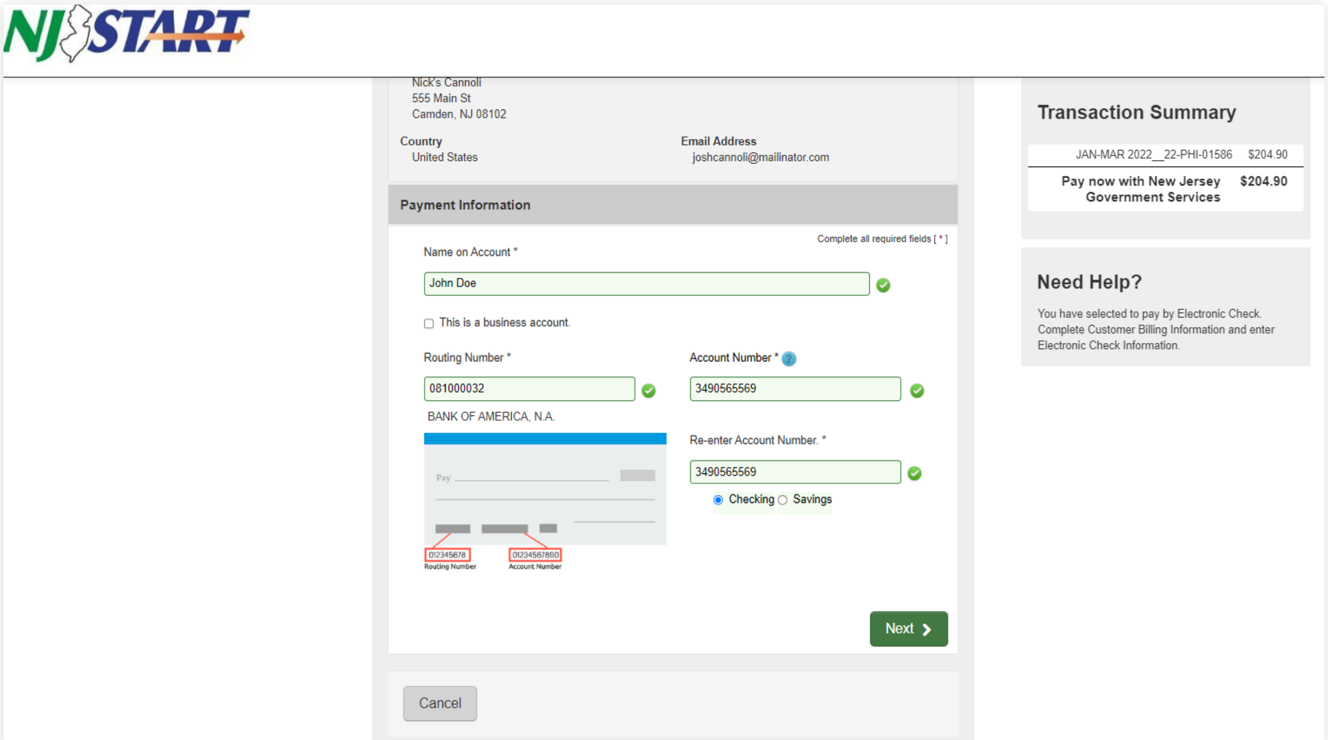
✓ If you are paying online, you will continue to the checkout portal to pay your fees.



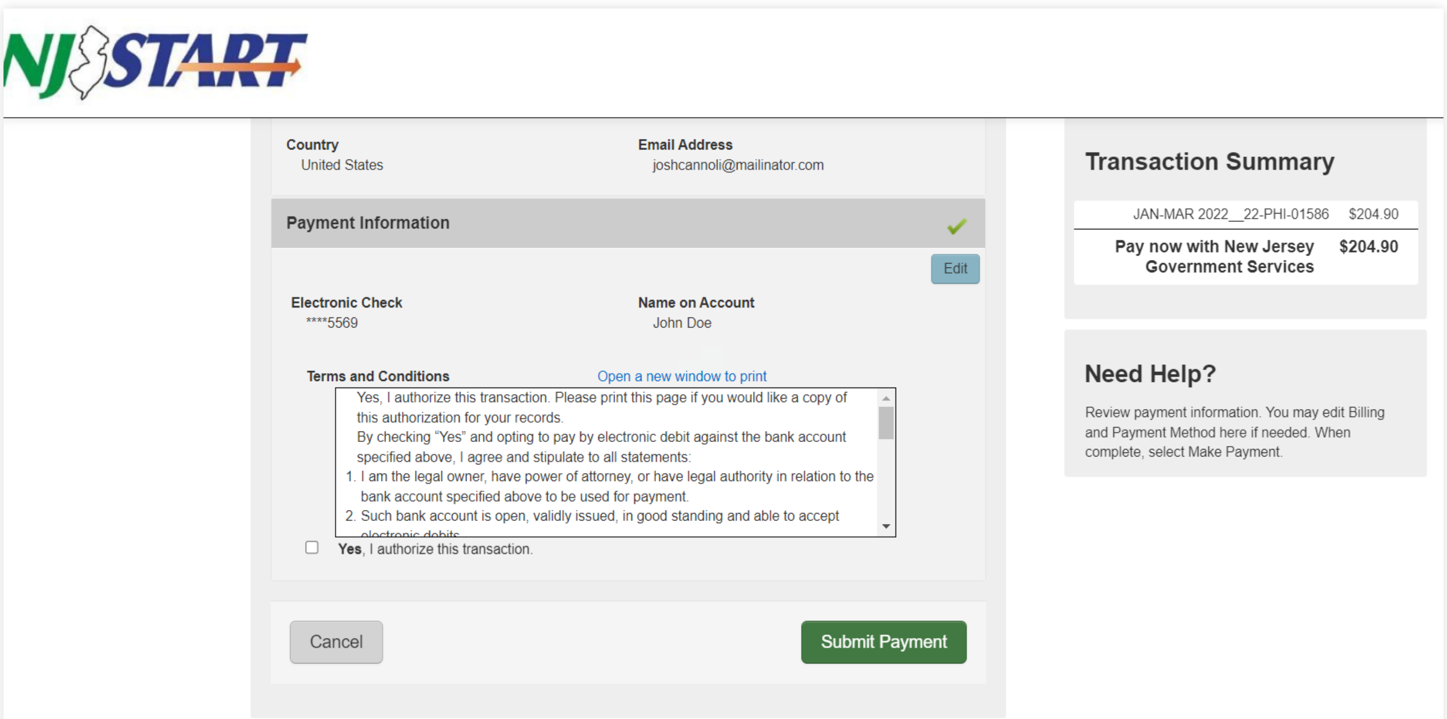
✓ Your customer contact information will already be populated based on your login. The information in these fields can be updated if desired. Then click "Next."



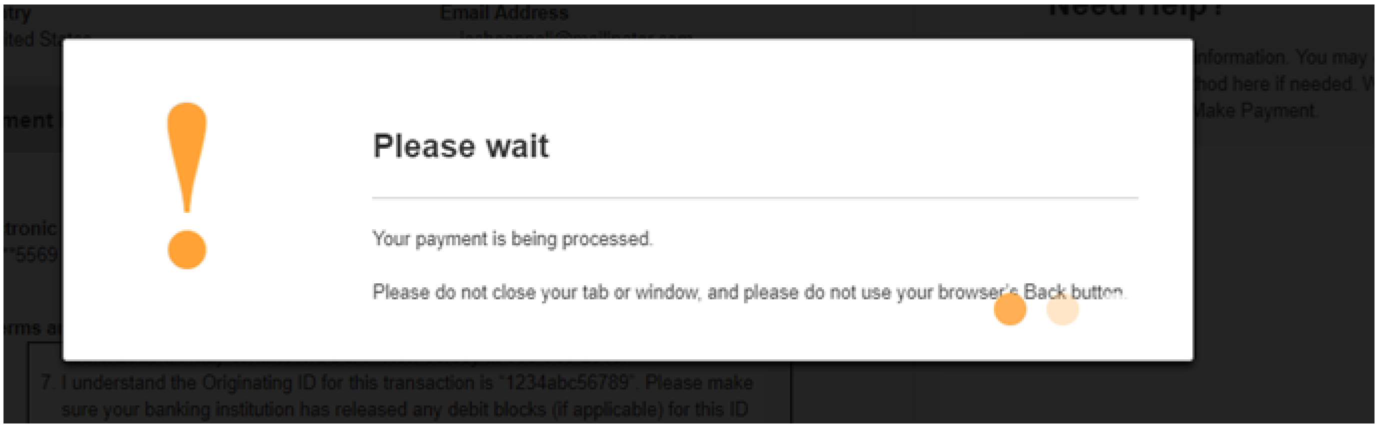
14. Complete the required payment information fields and click “Next.”



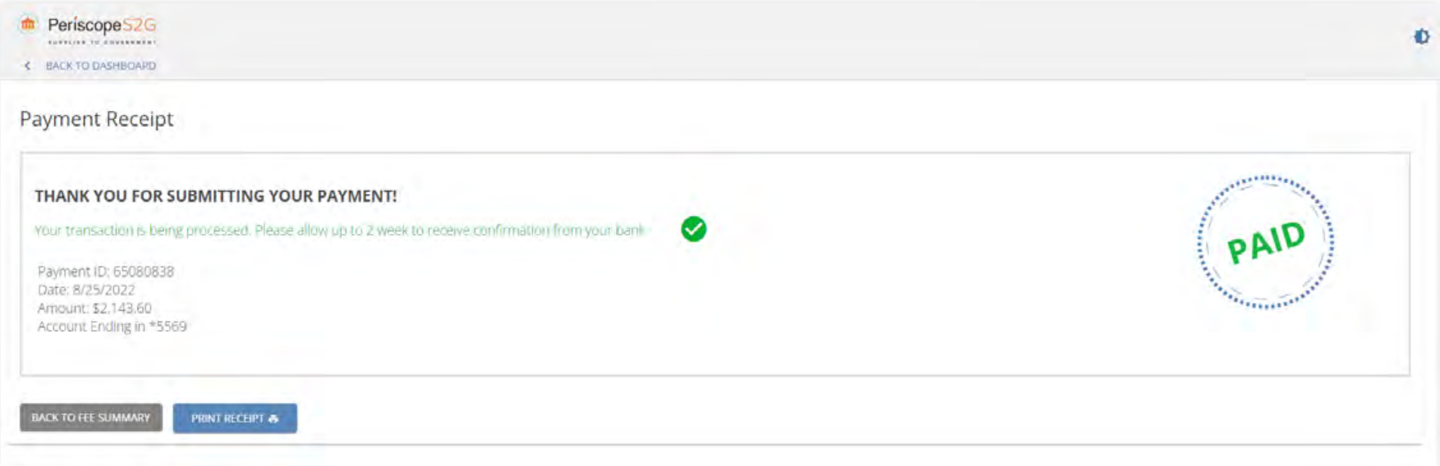
✓ Scroll to the bottom of the Terms and Conditions box. Check the checkbox to authorize the transaction. Then click “Submit Payment.”



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. Click “BACK TO FEE SUMMARY” to return to the Reconciler Dashboard.