



NJSTART Contract Sales Reporting & Supplier Convenience Fee Payment Instructions

Purpose: To provide guidance and detailed instructions to New Jersey Statewide Contract suppliers in providing quarterly sales reporting and remitting related convenience fees in NJSTART.

What to Include in Quarterly Sales Reporting

Statewide Contract suppliers will report the net sales under their contracts with the State of New Jersey. Statewide contract net sales 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 State Departments (e.g., Department of Health), 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

Based on the contract amendment language, 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 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 required for the transaction to be reported.

If you have questions on reporting standards or specific transactions, please email reconciler@mdfcommerce.com.

Reporting Deadlines for 2022

Quarter 1: January- March	Reporting due April 29 th
Quarter 2: April- June	Reporting due July 29 th
Quarter 3: July- September	Reporting due October 28 th
Quarter 4: October- December	Reporting due January 31 st

Payment Documentation

Periscope has published the following documentation to facilitate payment processing:

- [NJSTART Reconciler User Guide](#)
- [Periscope W-9](#)
- [Periscope DDA Letter](#)