



## NJSTART Contract Sales Reporting & Supplier Convenience Fee Payment Overview

**Purpose:** To provide guidance and detailed instructions to NJSTART Marketplace 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 Marketplace Program will report Net Purchases under their contracts with the State of New Jersey, including sales to both State agencies (no fee assessed) and local 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 both State agency sales and sales from 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 participating 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.

Use the reporting template provided [here](#) to report your Net Purchases. Required fields include:

- 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 (For Period May 1 – June 30, 2021)**

*NOTE: Reporting will be done online in NJSTART beginning October 1, 2021 for the period July 1 – September 30)*

Submit your report to [accounting@periscopeholdings.com](mailto:accounting@periscopeholdings.com) by August 31, 2021 and pay using one of the following methods:

### **Payment Option 1: 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 2: Remittance Address for Checks**

Periscope Holdings, Inc.  
LOCKBOX NUMBER 679255  
1200 E CAMPBELL RD STE 108  
RICHARDSON TX 75081

### **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>