



Welcome to the NJSTART Marketplace Onboarding Webinar

We'll get started in just a moment!





TRENTON MAKES

THE WORLD TAKES

Welcome to NJSTART!

Housekeeping



MICROPHONE / CAMERA



Disabled for Attendees

QUESTIONS



Use Q&A Feature
Chat is Disabled

RECORDING



This Webinar Is Being
Recorded

Agenda

Welcome and Introductions

What is NJSTART?

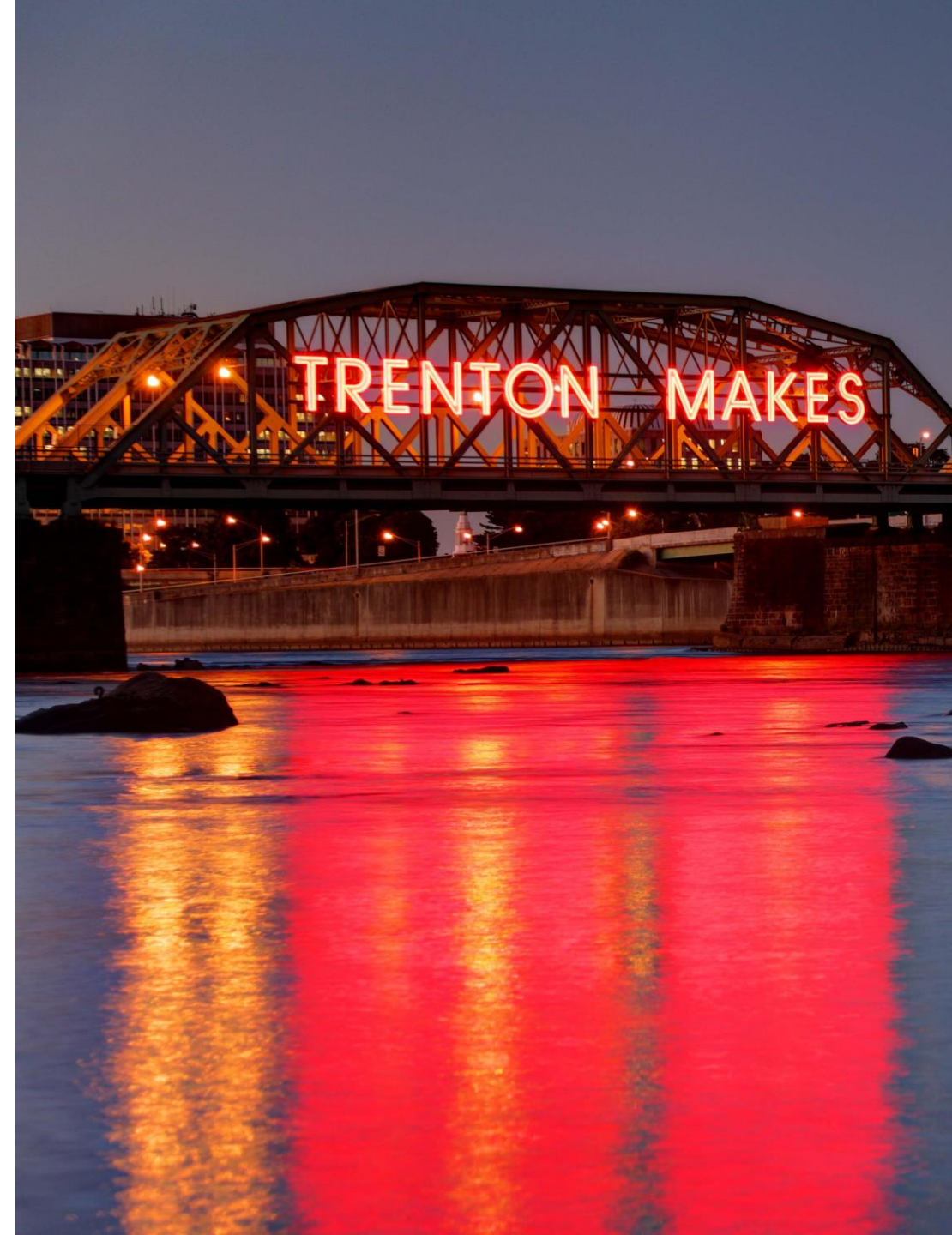
Onboarding Process

Marketplace Implementation

Reporting & Compliance

Next Steps

Questions



A welcome message from our partners at Periscope

NJSTART was developed in partnership with Periscope, **powered by SOVRA** * to streamline the process of selling to New Jersey governments. It is a complete procurement technology solution that also supports the State's Cooperative Purchasing Program.

The State of New Jersey is trusting us to manage the Marketplace for both New Jersey agencies as well as vendors such as yourself.

We strive to work with each vendor that has a fully-executed state contract to maximize their New Jersey contract sales and meet their business goals, regardless of size or scope.

Let's get started!

*periscope, powered by SOVRA, is the developer and implementer of the SovraPro eprocurement system (currently branded as NJSTART in New Jersey). periscope manages the NJSTART Marketplace Program with a dedicated account management team in conjunction with the State of New Jersey. SOVRA, periscope's parent company, and is a leader in North American eprocurement.



The Periscope/SOVRA Team



SOVRA

*This team now has @sovra.com email addresses

Supplier
Success



Megan Mackey

Director,
Supplier Success



Holly Towle

Team Lead,
Supplier Success



Brandy Raymond

Supplier Success
Manager

Implementation



Brian Staisiunas

Supplier Operations Manager



Keyli Trost

Marketplace Implementation
Specialist



Trevor Day

General Manager



Bill Hnatiuk

Local Government
Manager

Program
Management



Mae Fuller

Manager,
Supplier Compliance



Debbie Garnar

Senior Compliance
Specialist



Alexis Emery

Billing Technician

Compliance



WHAT IS NJSTART?

NJ **START**

What is NJSTART?

NJSTART is a **program** as well as a **software** the State of New Jersey has implemented in order to:

- Streamline Procurement Processes
- Enhance User Experience
- Ensure Governance and Compliance
- Optimize Cost and Efficiency



What is NJSTART?

NJSTART Software:

SOVRA Pro

State of New Jersey
eProcurement Software

- Vendor Registration & Account Management
- Receive and Respond to bid solicitations

Marketplace

Shopping experience for
State Contracts

- Create visibility
- Instruct buyers how to purchase from your contract

Reconciler

Reporting Sales & Paying
Admin/PEP (procurement
efficiency program) Fees

- Report Quarterly Sales
- Pay admin/ PEP fees



Who Can Utilize Your Contract?

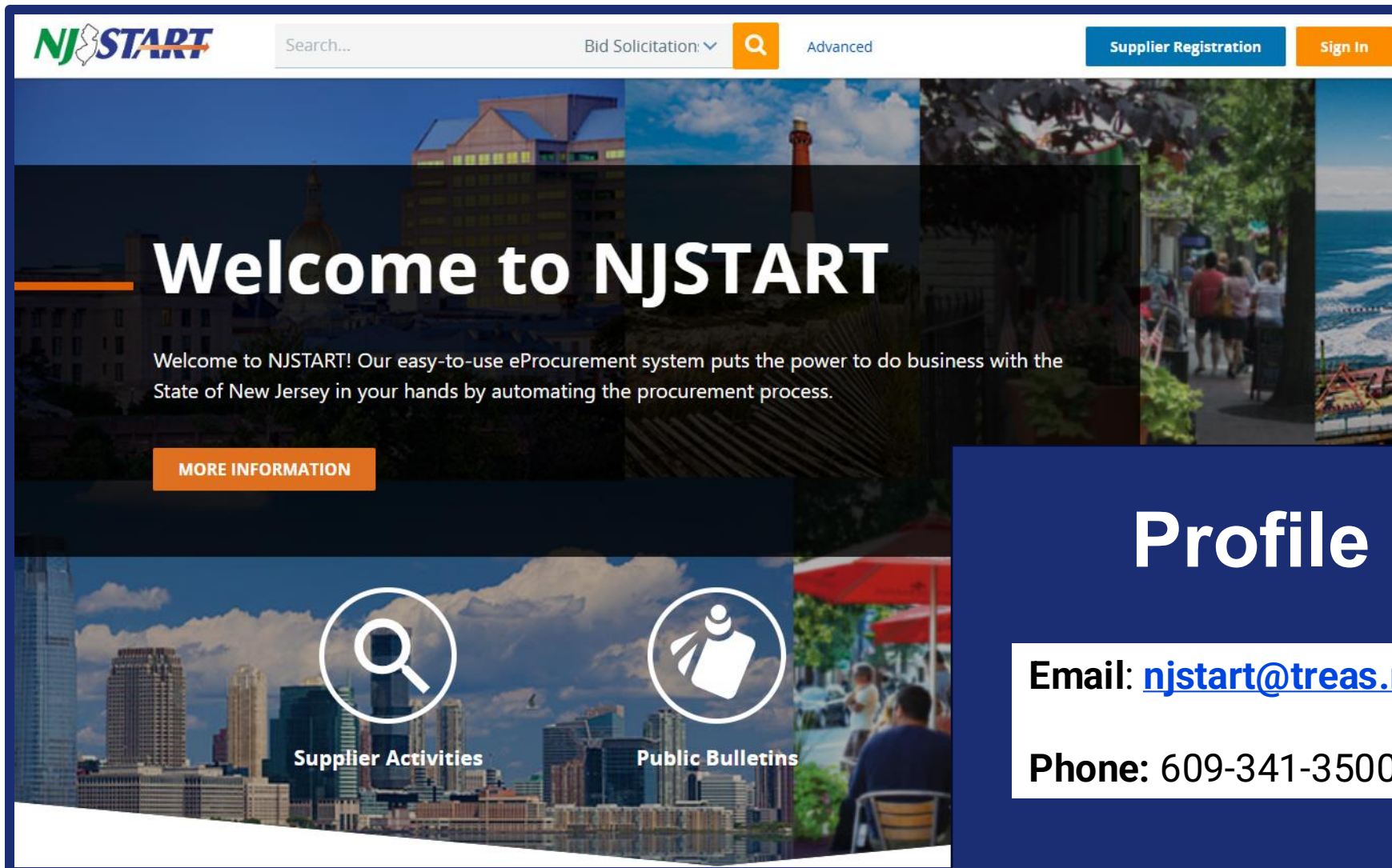
Besides all State of New Jersey Agencies, all Public Purchasing Entities listed below are eligible to use State Cooperative Purchasing Contracts:

- Municipalities
- School Districts
- Volunteer First Aid and Rescue Squads
- Independent Authorities
- Counties
- Volunteer Fire Departments
- Institutions of Higher Education



VENDOR PROFILE

Profile Management



Check with your company's **Seller Administrator** to update your Profile Information

Profile Support

Email: njstart@treas.nj.gov

Phone: 609-341-3500



Types of Information

- Company Contact Information
 - Vendor Email
 - Users and Roles
 - Addresses
 - Commodity Codes
 - [PDF Guide](#)
- Vendor Categories and Certifications
 - [PDF Guide](#)
- Required Forms and Files
 - [PDF Guide](#)



ONBOARDING PROCESS

Onboarding Process

After you have a fully executed contract, these simple steps will ensure your participation in NJSTART is as successful as possible.



Step 1 Onboarding Webinar

Understand NJSTART and prepare to take advantage of the benefits it has to offer



Step 2 Marketplace Implementation

Your dedicated Marketplace Implementation Specialist will work with you to build a presence for your contract in the NJSTART Marketplace.

Marketing Your Contract

We consistently communicate with New Jersey Government Buyers to generate awareness of the types of contracts they have access to and educate them on how to navigate and use the Marketplace.

Our Marketing Campaigns Include:



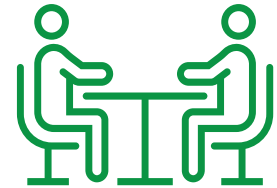
Connections



Email Blasts



Webinars



Tradeshows



MARKETPLACE IMPLEMENTATION

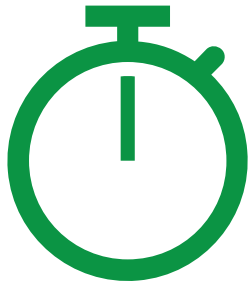
Marketplace Implementation

Vendor Marketplace Presence

Marketplace Implementation includes working 1:1 with a dedicated Marketing Implementation Specialist to create a Marketplace Presence in NJSTART.

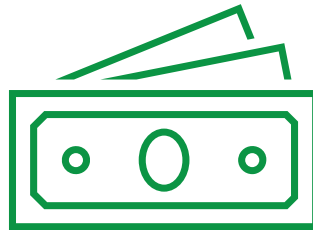
What is a Marketplace Presence?

A Marketplace Presence is how your contract/company is represented in the NJSTART Marketplace. It is one of the ways to promote your business to Government Buyers.



Fast

Typically done in <14 days



Free

No additional cost



Easy

Our team does 90% of the work

WE CAN ACCOMMODATE ANY TYPE OF CONTRACT

Vendor Marketplace Presence

Available Formats

Informational

- General Contract Information
- How to purchase from the contract
- Who to contact - in order to purchase

[Click Here For Checklist](#)

Itemized

- Individual Items w/ details (photos, pricing, etc.)
- Buyers can add to cart / export cart

[Click Here For Checklist](#)

Punchout

- Connect to Vendor's 3rd-Party e-commerce site
- Products and Services specific to your contract
- **Additional Requirements May Apply**

[Click Here For Checklist](#)

*All information provided must be relevant to the state specific contract. Marketing or promoting off contract products or services or other offers is forbidden. Any pricing referenced must align with the state contract.



Marketplace Presence Compliance Reminder

As a Contractor, you are required to ensure that your marketplace presence fully complies with the scope, terms, and conditions outlined in the referenced Contract or Master/Blanket Purchase Order Number. This requirement is referred to in your contract as NJSTART Marketplace Catalog Enablement or Catalog Enablement.

This is typically found in the following sections of your contract:

- Original Bid/RFP: Section 1 or Section 5 of the Bid Document
- National Cooperative or GSA: Section 5 of the Participating Addendum

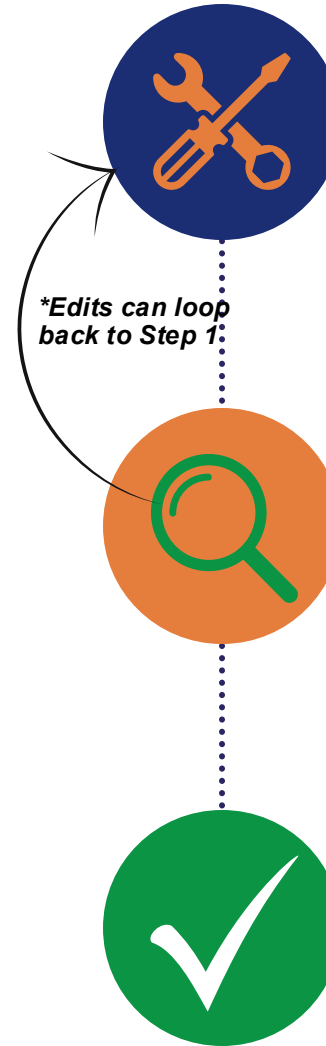
Important: It is always your responsibility to ensure that your Marketplace presence aligns with the scope of the awarded contract. Any deviations must be corrected immediately.



MARKETPLACE DEMO

Marketplace Implementation

3 steps to build your marketplace presence



1. We Build Your Marketplace Presence Proof

Your Implementation Specialist will create a draft Marketplace Presence based on your contract.

***Timeframe: ~2 weeks**

2. You Review & Approve (or Request Changes)

Review the draft and request changes or approve. Prefer a different format? Just let us know.

3. We Publish in the NJSTART Marketplace

Once approved, we'll activate and your presence will go live in NJSTART. You can request changes at any time.

***Live upon final State approval**



REPORTING AND COMPLIANCE

Procurement Efficiency Program

As you are aware, a 1% Procurement Efficiency Program (PEP) fee is applied to all purchases from your state contracts.

Vendor collected administrative fees to fund procurement operations, cooperative programs, and systems are very common across the U.S. These fees are, essentially, a way to improve services to the supplier community and the state. To ensure equity and fairness for the suppliers, the 1% fee is being applied consistently across all statewide contract suppliers.

All statewide contract vendors are required to report their net sales from state, local, and quasi – governmental agencies, on a quarterly basis and pay their Procurement Efficiency Program fee directly through NJSTART via our Reconciler tool, the easy-to- use online reporting tool. Important note: Contract holders are responsible for reporting their dealer and distributor sales.

Periscope will provide all statewide contract vendors with any support necessary to make the process as painless as possible.

You can find a link to the regulation - <https://www.nj.gov/treasury/purchase/pdf/NJAC1712.pdf>

NJSTART Reporting & Payment Support:
reconciler@mdfcommerce.com

Debbie Garnar
debbie.garnar@sovra.com
Phone: 315-452-0618

Reporting & Payment Timeline

- Beginning of each reporting period – you will receive a reminder email. Supplier convenience guide and reconciler demo link.
- All NJSTART vendors must submit their reports via the Reconciler system.

QUARTER		REPORT DUE	NON-COMPLIANCE
Q1	January to March	April	May
Q2	April - June	July	August
Q3	July - September	October	November
Q4	October- December	January following year	February following year

Option 1	Option 2	Option 3
ACH Payment	First Class Mail	Overnight Mail

NJSTART Reporting & Payment Support:
reconciler@mdfcommerce.com

Key points when entering your quarterly report.

- Sales should be reported in the quarter where payment is received.
- Contract holders are responsible for reporting their dealer and distributor sales.
- Zero sales still requires a submission.



NEXT STEPS

What's next?



TODAY

You will receive an email with:

- Webinar Recording
- PDF of this Presentation



< 2 WEEKS

You will receive an email with:

- Proof of your Marketplace Presence for approval

Resources

General

[NJSTART Login](#)

[NJSTART.info](#)

Reporting

[Reporting and Payment Guide](#)

[Reconciler Demo](#)

Password:

@PeriscopeSupplier33

Vendor Resources

[Vendor Resource Portal](#)

Password: **NJSTARTpep2024!**

[Quick Reference Guides](#)

[NJSTART DPP Vendor Support](#)

Marketplace Implementation

[Informational Format Checklist](#)

[Itemized Format Checklist](#)

[Punchout Format Checklist](#)

Support

Reporting and Payment Support

reconciler@mdfcommerce.com

Marketplace Support

vendors@njstart.info

Supplier Resource Page

- Events
- Marketing Collateral
- Templates
- Guides
- Print Ready Conference Signage
- FAQ's
- Webinar Recordings

[Vendor Resource Portal](#)

Password:
NJSTARTpep2024!



NJSTART PEP Vendor Resources

Welcome to the NJSTART PEP Vendor Resource Page

Explore a curated collection of resources, including detailed guides, customizable templates, and branding assets, designed to enhance your engagement and visibility with NJSTART buyers. Dive in to discover how you can maximize your impact in the NJSTART Marketplace and drive success today!

 Upcoming Events Use this link for a list of all upcoming events for NJSTART. View Events Page	 NJSTART PEP Supplier Benefits Package This PDF will provide you with an overview of the NJSTART PEP Program, along with the benefits of being in the program. Download	 NJSTART Logos Download NJSTART logos in various formats here! NOTE: Once you click DOWNLOAD it will take a few minutes for it to appear in your Downloads section of your device. Download
 Print Ready Table Top Signage (11 x 17) Access to print ready table top signage that you could use at your upcoming events and conferences. It includes a QR Code so that people can easily access your contracts. Be sure to read the instructions that allow you to customize it even further. Download	 Marketing Communications Templates Here you will find templates to be used for Letters and Signature Lines, NJSTART Contract badges, PPT Template, Social Media template and more! Note: Once you click DOWNLOAD - it will take a few minutes for it to appear in your Downloads section of your device. Download	 Supplier Reporting and Payment Guide This document will provide guidance to suppliers in providing quarterly sales reporting and remitting any Procurement Efficiency Program (PEP) fees. Download
 FAQ Access our FAQs for helpful information about the NJSTART PEP Program. View Here	 View our latest NJSTART Supplier Onboarding Webinar This 20 minute video will provide you with an overview of our Supplier Onboarding sessions for NJSTART. Watch Now	 Marketplace Demo View this video to get an overview of the NJSTART Marketplace. By clicking the Watch Now link below, you will be redirected to the video. Watch Now

Questions ?

vendors@njstart.info

