



## NJSTART Supplier Reporting & Payment Overview

Purpose: To provide guidance to suppliers in providing quarterly sales reporting and remitting any related convenience fees.

Participating Suppliers can request a full User Guide by emailing [reconciler@mdfcommerce.com](mailto:reconciler@mdfcommerce.com)

### What is Required in Quarterly Sales Reporting?

**Report All Contract Sales:** 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 and local public purchasing entities. \* Reporting is done online within the NJSTART Reconciler system.

**Sales Calculation:** Net Purchases are defined as gross sale amounts less credits, taxes, regulatory fees, clearly agreed-to “pass-throughs,” and separately stated shipping charges not included in unit prices. Reporting should include both State Agency sales and sales from all Cooperative Purchasing Participants such as municipalities, colleges and universities, local governments, school districts and special districts/entities (inclusive of political subdivisions).

**Report Zero Sales:** 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. Reporting is not retroactive. Reporting starts on the effective date of a newly awarded contract or for an existing contract the date the new amendment was fully executed.
2. The Purchase Order (PO) or other purchasing document is dated before or during the reporting quarter. The invoice or payment date is during the reporting quarter.

**\*Supplier Convenience Fee Assessment:** Please confirm your State Contract terms and conditions and any contract amendments prior to starting your quarterly sales reporting.

## Fee Payment Options in NJSTART:

Option 1: EFT information

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

Option 2: Remittance Addresses for Checks

Please make checks payable to Periscope Intermediate Corp

First Class Mail

Periscope Intermediate

Corp PO BOX 674844

DALLAS TX 75267-4844

Overnight

Periscope Intermediate Corp LOCKBOX NUMBER 674844

1200 E CAMPBELL RD

STE 108

RICHARDSON TX 75081

## Payment Documentation

Periscope has published the following documentation to facilitate payment processing:

- [W-9: Periscope Intermediate Corp - 2024](#)
- [W-9: Periscope Holdings, Inc - 2024](#)
- [W-9: Periscope Intermediate Corp. - 2023](#)
- [W-9: Periscope Holdings, Inc. - 2023](#)
- [Periscope DDA Letter](#)
- [List of State Agencies & Organizations\\*](#)

\*This list of State Agencies and Organizations only reflects State Agencies and Organizations. State Cooperative Purchasing Entities such as Municipalities, Counties, School Districts, Volunteer Fire Departments, Volunteer First Aid and Rescue Squads, County and State Colleges, Independent Authorities, Quasi-State Agencies, and Independent Institutions of Higher Education are not listed, but must still be reported in your quarterly NJSTART Marketplace Sales Reports.

If you need assistance or to request a User Guide, contact the Reconciler support team at [reconciler@mdfcommerce.com](mailto:reconciler@mdfcommerce.com).