



## NJSTART Supplier Reporting & Payment Guide

**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

**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.\*

**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. 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 (PO). Example: A PO is issued on 02/15/22 by the City of Newark and meets the criteria above for reporting during the quarter. The PO contains two line items. Each item is reported as a separate line in the spreadsheet.

#### \*Supplier Convenience Fee Assessment

For suppliers participating in the Marketplace Program from May 1, 2021 to September 6, 2022, the 1% Convenience Fee is charged on applicable Cooperative Purchasing Program sales. Starting September 6th the Marketplace Program was extended to include the Supplier Convenience Fee on all sales under participating State contracts. Please confirm your State Contract terms and conditions prior to starting your quarterly sales reporting.

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.

## Submitting Your Report and Remitting Your Fee by Quarter for 2023

Submit your report to [reconciler@mdfcommerce.com](mailto:reconciler@mdfcommerce.com) and pay using one of the following methods:

### 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

### 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. - 2023](#)
- [W-9: Periscope Holdings, Inc. - 2023](#)
- [W-9: Periscope Holdings, Inc. - 2022](#)
- [W-9: Periscope Holdings, Inc. - 2021](#)
- [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, contact the Reconciler support team at [reconciler@mdfcommerce.com](mailto:reconciler@mdfcommerce.com).