



**New Jersey Department of the Treasury
Division of Purchase and Property**



**Quick Reference Guide:
Vendor Profile Management
ATTACHING FILES**

Seller Administrators

Table of Contents

1. Purpose	3
2. Instructions	3
2.1. Verify That You Have Seller Administrator Privileges	3
2.2. Select Maintain Organization Information	4
2.3. Choosing and Attaching Files	4
2.3.1. Uploading Attachments	4
2.3.2. Downloading Attachments	5
2.3.3. Deleting Attachments	5
3. Attachment File Type Restrictions	6

1. Purpose

This Quick Reference Guide (QRG) is one of several that provides step-by-step instructions on how to manage your company's NJSTART Vendor Profile and applies only to those vendors that have completed NJSTART registration.

This guide specifically addresses how to attach files to your NJSTART Vendor Profile.

QRGs for registering your company in NJSTART, managing your Vendor Profile, and many other topics can be found at the New Jersey Division of Purchase and Property Vendor Support Page at <http://www.nj.gov/treasury/purchase/njstart/vendor.shtml>.

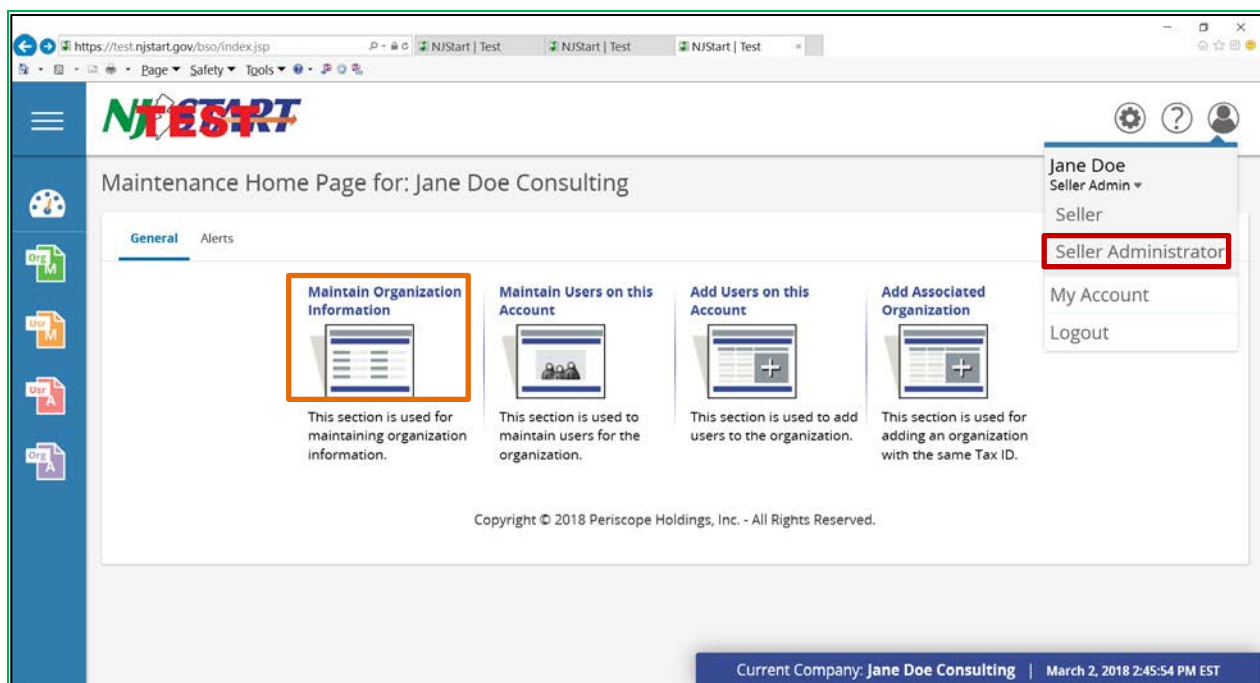
If you have questions regarding this Vendor Profile management process, you may contact a New Jersey State Vendor Administrator at (609) 341-3500 or email njstart@treas.nj.gov

2. Instructions

Note: You must be logged in to NJSTART in order to perform the tasks described in this section.

2.1. Verify That You Have Seller Administrator Privileges

After login, you'll see the following home screen. Verify that you have Seller Administrator privileges and click on the tab (indicated in red) to select that role.

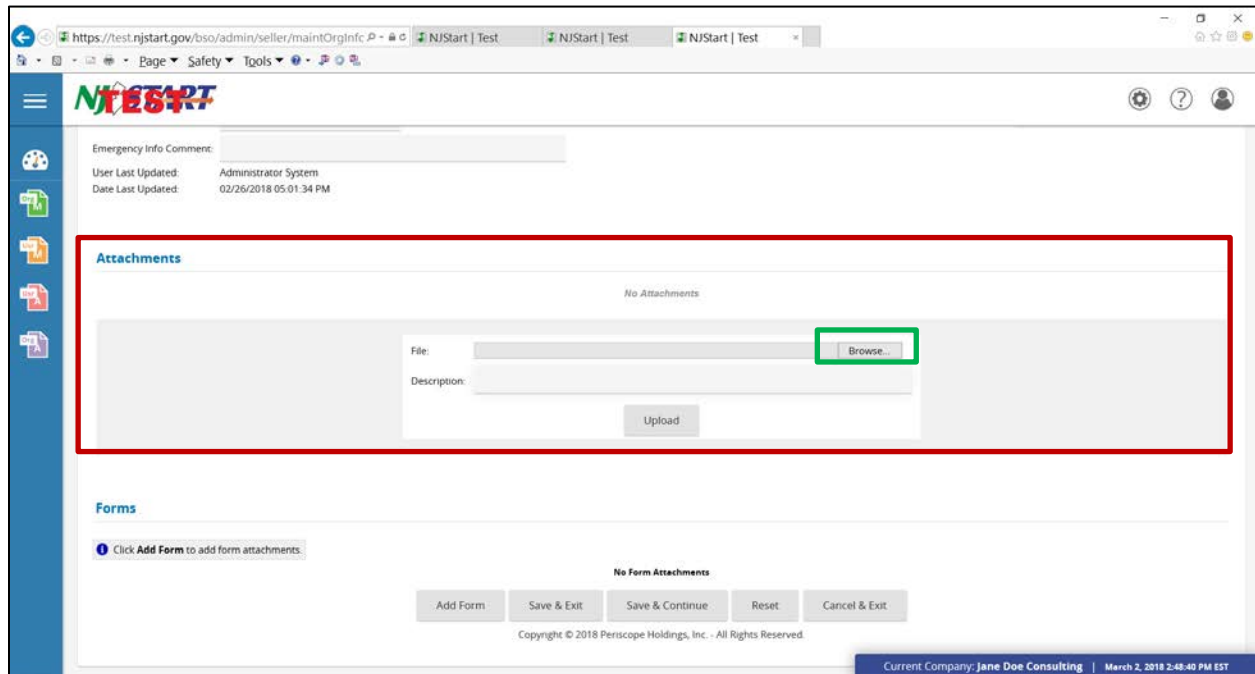


If you do not see the screen above, confirm that you are in your Seller Administrator role (found in the top right hand corner of your screen). If you do not have Seller Administrator privileges, you must request those rights from your company's Seller Administrator.

2.2. Select Maintain Organization Information

Click on the Maintain Organization Information function (indicated in orange above).

Maintain General Organization Information view is shown below. The file attachment section is in the bottom half of this view (indicated in red).



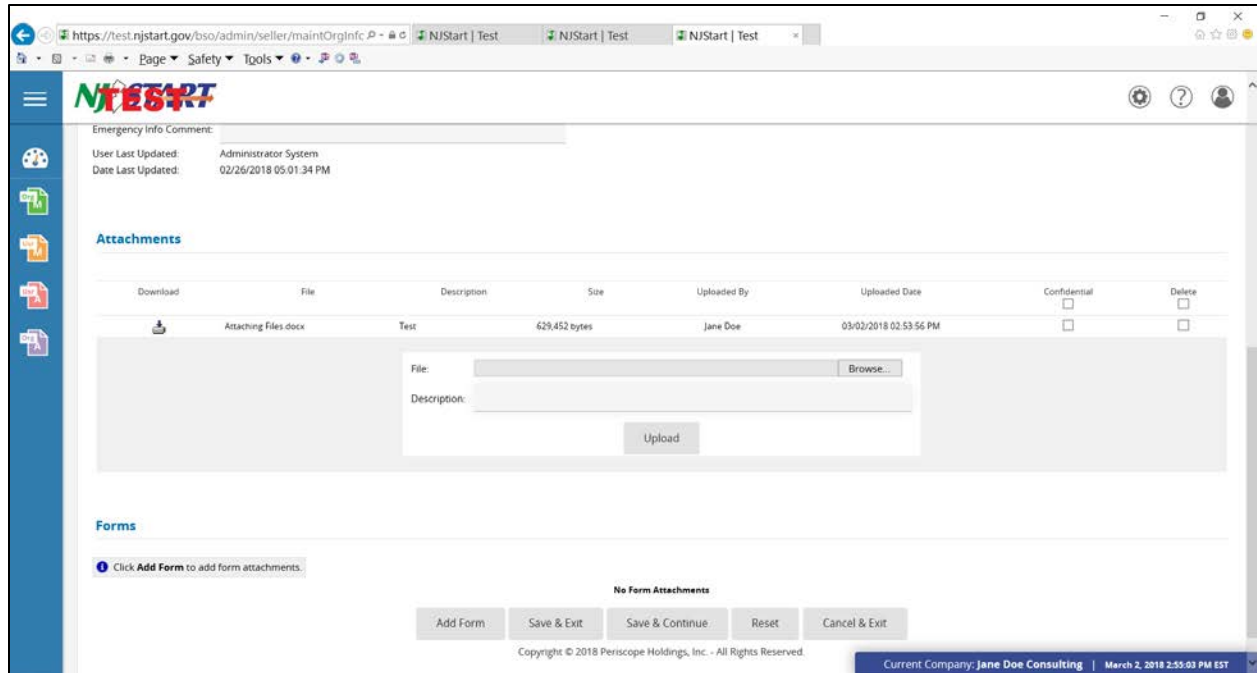
The screenshot displays the 'Maintain General Organization Information' page in the NJSTART system. At the top, there is an 'Emergency Info Comment' field and metadata for 'User Last Updated' (Administrator System) and 'Date Last Updated' (02/26/2018 05:01:34 PM). The main section is titled 'Attachments' and shows 'No Attachments'. Below this, there is a form with a 'File' input field, a 'Description' input field, and an 'Upload' button. The 'Browse...' button next to the 'File' field is highlighted with a green box. The 'Forms' section below contains a message: 'Click Add Form to add form attachments.' and a 'No Form Attachments' message. At the bottom, there are buttons for 'Add Form', 'Save & Exit', 'Save & Continue', 'Reset', and 'Cancel & Exit'. The footer indicates 'Copyright © 2018 Perscope Holdings, Inc. - All Rights Reserved' and 'Current Company: Jene Doe Consulting | March 2, 2018 2:48:40 PM EST'.

2.3. Choosing and Attaching Files

Click on the **Browse** button (indicated in green above). Navigate to the folder containing the chosen files, select the chosen file and then click **Open**.

2.3.1. Uploading Attachments

Type an appropriate term in the Description field, and then click on the **Upload** button.



The file is uploaded and attached to your Vendor Profile. It now appears in a list of all such attachments.

Download	File	Description	Size	Uploaded By	Uploaded Date	Confidential	Delete
	Acme, Inc. Sample File 01.docx	Sample Acme, Inc. Attached File	12,427 bytes	Stacy Seller	08/24/2015 04:16:41 PM	No	<input type="checkbox"/>
	Design Specifications.png	Sample Acme, Inc. Design Specs	2,622 bytes	Stacy Seller	08/24/2015 04:20:09 PM	No	<input type="checkbox"/>

The list of attached files also provides several file attributes, including: filename (File); description; file size; name of user who uploaded the file; and uploaded date and time.

Note: File names cannot include the following characters: <, >, &, ', ?, #, [], and %.

2.3.2. Downloading Attachments

Any of the attachments on this list can be downloaded to your PC by clicking on the **Download** icon to the left of the attachment.

2.3.3. Deleting Attachments

Select attachments for deletion by clicking the appropriate box (or boxes) in the Delete column, and then click on the **Save & Exit** or **Save & Continue** buttons at the bottom of the screen, as shown below.



Click **Save & Exit** to return to the home screen.

3. Attachment File Type Restrictions

NJSTART provides registered vendors with the means to attach files, including nearly all standard formats for documents, photos, audio, and video, to their vendor portal profile. Once these files are attached to your Vendor Profile they can be viewed, edited, deleted, downloaded to your desktop, or attached to records created in NJSTART, such as quotes.

The following is an alphabetical listing of file types that cannot be attached to your Vendor Profile:

.acm	.ade	.adp	.asp	.asx	.avb	.bas	.bin	.chm	.cla
.class	.cmd	.cnv	.com	.cpl	.cpt	.crt	.dll	.drv	.dvb
.eml	.exe	.frm	.hqx	.hlp	.hta	.htt	.inf	.ini	.ins
.isp	.js	.jse	.lnk	.mda	.mdb	.mde	.mdt	.mdw	.mdz
.mht	.mhtml	.mpd	.mpp	.mpt	.msc	.msg	.msi	.msp	.mst
.nws	.obd	.ocx	.ov	.pcd	.pif	.pl	.pm	.pot	.qpw
.reg	.scf	.scr	.sct	.shb	.shs	.shw	.smm	.sys	.tlb
.tsp	.url	.vb	.vbe	.vbs	.vxd	.wbk	.wbt	.wiz	.wmf
.wpd	.ws	.wsc	.wsf	.wsh					

If you have questions or need assistance, contact a New Jersey State Vendor Administrator at (609) 341-3500 or email njstart@treas.nj.gov.