



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



Quick Reference Guide:

**Vendor Profile Management
ATTACHING FILES**

Seller Administrators



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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 who 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>.

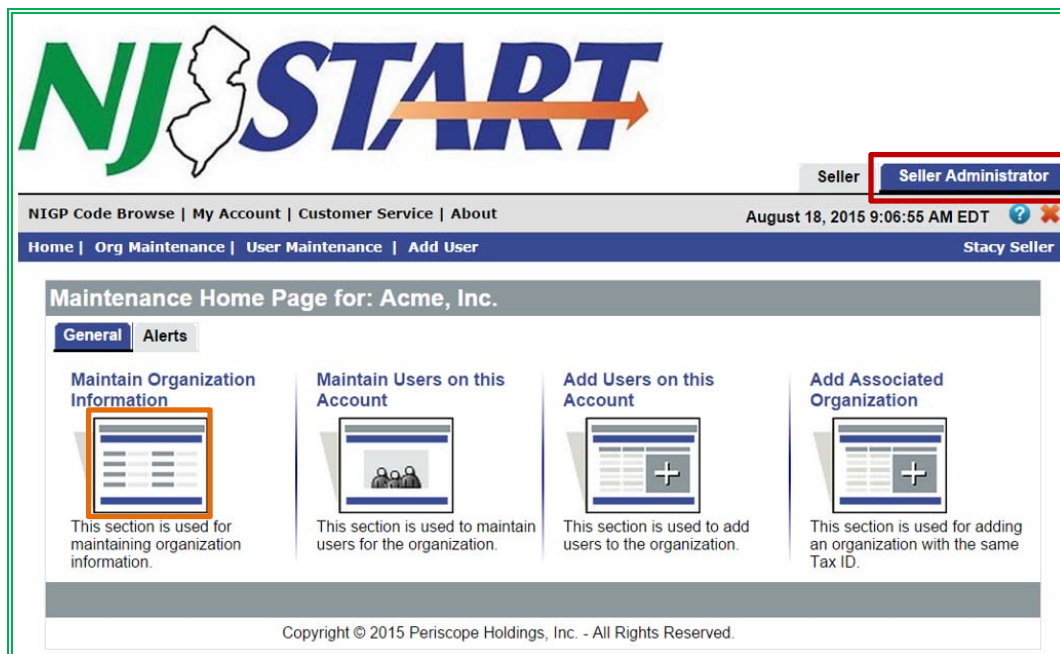
If you have questions regarding this Vendor Profile management process, you may contact a New Jersey State vendor administrator at (609) 341-3500 or email njstart@treas.nj.gov

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).

Maintain General Organization Information

Vendor ID: **V00000257**
 Company Name*: Vendor Legal Name*:
 DBA for Vendor:
 Tax ID #: Country Code for Tax ID*:
 Is Tax ID # an Employer Identification Number (EIN) or a Social Security Number (SSN)?
 EIN SSN

Incorporation Details: State: Year of Incorporation:
 Business Description:
 Preferred Delivery Method:
 Vendor Email:
 Vendor Fax:
 Emergency Supplier:
 Yes No

Emergency Phone*: Ext.:
 Emergency Contact Name*:
 Emergency Email*:
 Emergency Info Comment:
 User Last Updated: Stacy Seller
 Date Last Updated: 08/24/2015 03:57:32 PM

Attachments

No Attachments

File: Choose File No file chosen

Description:

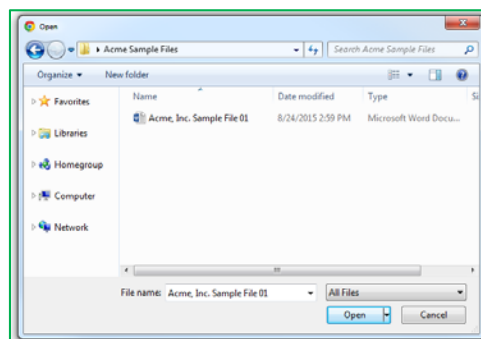
Forms

Name	Description	Confidential	Attached By	Attached Date	Delete
Disclosure of Investigations and Other Actions Involving Bidder	Disclosure of Investigations - Use for NJSTART Certification ONLY	<input type="checkbox"/>	Stacy Seller	08/24/2015	<input type="checkbox"/>
Statement of Bidder/Vendor Ownership	Ownership Disclosure - Use with NJSTART Certification ONLY	<input type="checkbox"/>	Stacy Seller	08/24/2015	<input type="checkbox"/>

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2.3. Choosing and Attaching Files

Click on the **Choose File** button (indicated in green above). The Windows operating system opens file explorer. Navigate to the folder containing the chosen files, as in the following example:



Select the chosen file and then click **Open**.



2.3.1. Uploading Attachments

The Attachments view changes as shown below. 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 04:20:08 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 appropriate icon and the download column.

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					

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