



**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>.

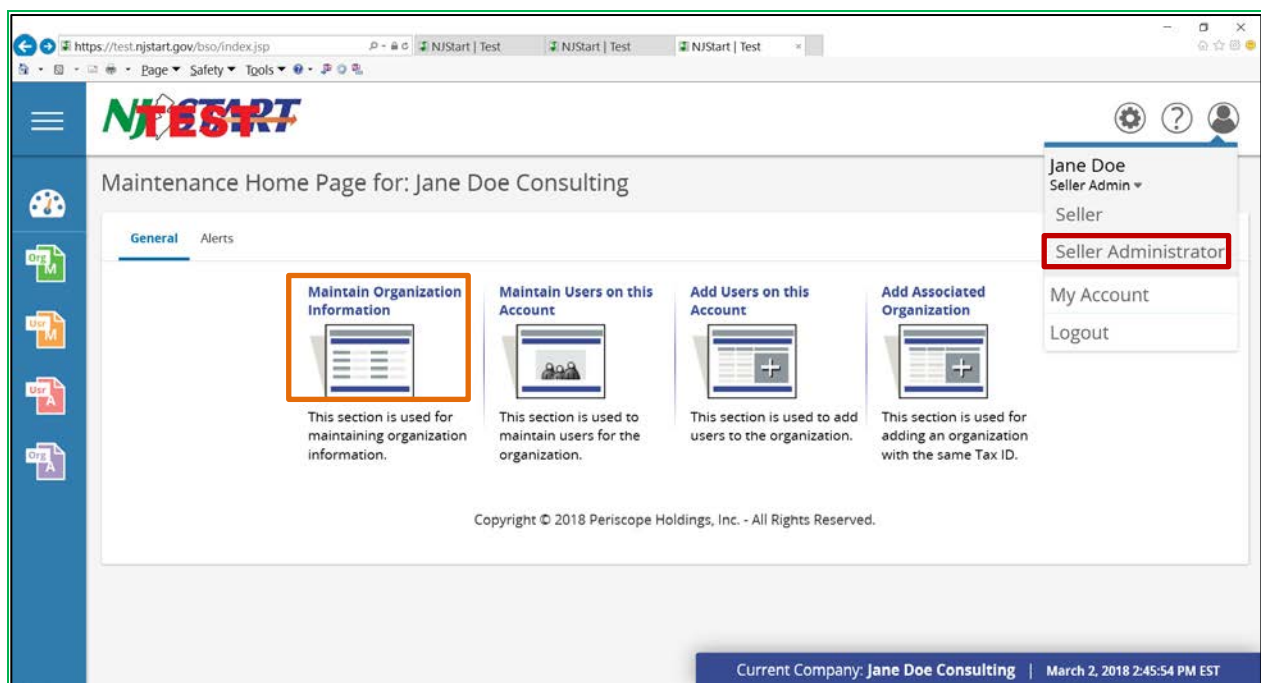
If you have questions regarding this Vendor Profile management process, you may contact a New Jersey State Vendor Administrator at (609) 341-3500 or email njstart@treas.nj.gov

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.

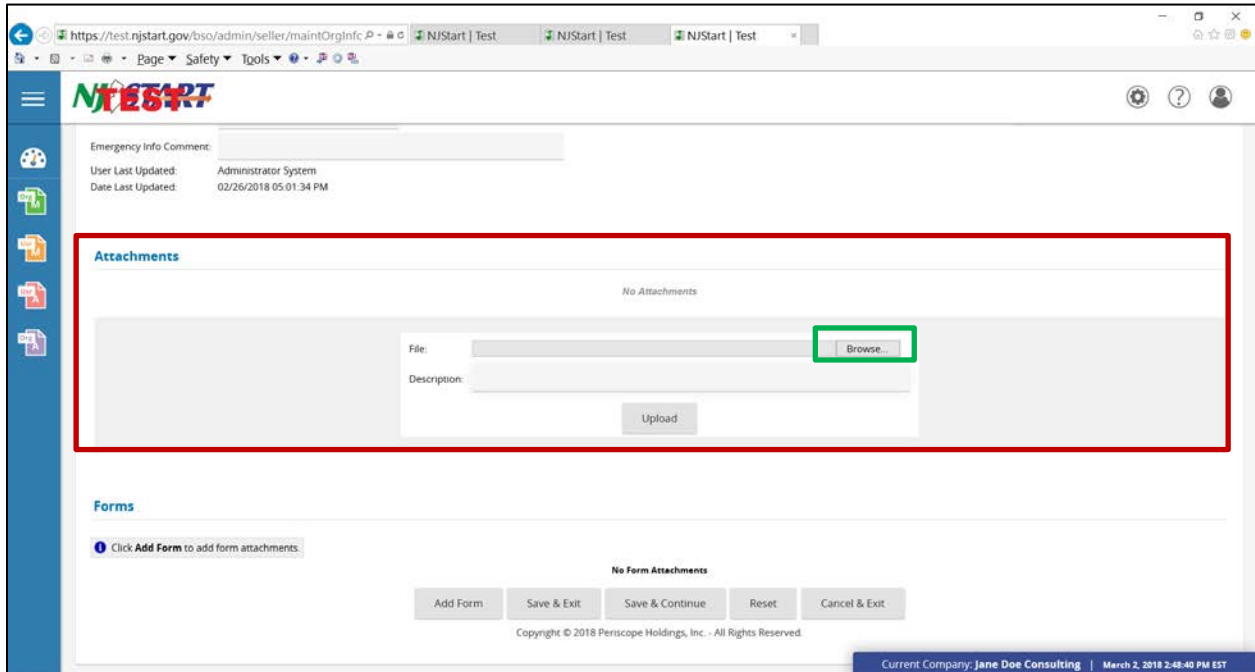


If you do not see the screen above, confirm that you are in your Seller Administrator role (found in the top right hand corner of your screen). If you do not have Seller Administrator privileges, you must request those rights from your company's Seller Administrator.

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).



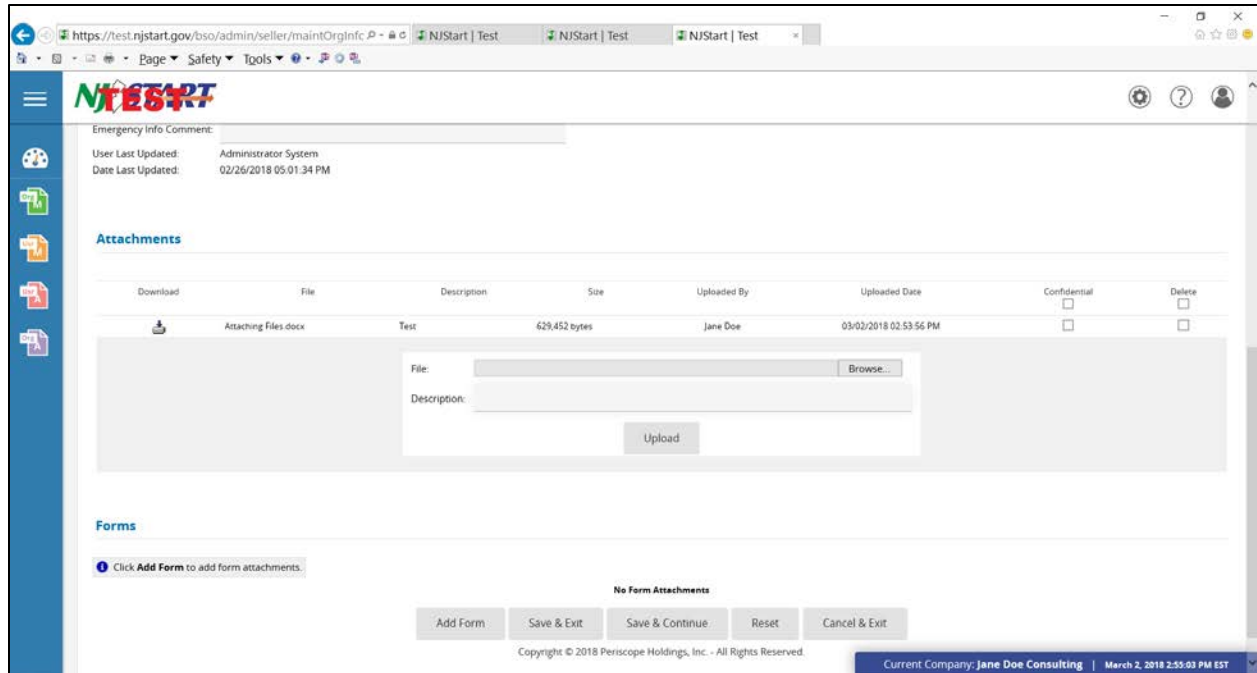
The screenshot shows a web browser window with the URL <https://test.njstart.gov/bsa/admin/seller/maintOrgInfo>. The page displays the NJSTART logo and a navigation menu on the left. The main content area includes an 'Emergency Info Comment' field, 'User Last Updated' (Administrator System), and 'Date Last Updated' (02/26/2018 05:01:34 PM). Below this is the 'Attachments' section, which is highlighted with a red border. It contains a 'No Attachments' message, a 'File:' input field with a 'Browse...' button (highlighted in green), a 'Description:' input field, and an 'Upload' button. Below the attachments section is the 'Forms' section, which includes a message 'Click Add Form to add form attachments.' and a 'No Form Attachments' message. At the bottom of the page, there are buttons for 'Add Form', 'Save & Exit', 'Save & Continue', 'Reset', and 'Cancel & Exit'. The footer shows '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.

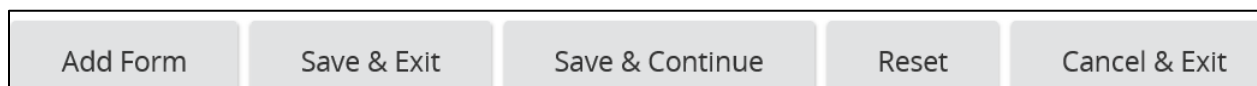
Note: File names cannot include the following characters: <, >, &, ', ?, #, [], and %.

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.