



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

Quick Reference Guide:

ATTACHING FORMS & FILES

Seller Administrators

Revised as of: 11/07/22





Table of Contents

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

1.0 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

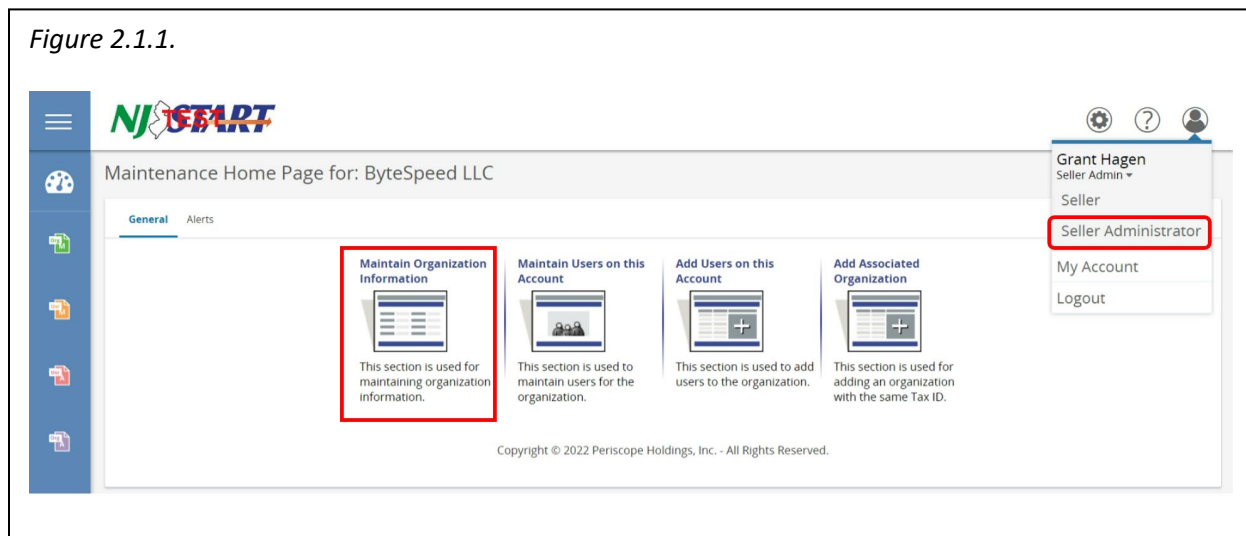
2.0 Instructions

- 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 shown in *Figure 2.1.1*.

Figure 2.1.1.



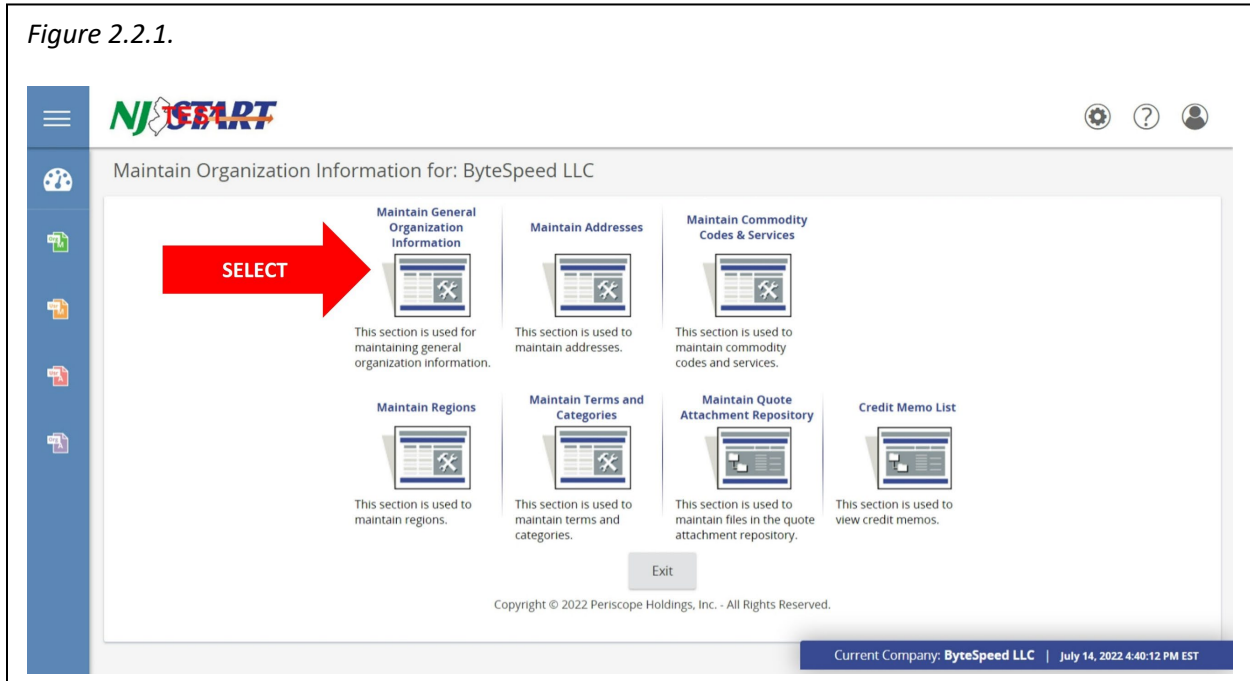
- If you do not see the screen above, confirm that you are in your Seller Administrator role found in the top right hand corner of your screen as shown in *Figure 2.1.1*.
- If you do not have Seller Administrator privileges, you must request those rights from your company's Seller Administrator.

2.2. Select Maintain Organization Information

- Click on the Maintain Organization Information function as shown in *Figure 2.1.1*.

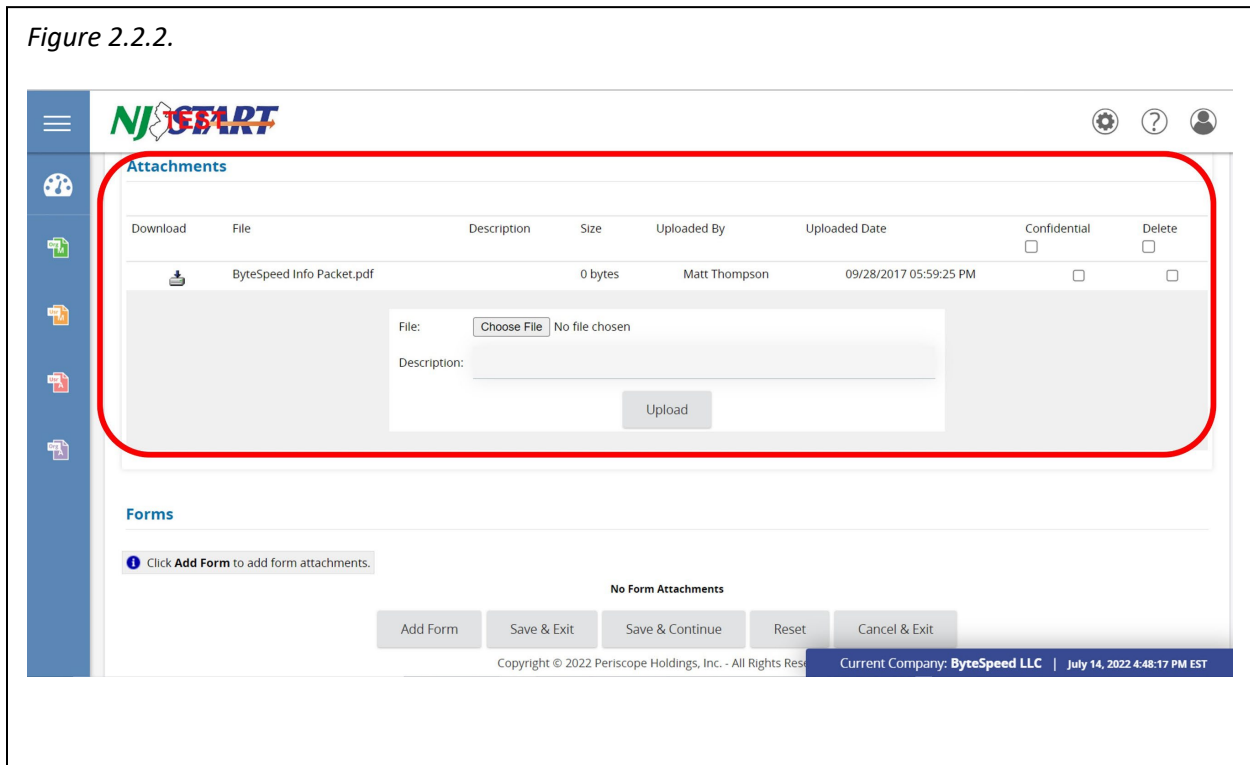
- On the Maintain General Organization Information screen select “Maintain General Organization Information” as shown in Figure 2.2.1.

Figure 2.2.1.



- On the next screen, the file attachment can be located by scrolling down to the bottom of the screen as shown in Figure 2.2.2.

Figure 2.2.2.



2.3. Choosing and Attaching Files and Forms

- Click on the Browse or Choose File button as shown in *Figure 2.3.1.1*.
- Navigate to the folder containing the chosen files or completed forms, 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 as shown in *Figure 2.3.1.1*.

Figure 2.3.1.1.

File: No file chosen

Description:

- The file or form is uploaded and attached to your Vendor Profile. It now appears in a list of all such attachments as shown in *Figure 2.3.1.2*.

Figure 2.3.1.2.

Download	File	Description	Size	Uploaded By	Uploaded Date	Confidential	Delete
	ByteSpeed Info Packet.pdf		0 bytes	Matt Thompson	09/28/2017 05:59:25 PM	<input type="checkbox"/>	<input type="checkbox"/>

Forms

i Click **Add Form** to add form attachments.

No Form Attachments

Copyright © 2022 Periscope Holdings, Inc. - All Rights Reserved.

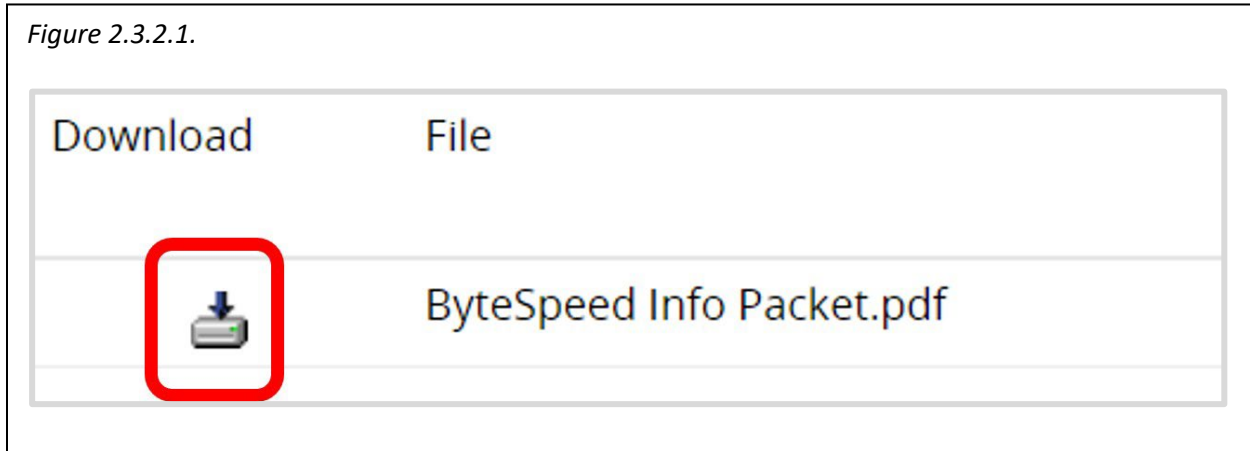
- The list of attached files and forms also provides several file attributes, including: filename (File); description; file size; name of user who uploaded the file; and uploaded date and time.

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 as shown in *Figure 2.3.2.1*.

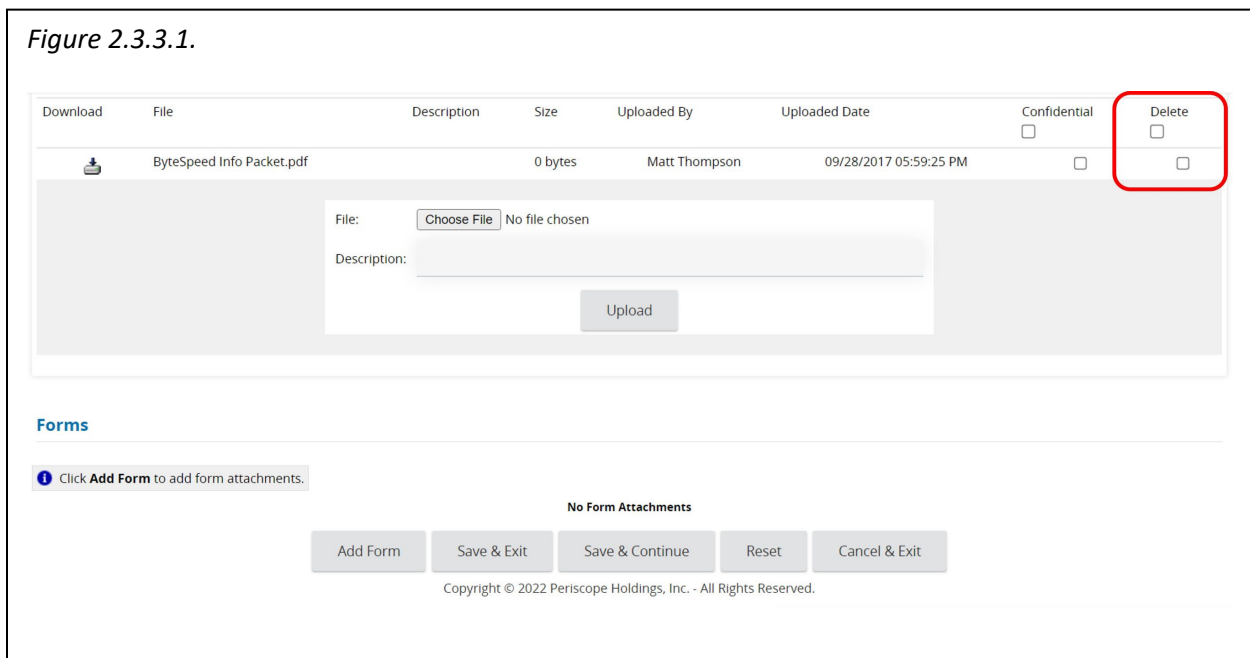
Figure 2.3.2.1.



2.3.3. Deleting Attachments

- Select attachments for deletion by clicking the appropriate box (or boxes) in the Delete column as shown in *Figure 2.3.3.1*.

Figure 2.3.3.1.



- To upload, download, and/or delete files, click on the “Save & Continue” button at the bottom of the screen
- Once completed, click “Save & Exit” to return to the home screen.



3.0 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 as shown in *Figure 3.0.1*.



Figure 3.0.1.

NJSTART

Welcome to NJSTART! Our easy-to-use eProcurement system puts the power to do business with the State of New Jersey in your hands by automating the procurement process.

[MORE INFORMATION](#)

NJSTART Search... Bid Solicitation: Advanced

STATE AGENCY RESOURCES
 Division of Purchase and Property
State Agency Assistance email: njstartagencysupport@treas.nj.gov

VENDOR RESOURCES
 Contract with the State
 MWBE, SBE, VOB & Other
 Certifications
 State Business Resources

VENDOR ASSISTANCE
 NJSTART Vendor Support
 email: njstart@treas.nj.gov
 phone: 609-341-3500

MARKETPLACE LOCAL GOVERNMENT RESOURCES
 NJSTART Marketplace Buyer Information
 Local Government Services
 eProcurement Regulations

MARKETPLACE VENDOR RESOURCES
 NJSTART Marketplace Program
 NJSTART Marketplace Vendor Information
 Cooperative Purchasing in New Jersey
Marketplace Vendor Assistance
 e-mail: suppliers-njstart@mdfcommerce.com

LOCAL GOVERNMENT ASSISTANCE