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**From:** procure  
**Sent:** Monday, September 25, 2017 4:06 PM  
**To:** procure  
**Subject:** ProcureAZ Alert - Special Characters in ProcureAZ Attachments

**ProcureAZ Alert**

**Date:** September 25, 2017

**To:** State Agencies

**From:** ProcureAZ Help Desk

**Re:** **ProcureAZ Alert – Special Characters in ProcureAZ Attachments**

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We wanted to send a refresher/reminder regarding the attachments and the use special characters in the file's name:

There are only three acceptable characters that should be used in a file name for a document that will be uploaded into ProcureAZ. The three characters are a hyphen ( - ), underscore ( \_ ), and a period ( . ). The use of any other special character runs the risk of causing an error either when you upload the file or when a vendor responds to a solicitation and uploads the file you provided of the same name.

**To avoid the possibility of causing ProcureAZ errors and the downstream effect they may have (ie. potential protests from vendors), limit the special characters to the above mentioned when it comes to your file names.**

Please share this reminder with your agency users who may upload attachments into ProcureAZ.

As always if there are any questions or concerns, please contact the ProcureAZ Help Desk.

Thank you

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