

WebProcure

End User Browser



May 2017

Table of Contents

Internet Explorer - Adding Site Links to Your Favorites	3
Google Chrome - Adding Site Links to Your Favorites	6
Internet Explorer - Set Website as a Safe Site	7
Google Chrome – Create a Trusted Site	10
Internet Explorer – Pop-up Blocker.....	14
Recommended Browsers	16


Internet Explorer - Adding Site Links to Your Favorites

Open Website


Access the WebProcure production site at <https://webprocure.perfect.com>

WebProcure

Username / Email Address

 Username or Email

Password

 Password

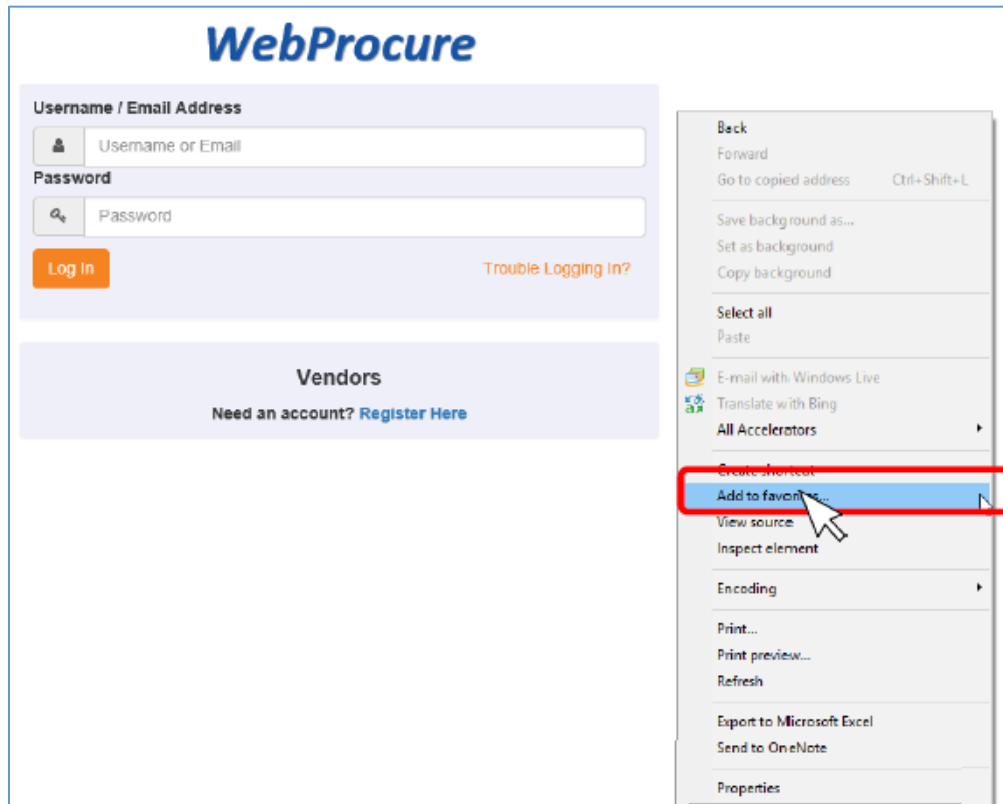
Log In

Trouble Logging In?

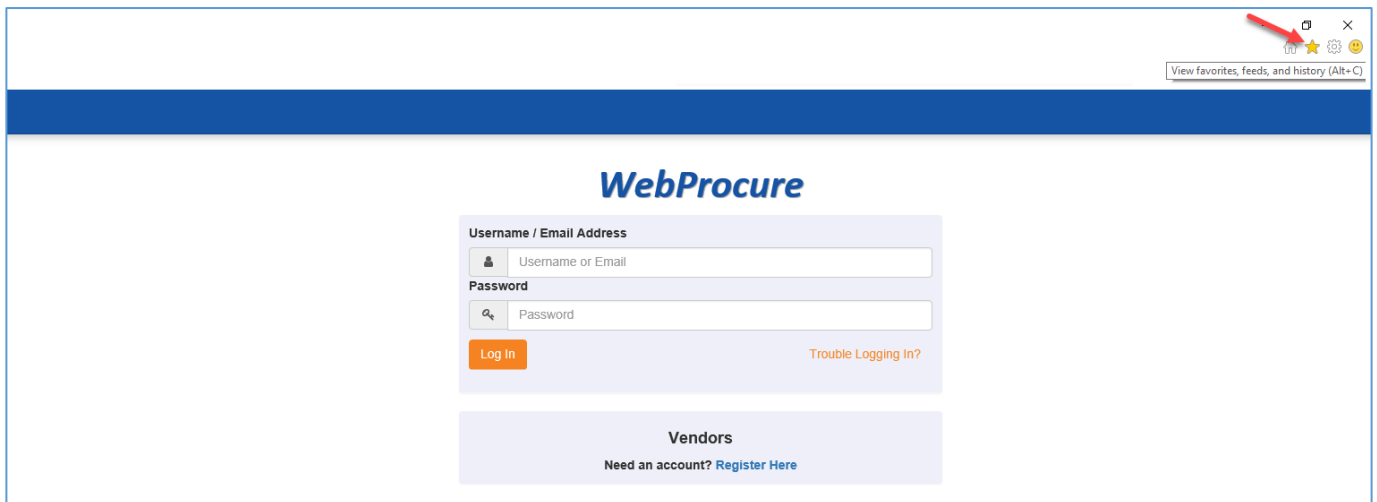
Vendors

Need an account? [Register Here](#)

Right Click on Page and Select “Add to Favorites”

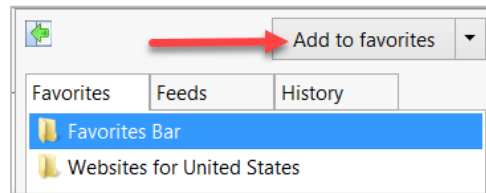


Or Select the Star

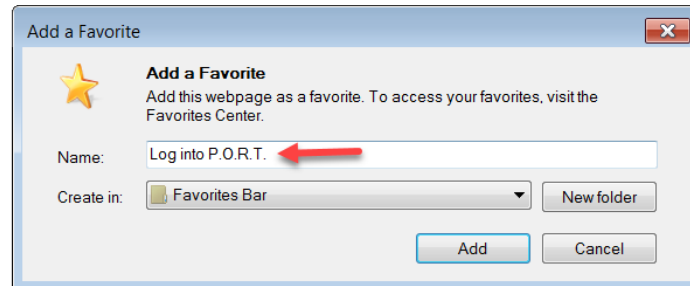


Click on the star at the right-hand corner of the page.

Click on “Add to Favorites”



Name Favorite (both ways end up here)

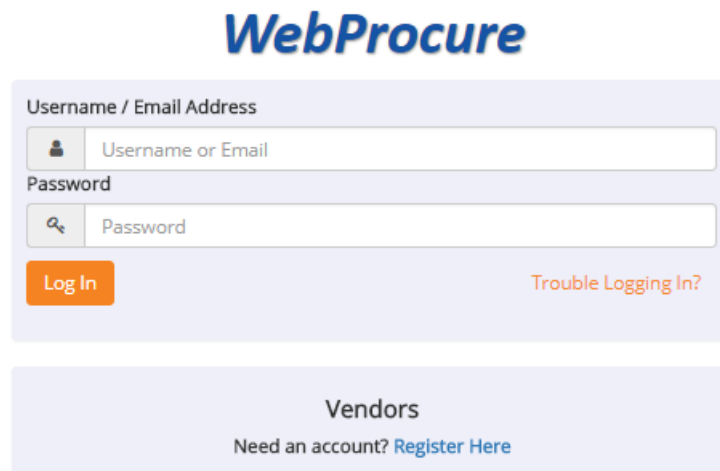


Enter a name for your favorite and click on the **Add** button.

Google Chrome - Adding Site Links to Your Favorites

Open Website

Access the WebProcure production site at <https://webprocure.perfect.com>



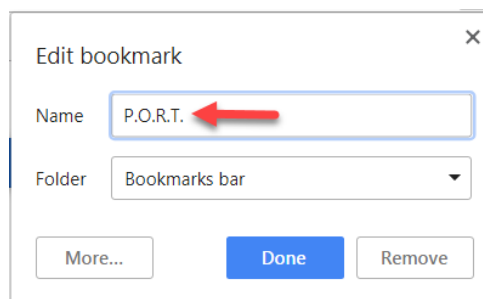
The image shows the WebProcure login page. At the top, the "WebProcure" logo is displayed in a large, blue, stylized font. Below the logo is a light purple login box. Inside this box, there are two input fields: "Username / Email Address" and "Password". The "Username / Email Address" field has a small icon of a person and the placeholder text "Username or Email". The "Password" field has a small icon of a key and the placeholder text "Password". Below these fields is an orange "Log In" button. To the right of the "Log In" button is a link that says "Trouble Logging In?". Below the login box is a section titled "Vendors" with the text "Need an account? Register Here" and a blue link "Register Here".

Select the Star



Select the star in the right-hand corner of the page.

Name the Bookmark



The image shows the "Edit bookmark" dialog box in Google Chrome. The dialog box has a title bar with a close button (X). Inside, there are two main sections: "Name" and "Folder". The "Name" section has a text input field containing "P.O.R.T." with a red arrow pointing to it. The "Folder" section has a dropdown menu currently set to "Bookmarks bar". At the bottom of the dialog box, there are three buttons: "More...", "Done", and "Remove".

Enter a name for your bookmark and click on the **Done** button.


Internet Explorer - Set Website as a Safe Site

Open Website


Access the WebProcure production site at <https://webprocure.perfect.com>

WebProcure

Username / Email Address

 Username or Email

Password

 Password

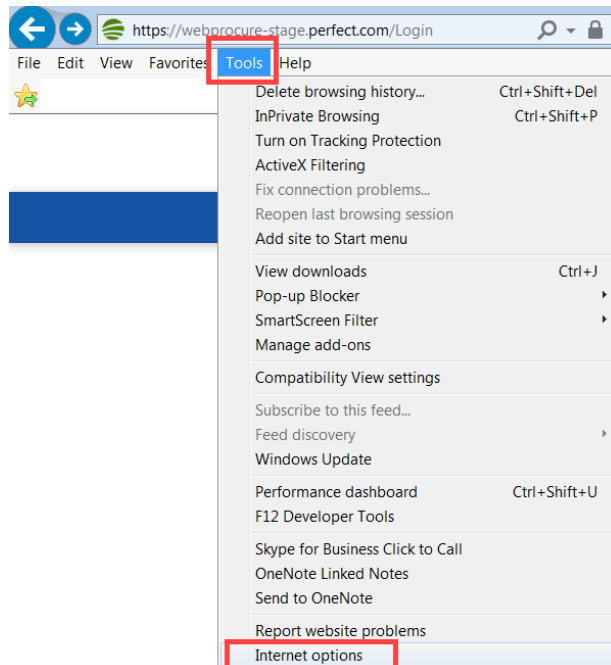
Log In

Trouble Logging In?

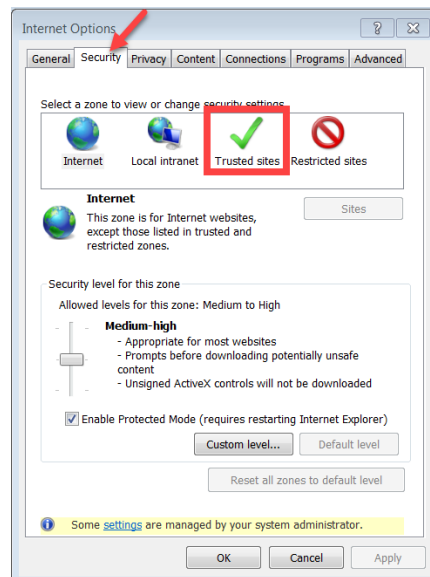
Vendors

Need an account? [Register Here](#)

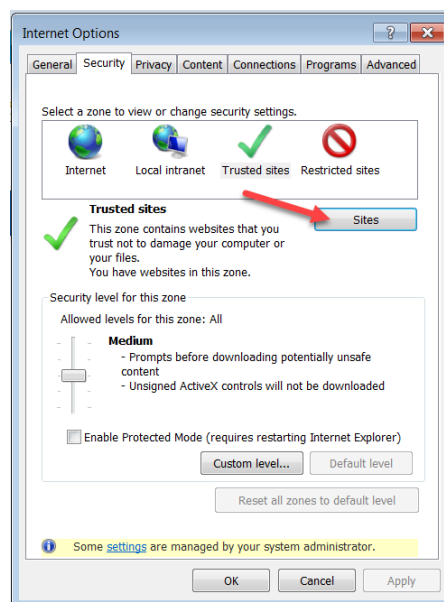
Select Tools from Menu – Then Select Internet Options



Select Security – Then Trusted Sites

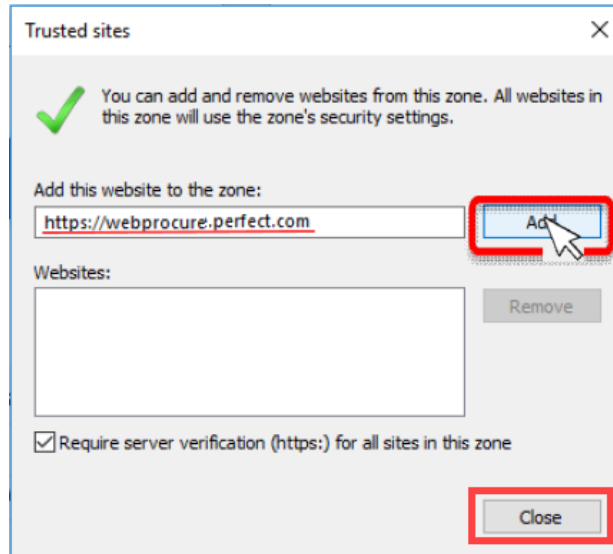


Click on the Sites button

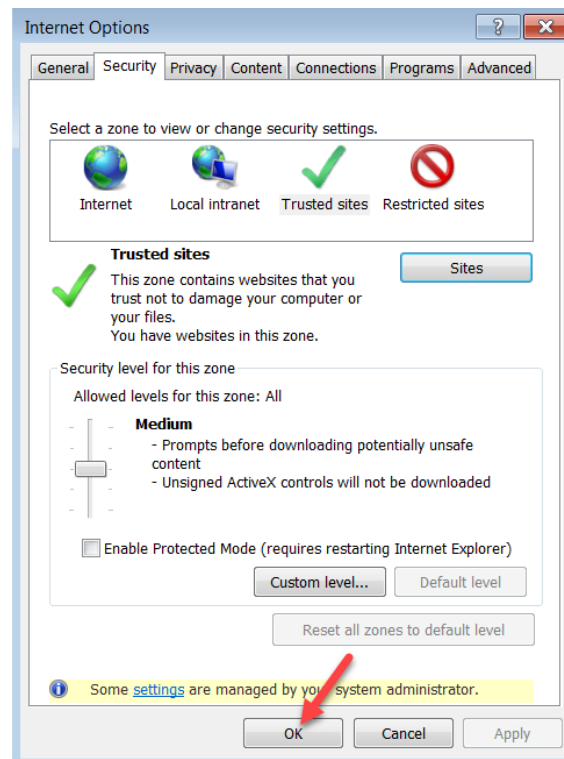


Enter Website Address

Enter the WebProcure production web address – <https://webprocure.perfect.com>
Then click on the **Add** button – then the **Close** button.



Click the OK button




Google Chrome – Create a Trusted Site

Open Website


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WebProcure

Username / Email Address

 Username or Email

Password

 Password

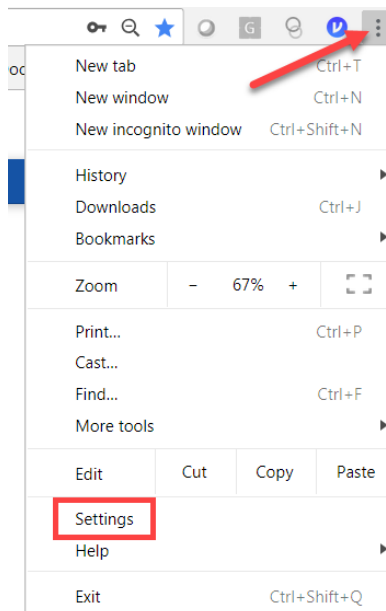
Log In

Trouble Logging In?

Vendors

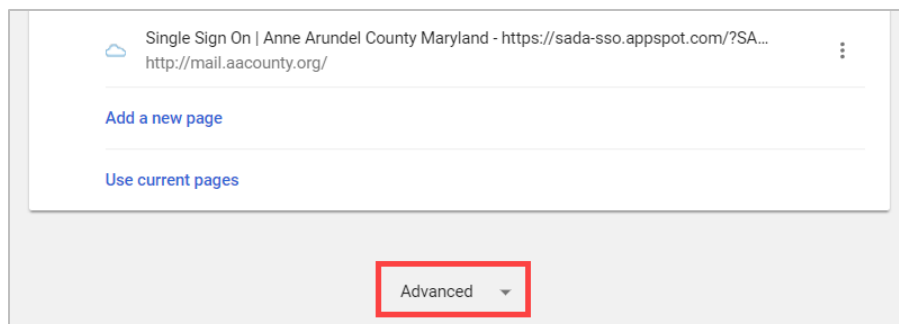
Need an account? [Register Here](#)

Select the Ellipsis in Right Hand Corner – then Select Settings



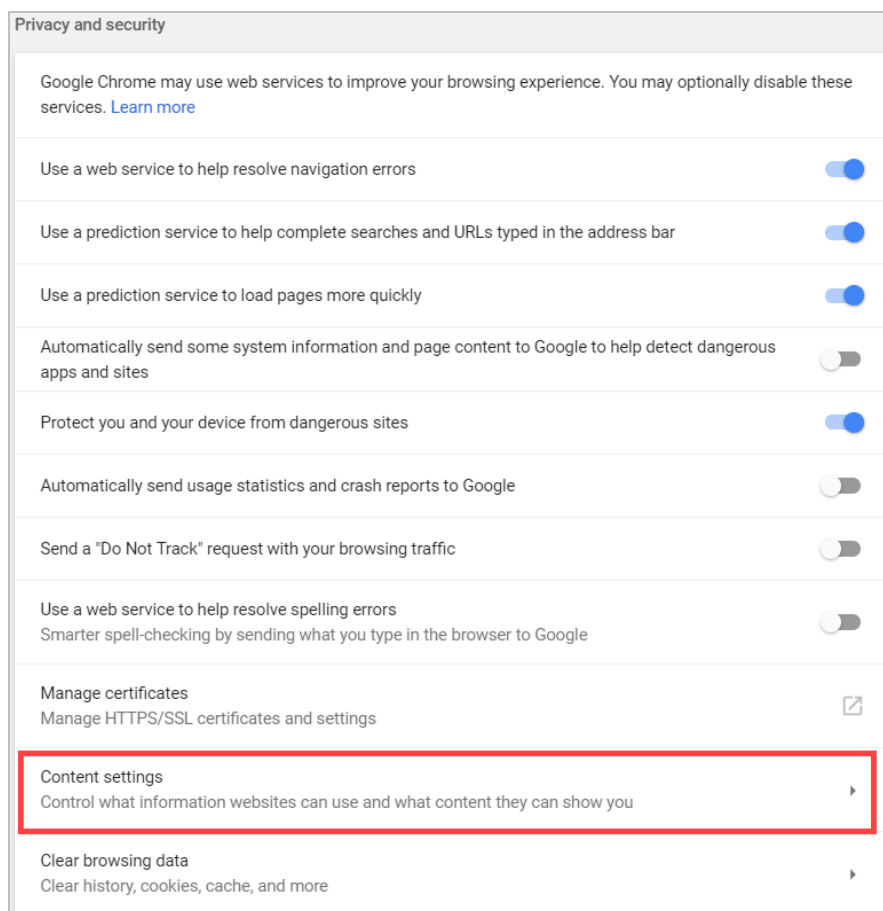
Select Show Advanced Settings at Bottom of Page

Scroll down to the bottom of the Settings page and select “**Advanced**”.

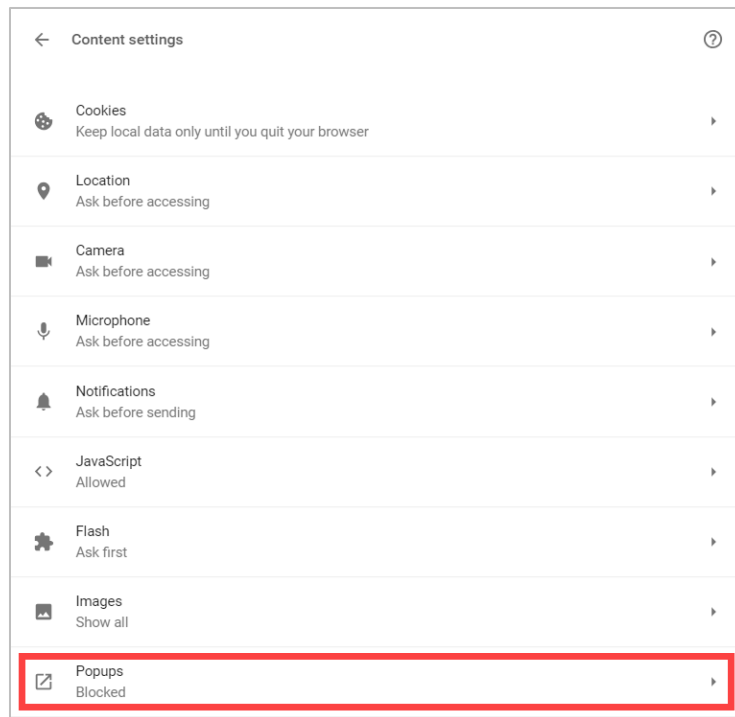


Select

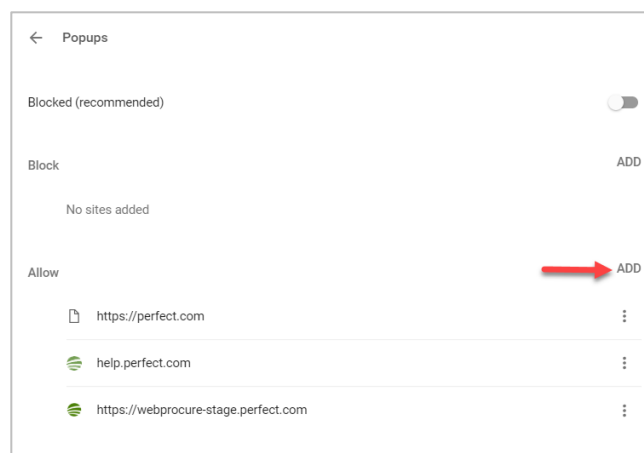
Scroll down the **Privacy and security** section and select “**Content Settings**”.



Select Pop-Ups

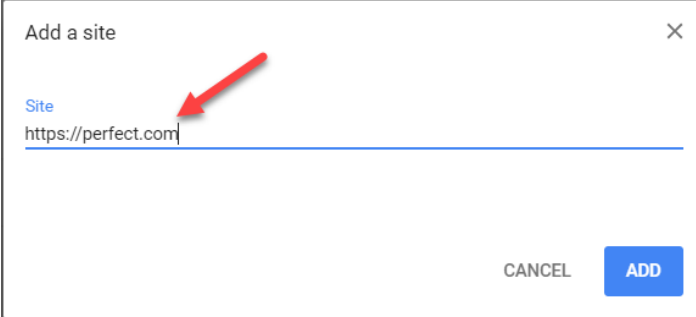


Click on ADD in the Allow section

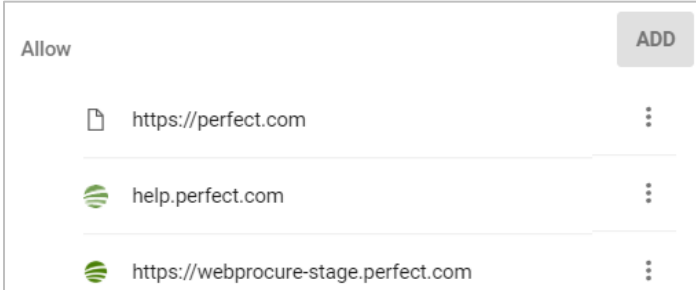


Type in Names of Perfect Websites to be Allowed

Add perfect.com and help.perfect.com to the Allow Pop-up list. Enter a website name and then click on the **Add** button.



The screenshot shows a dialog box titled "Add a site" with a close button (X) in the top right corner. Below the title, there is a label "Site" and a text input field containing the URL "https://perfect.com". A red arrow points to the end of the text in the input field. At the bottom right of the dialog, there are two buttons: "CANCEL" and "ADD".



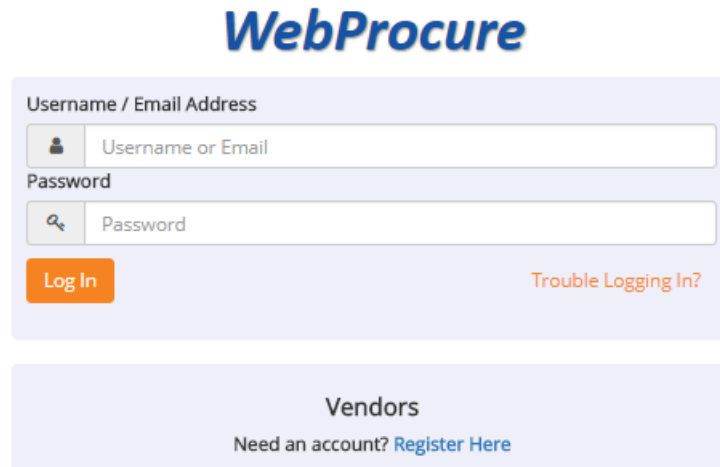
The screenshot shows a list titled "Allow" with an "ADD" button in the top right corner. The list contains three entries, each with a document icon, a URL, and a three-dot menu icon:

Icon	URL	Menu
📄	https://perfect.com	⋮
🌐	help.perfect.com	⋮
🌐	https://webprocure-stage.perfect.com	⋮

Internet Explorer – Pop-up Blocker

Open Website

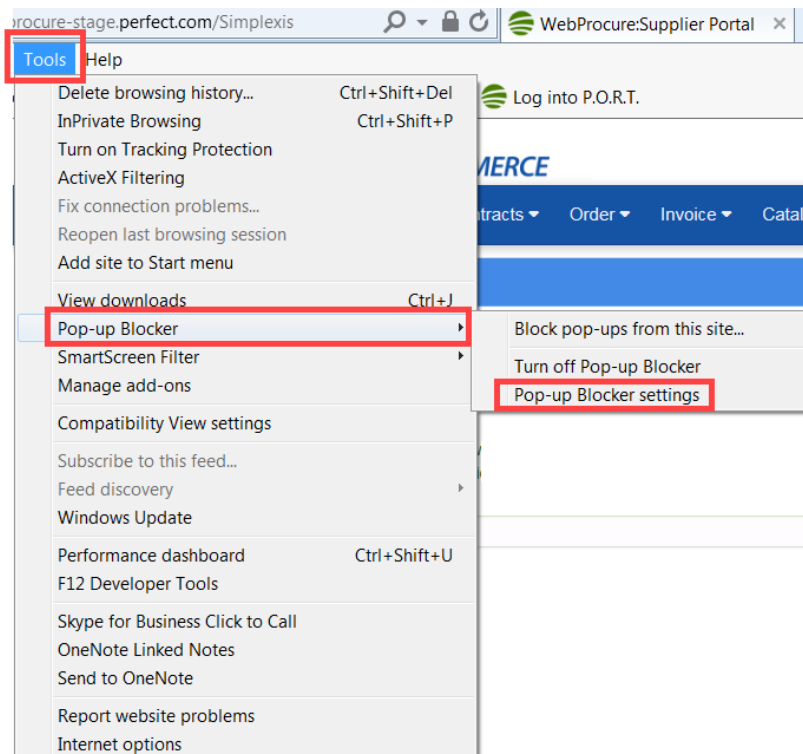
Access the WebProcure production site at <https://webprocure.perfect.com>



The image shows the WebProcure login page. At the top, the 'WebProcure' logo is displayed in a large, blue, stylized font. Below the logo is a light blue login form. The form has two input fields: 'Username / Email Address' with a person icon and 'Password' with a key icon. Below these fields is an orange 'Log In' button. To the right of the button is a link that says 'Trouble Logging In?'. Below the login form is a section for 'Vendors' with the text 'Need an account? Register Here' and a blue link.

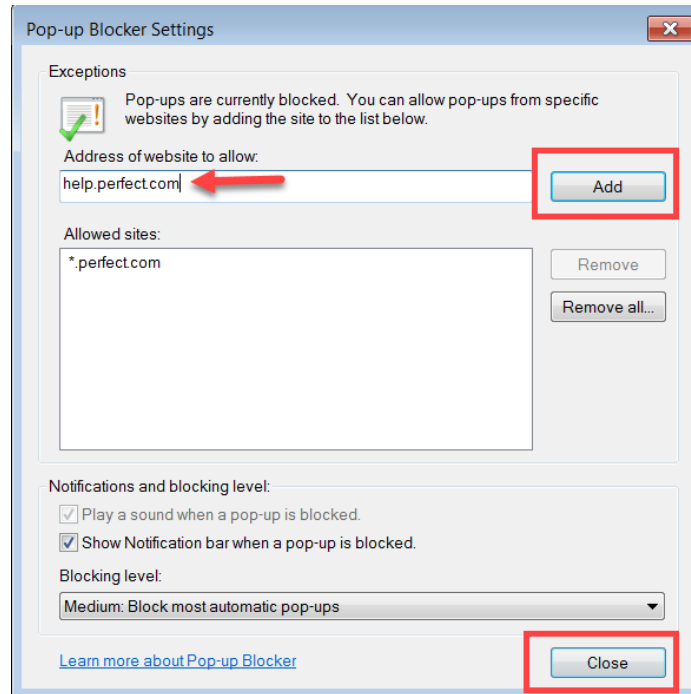
Actually Log In to WebProcure with your Username and Password.

Select Pop-up Blocker from Tools Tab – and then Select Pop-up Blocker Settings



Type in Names of Perfect Websites as Exceptions to Pop-up Blocker

Add perfect.com and help.perfect.com to the Pop-up Blocker Exceptions list. Enter a website name and then click on the **Add** button.



When done, click on the **Close** button.

Recommended Browsers

Browser General Information

- Even though the WebProcure application is a browser-based, hosted application that does not have inherent minimum operating system (OS) specifications, certain minimum browser requirements facilitate optimal performance and user experience.
- In order to meet the needs of clients and offer the most current technologies, Perfect Commerce maintains a list of supported browsers recommended for use of the WebProcure application

Minimum Browser Requirements

- Internet Explorer 11
- Firefox 49 or newer
- Chrome 30 or newer
- Safari 10 or newer

NOTE: Regardless of your browser type, you must have cookies enabled to use WebProcure.