WebProcure End User Browser

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Internet Explorer - Adding Site Links to Your Favorites

Open Website

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

WebProcure

Username / Email Address			
4	Username or Email		
Passwo	ord		
a,	Password		
Log I	n	Trouble Logging In?	
	Vendors Need an account? Register Here		

Right Click on Page and Select "Add to Favorites"

Isername / Email Address Username or Email Save backgrou Save backgrou Set as backgrou	
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Export to Micr	
Export to Micro	
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Send to UneN	DTE

Or Select the Star

	Constant of the second
	WebProcure
Usern	name / Email Address
A	Username or Email
Passv	word
a,	Password
Log	In Trouble Logging In?
	Vendors Need an account? Register Here

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

Click on "Add to Favorites"



Name Favorite (both ways end up here)

Add a Favorite	•
	Add a Favorite Add this webpage as a favorite. To access your favorites, visit the Favorites Center.
Name:	Log into P.O.R.T.
Create in:	Bravorites Bar
	Add Cancel

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





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



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



Username / Email Address			
4	Username or Email		
Passw	ord		
a,	Password		
Log	n	Trouble Logging In?	

Select Tools from Menu – Then Select Internet Options



Select Security – Then Trusted Sites

Internet Options			
General Security Privacy Content Connections Programs Advanced			
Select a zone to view or change security settings			
🌒 🔍 🔨 🚫			
Internet Local intranet Trusted sites Restricted sites			
Internet			
This zone is for Internet websites,			
except those listed in trusted and			
restricted zones.			
Security level for this zone			
Allowed levels for this zone: Medium to High			
- Medium-high			
- Appropriate for most websites			
- Prompts before downloading potentially unsafe			
content			
- Unsigned Activex controls will not be downloaded			
Enable Protected Mode (requires restarting Internet Explorer)			
Custom level Default level			
Reset all zones to default level			
Reset di zones to derduit rever			
Some <u>settings</u> are managed by your system administrator.			
OK Cancel Apply			

Click on the Sites button



Enter Website Address

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

Trusted sites	×
You can add and remove websites from this zo this zone will use the zone's security settings.	one. All websites in
Add this website to the zone:	
https://webprocure.perfect.com	Ag
Websites:	
	Remove
Require server verification (https:) for all sites in th	is zone
	Close

Click the OK button



Google Chrome – Create a Trusted Site

Open Website

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



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a,	Password		
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	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".

Single Sign On Anne Arundel County Maryland - https://sada-sso.appspot.com/?SA http://mail.aacounty.org/	0 0
Add a new page	
Use current pages	
Advanced 👻	

Select

Scroll down the Privacy and security section and select "Content Settings".

Privacy and security	
Google Chrome may use web services to improve your browsing experience. You may optionally disable services. Learn more	e these
Use a web service to help resolve navigation errors	
Use a prediction service to help complete searches and URLs typed in the address bar	
Use a prediction service to load pages more quickly	
Automatically send some system information and page content to Google to help detect dangerous apps and sites	
Protect you and your device from dangerous sites	
Automatically send usage statistics and crash reports to Google	
Send a "Do Not Track" request with your browsing traffic	
Use a web service to help resolve spelling errors Smarter spell-checking by sending what you type in the browser to Google	
Manage certificates Manage HTTPS/SSL certificates and settings	2
Content settings Control what information websites can use and what content they can show you	×
Clear browsing data Clear history, cookies, cache, and more	•

Select Pop-Ups

÷	Content settings	0
٩	Cookies Keep local data only until you quit your browser	•
•	Location Ask before accessing	•
	Camera Ask before accessing	•
Ŷ	Microphone Ask before accessing	•
¢	Notifications Ask before sending	•
<>	JavaScript Allowed	•
*	Flash Ask first	•
	Images Show all	•
Ø	Popups Blocked	•

Click on ADD in the Allow section

< i opups		
Blocked (recor	nmended)	0
Block		AD
No site	s added	
Allow		AD
🗅 ht	tps://perfect.com	:
🌲 he	elp.perfect.com	:
ht	tps://webprocure-stage.perfect.com	:

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.



Allow			ADD	
	ß	https://perfect.com	* * *	
	\$	help.perfect.com	:	
	ę	https://webprocure-stage.perfect.com	:	

Internet Explorer – Pop-up Blocker

Open Website

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



Username / Email Address							
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a,	Password						
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Actually Log In to WebProcure with your Username and Password.

Send to OneNote Report website problems Internet options

Select Pop-up Blocker from Tools Tab – and then Select Pop-up Blocker Settings rocure-stage.perfect.com/Simplexis P → A O Supplier Portal × Help Delete browsing history... Ctrl+Shift+Del 🚝 Log into P.O.R.T. InPrivate Browsing Ctrl+Shift+P Turn on Tracking Protection **MERCE** ActiveX Filtering Fix connection problems... tracts 🕶 Order -Catalo Invoice 🕶 Reopen last browsing session Add site to Start menu View downloads Ctrl+J Pop-up Blocker Block pop-ups from this site ... SmartScreen Filter Turn off Pop-up Blocker Manage add-ons Pop-up Blocker settings Compatibility View settings Subscribe to this feed... Feed discovery Windows Update Performance dashboard Ctrl+Shift+U F12 Developer Tools Skype for Business Click to Call **OneNote Linked Notes**

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.

Exceptions Pop-ups are currently blocked. You can allow pop-ups from specific websites by adding the site to the list below. Address of website to allow: help.perfect.com Address Add	
Pop-ups are currently blocked. You can allow pop-ups from specific websites by adding the site to the list below. Address of website to allow: help.perfect.com	
Address of website to allow: help.perfect.com Address	
help.perfect.com Ad	
	d
Allowed sites:	
*.perfect.com Rem	ove
Remov	
(Tellov	e all
Notifications and blocking level:	
✓ Play a sound when a pop-up is blocked.	
Show Notification bar when a pop-up is blocked.	
Blocking level:	
Medium: Block most automatic pop-ups	•
Learn more about Pop-up Blocker Close	se

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.