

WebProcure

End User Browser



May 2017

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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

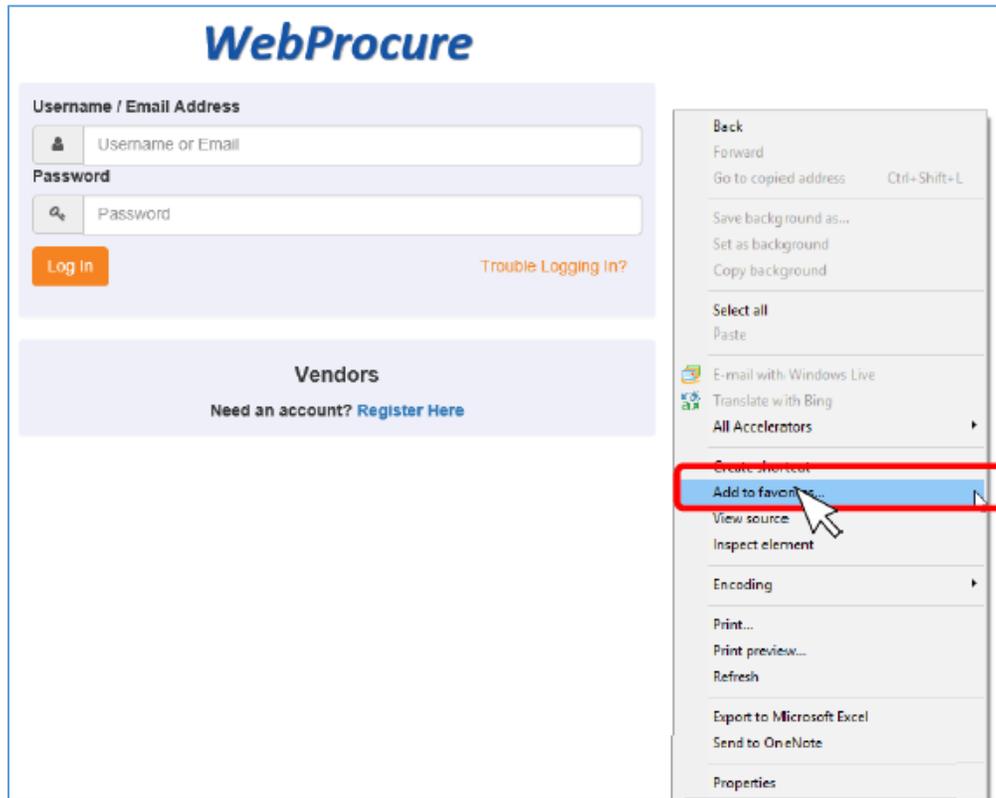
Username / Email Address

Password

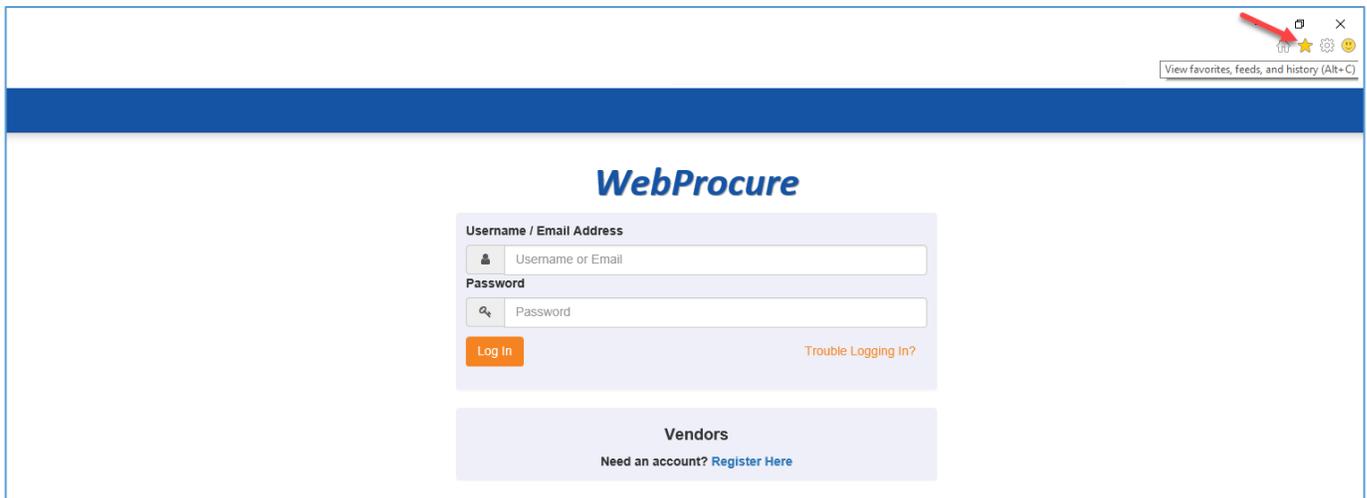
[Log In](#) [Trouble Logging In?](#)

Vendors
Need an account? [Register Here](#)

Right Click on Page and Select “Add to Favorites”

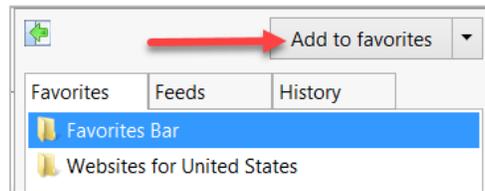


Or Select the Star

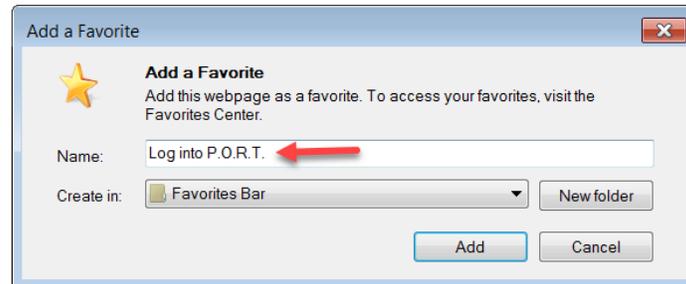


Click on the star at the right-hand corner of the page.

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>

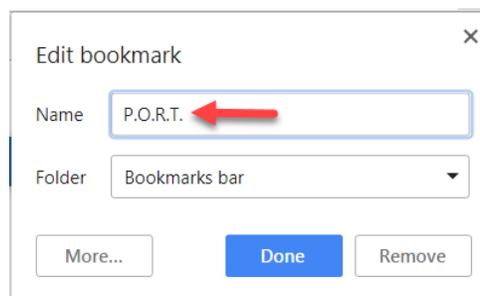


Select the Star



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

Name the Bookmark



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

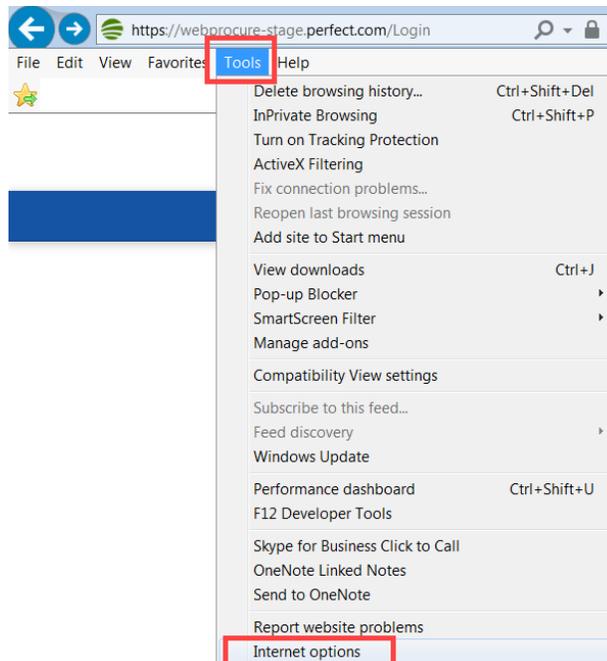
Username / Email Address

Password

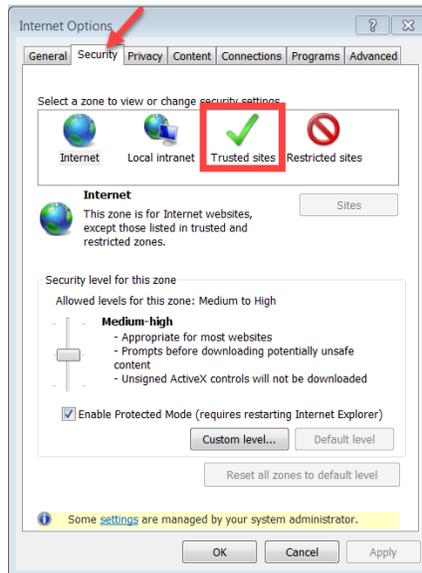
[Log In](#) [Trouble Logging In?](#)

Vendors
Need an account? [Register Here](#)

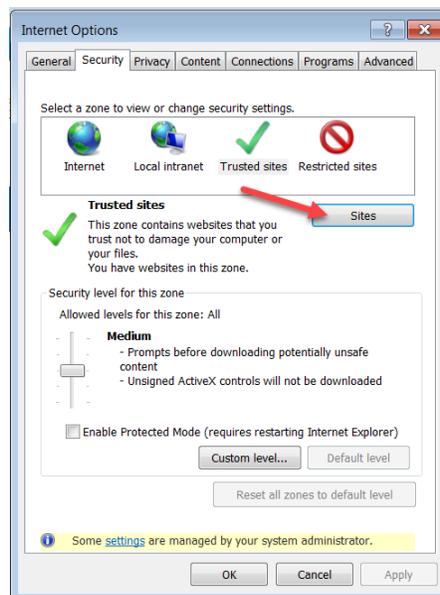
Select Tools from Menu – Then Select Internet Options



Select Security – Then Trusted Sites

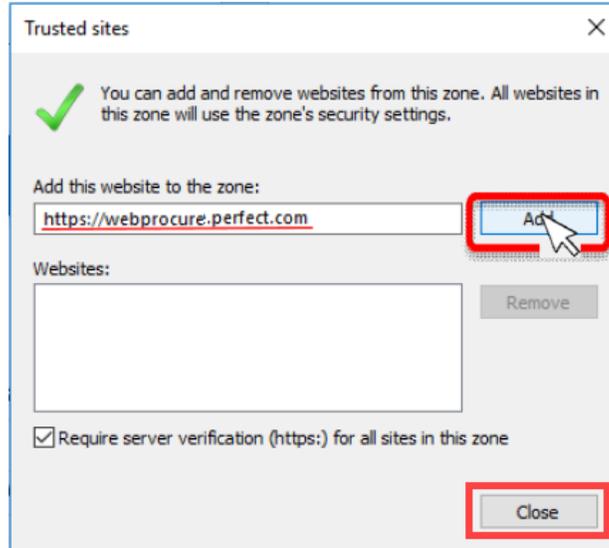


Click on the Sites button

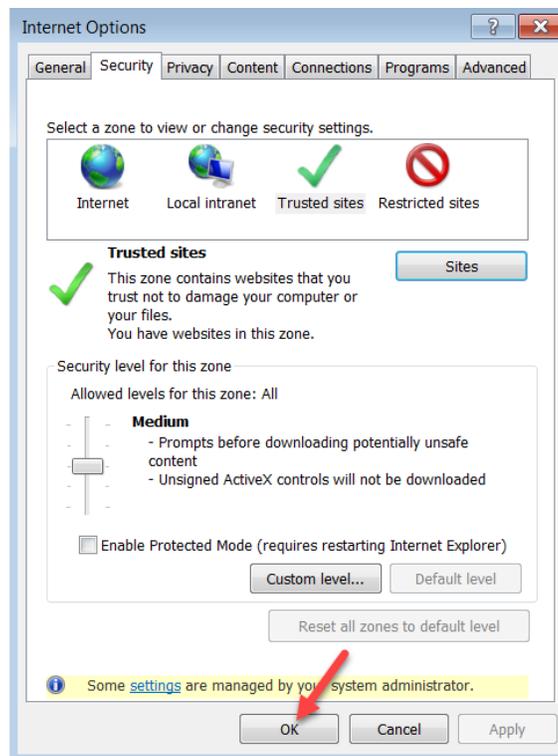


Enter Website Address

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



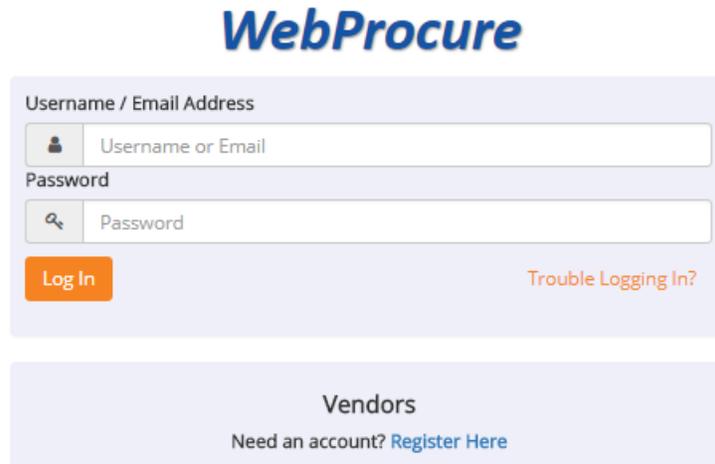
Click the OK button



Google Chrome – Create a Trusted Site

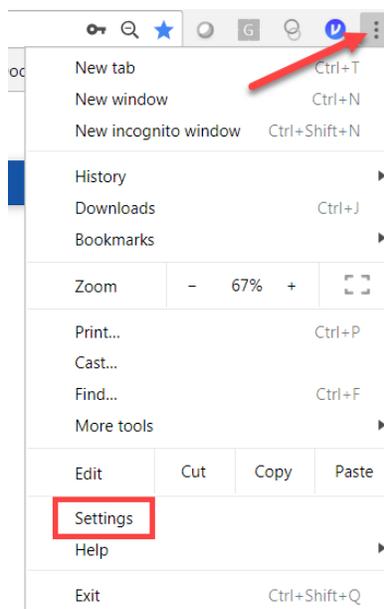
Open Website

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



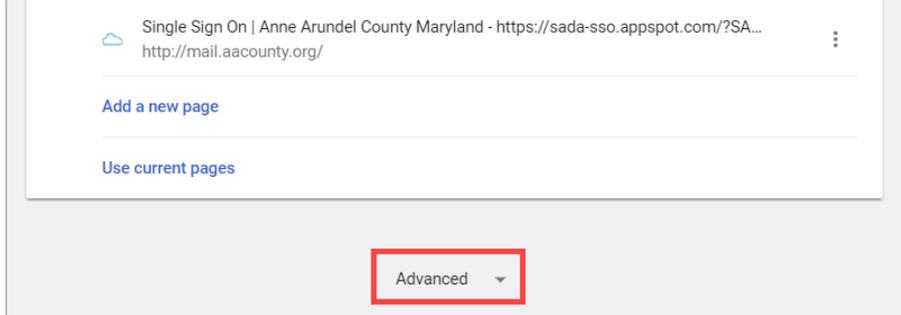
The image shows the WebProcure login page. At the top, the word "WebProcure" is displayed in a large, blue, stylized font. Below it is a light blue login form with two input fields: "Username / Email Address" and "Password". The "Username / Email Address" field contains the placeholder text "Username or Email" and has a person icon on the left. The "Password" field contains the placeholder text "Password" and has a magnifying glass icon on the left. Below the input fields is an orange "Log In" button and a link that says "Trouble Logging In?". At the bottom of the form, the word "Vendors" is centered, followed by the text "Need an account? Register Here" with a blue link.

Select the Ellipsis in Right Hand Corner – then Select Settings



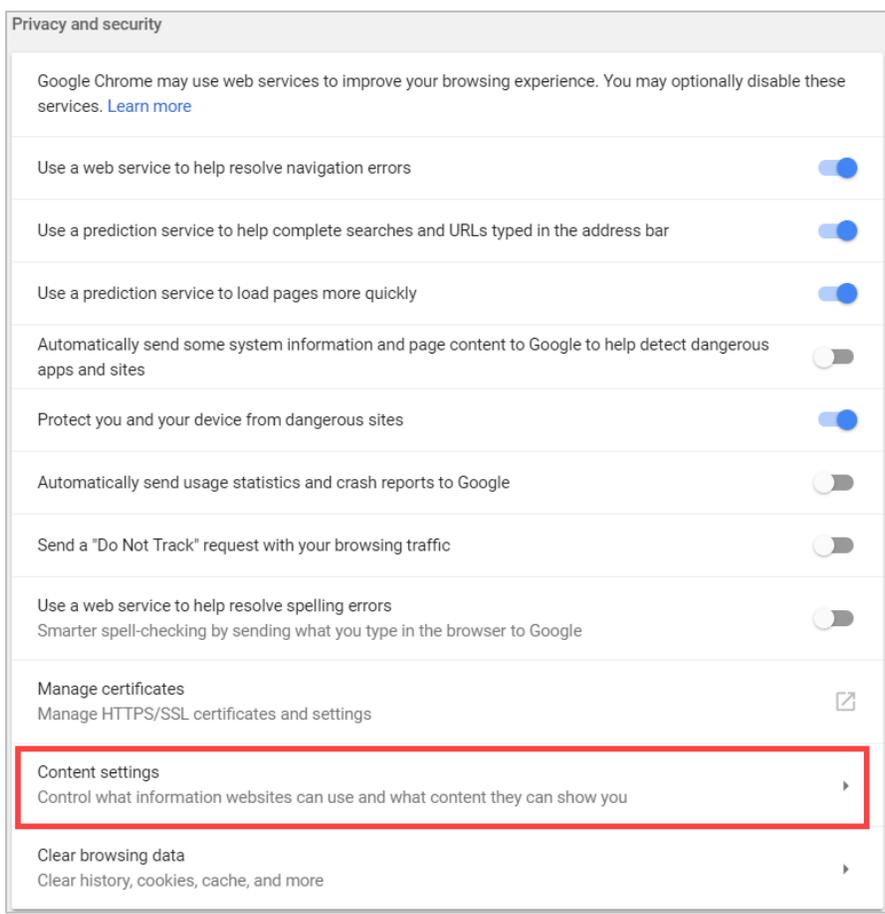
Select Show Advanced Settings at Bottom of Page

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

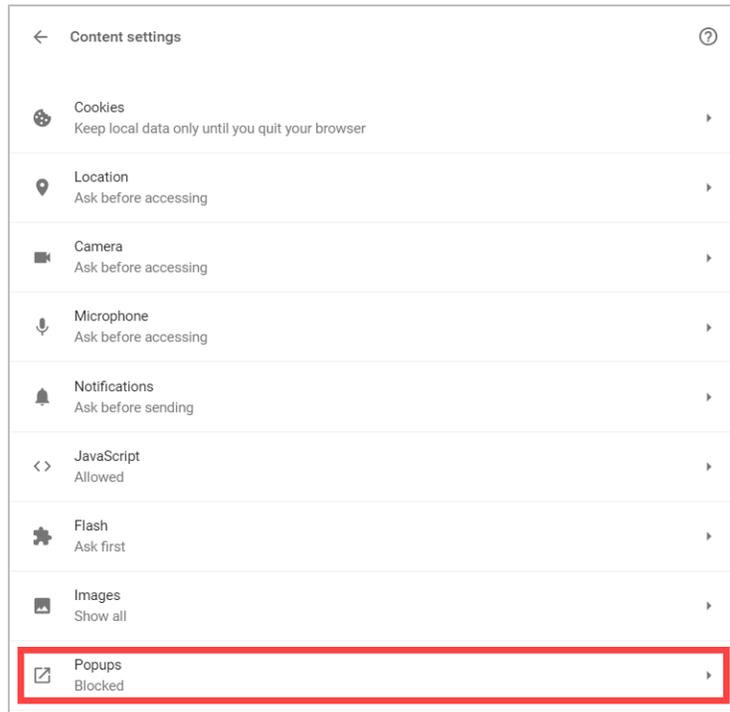


Select

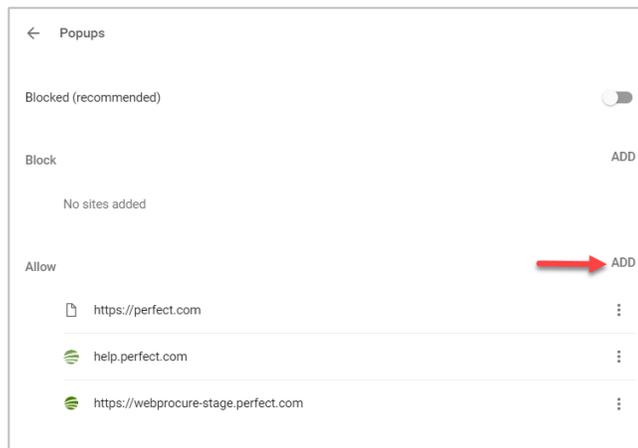
Scroll down the **Privacy and security** section and select “**Content Settings**”.



Select Pop-Ups



Click on ADD in the Allow section



Type in Names of Perfect Websites to be Allowed

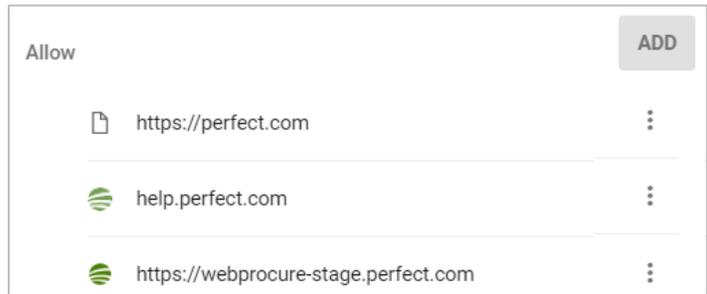
Add perfect.com and help.perfect.com to the Allow Pop-up list. Enter a website name and then click on the **Add** button.



Add a site

Site
https://perfect.com

CANCEL ADD

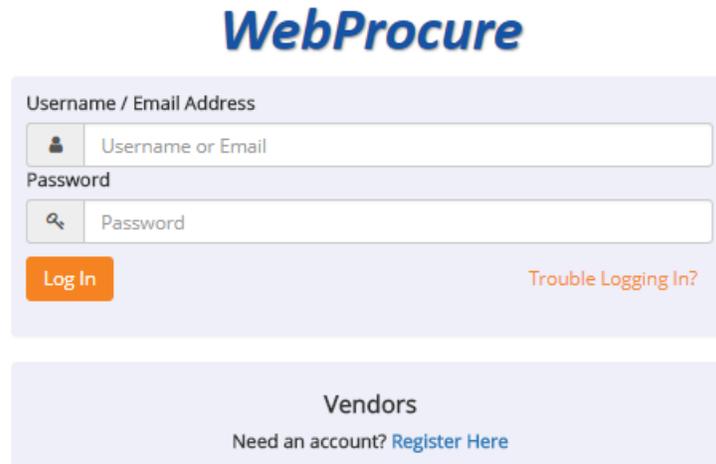


Allow		ADD
	https://perfect.com	⋮
	help.perfect.com	⋮
	https://webprocure-stage.perfect.com	⋮

Internet Explorer – Pop-up Blocker

Open Website

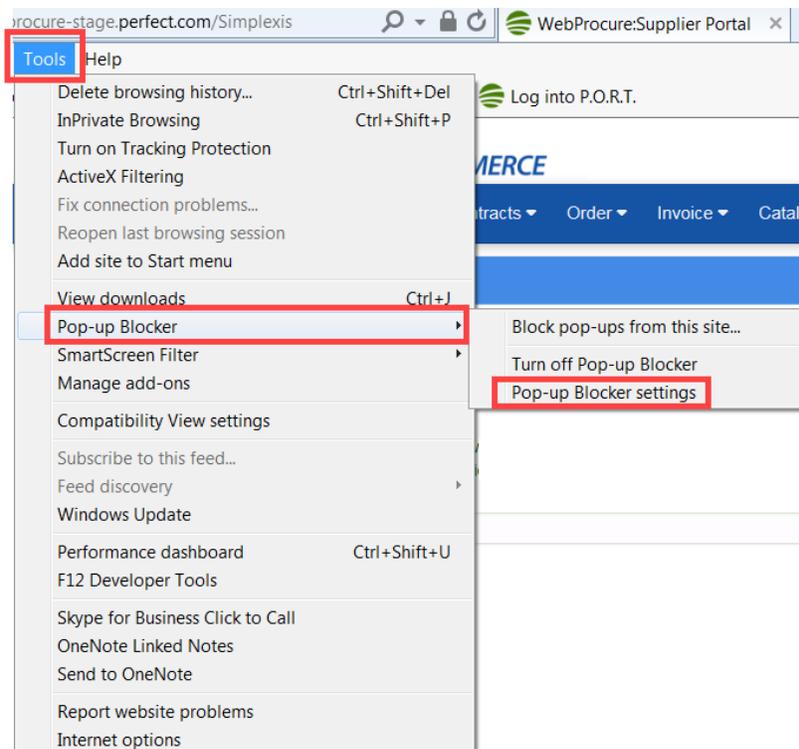
Access the WebProcure production site at <https://webprocure.perfect.com>



The image shows the WebProcure login page. At the top, the word "WebProcure" is displayed in a large, blue, serif font. Below it is a light blue login form. The form has two input fields: "Username / Email Address" and "Password". The "Username / Email Address" field contains the placeholder text "Username or Email". The "Password" field contains the placeholder text "Password". Below the "Username / Email Address" field 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 form is a section titled "Vendors" with the text "Need an account? Register Here" and a blue link "Register Here".

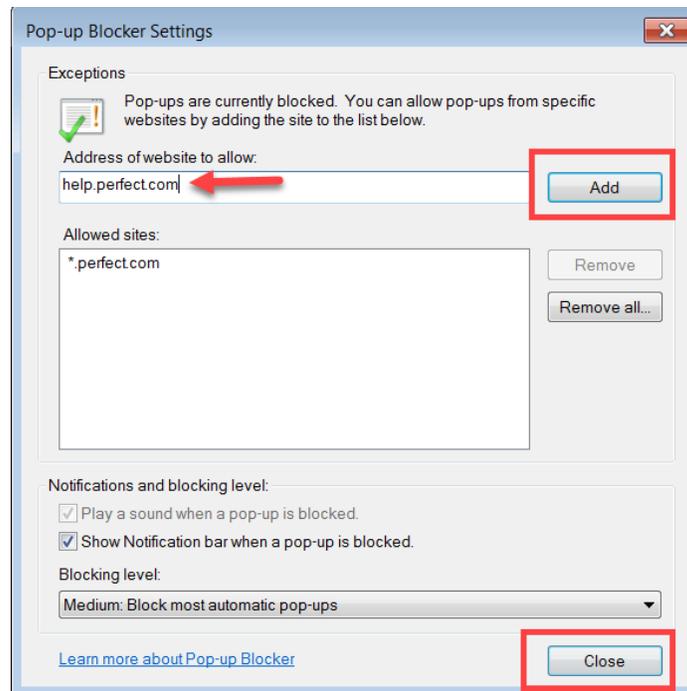
Actually Log In to WebProcure with your Username and Password.

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.