



Computer Requirements for MissouriBUYS / WebProcure

Supported Web Browsers for WebProcure – Minimum Requirements Pop Up Blockers and Trusted Sites for WebProcure Clearing Web Browser Cache/History (for Internet Explorer)

The MissouriBUYS system utilizes Perfect Commerce’s Web**Procure** software application within the secure MissouriBUYS website. The Web**Procure** application is being utilized for vendor registration, posting and awarding solicitations and bids, sending email notifications to registered vendors, and providing a way for users to easily view awarded contract information. In addition, MissouriBUYS includes online supplier catalogs which can easily be used by state agencies to purchase products and services electronically in a manner similar to retail online shopping. Requisitions, purchase orders, catalogs/contracts, receipts and invoices are being initiated and processed through MissouriBUYS/Web**Procure**.

Supported Web Browsers for WebProcure – Minimum Requirements

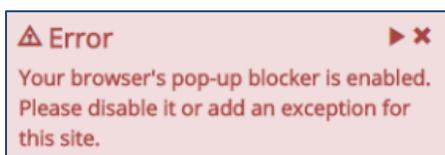
In an effort to utilize the most secure internet protocol, Perfect Commerce’s Web**Procure** application requires the following browser versions as a minimum:

- Internet Explorer – Version 11 (Internet Explorer is the State of Missouri’s preferred browser)
- Google Chrome – Version 30 or Newer
- Mozilla Firefox – Version 49 or Newer
- Safari – Version 10 or Newer

Note: If you use a beta or alpha version of a browser, you may experience difficulties with the system. Regardless of your browser type, you must have cookies enabled to use Web**Procure**.

Pop Up Blockers and Trusted Sites for WebProcure

Web**Procure** includes a pop-up blocker detection utility in the application. It will run when you log into Web**Procure** and will determine whether or not the browser you are using has the pop-up blocker setting enabled. If your pop-up blocker setting is enabled, a red error message (as shown below) will display advising you to disable the pop-up blocker setting or add the Web**Procure** URL address as an allowed exception (i.e. a trusted site).



Instructions for Internet Explorer 11

To allow or disable pop-ups for MissouriBUYS and the Web**Procure** application for Internet Explorer:

1. Open Internet Explorer.
2. Click on Tools  in the upper right corner of the screen.
3. Select 'Internet options'.
4. Click on the 'Privacy' tab.
5. Put a check mark by 'Turn on Pop-up Blocker' and click on the 'Settings' button to add the following website addresses to the list of Allowed sites:
 - a. *.missouribuys.mo.gov
 - b. webprocure.perfect.com
 - c. help.perfect.com
6. You may need to click 'Add' after entering each website address (depending on your Internet Explorer version).
7. Click 'Close'. Click 'OK'.

Instructions for Google Chrome

To allow pop-ups for MissouriBUYS and the Web**Procure** application for Google Chrome:

1. Open Chrome.
2. In the top-right corner, click on the Chrome menu  OR  (depending on Chrome version).
3. Select 'Settings' OR **Advanced**  (depending on Chrome version).
4. If you selected 'Settings' in step 3, scroll down and click on 'Show advanced settings' or 'Advanced'. Otherwise, go to next step.
5. Under 'Privacy' OR under 'Privacy and security' (depending on Chrome version), click on 'Content settings.'
6. Under Pop-ups, click on 'Manage Exceptions' to add the following website addresses to the list of Allowed sites:
 - a. [*.]missouriBUYS.mo.gov
 - b. [*.]perfect.com
 - c. [*.]help.perfect.comClick 'Done'. Click 'Done' again.

OR

Click 'Popups' and click 'Allow-Add' (depending on Chrome version) to add the website addresses to the list of Allowed sites (6.a-6.d).

Click 'Add' after entering each website address.

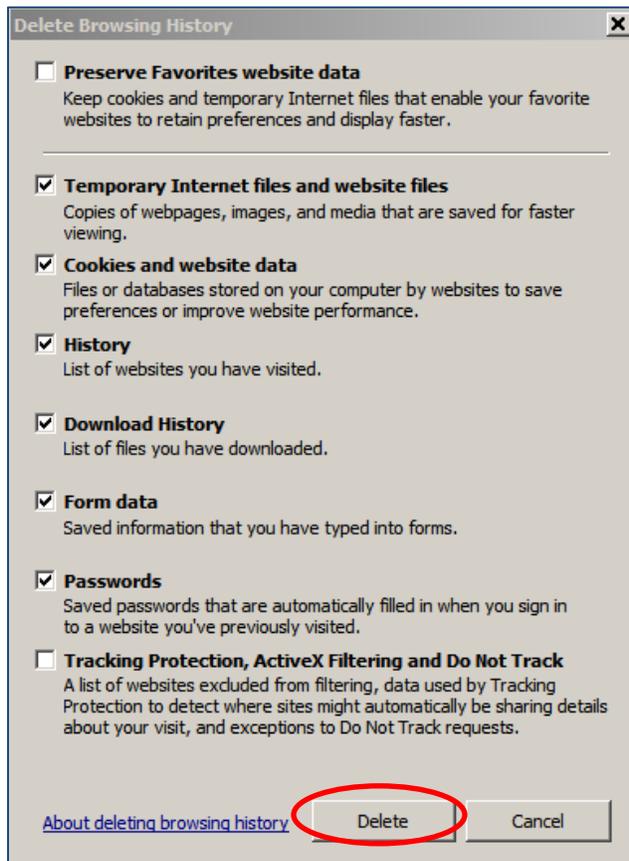
Click 'Popups'.

Click 'Content settings'.

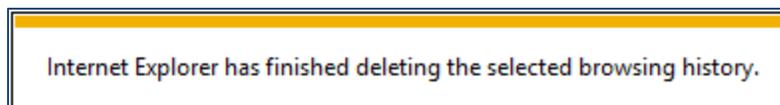
Clearing Web Browser Cache/History (Internet Explorer)

There have been instances where users have not gotten the expected results while working in MissouriBUYS, and it was because their web browser cache or web browser history needed to be cleared out. If something is not working as expected, first try closing out of what you are working on and then going back in to see if it works properly. If you still have trouble, follow this short cut to clear your web browser cache/history:

Open Internet Explorer. Hit the 'Ctrl', 'Shift' and 'Del' keys at the same time. The 'Delete Browsing History' window should open. Select the items you would like to clear, then hit the 'Delete' button. (At a minimum, make sure the 'Temporary Internet files and website files' and 'Cookies and website data' boxes are checked.)



Depending on your Internet Explorer version, you may need to hit 'OK' on the Internet options pane if it opens. You may receive a message like this when the deletion completes:

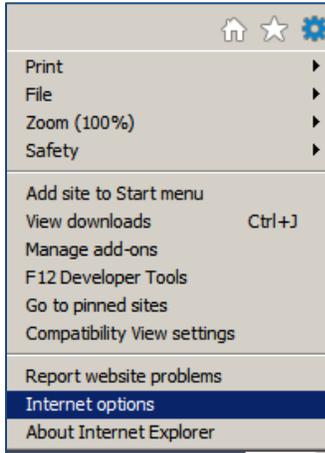


You can also follow the following steps to clear out your browser cache and browser history. These instructions are for Internet Explorer as it is the preferred web browser utilized by the state.

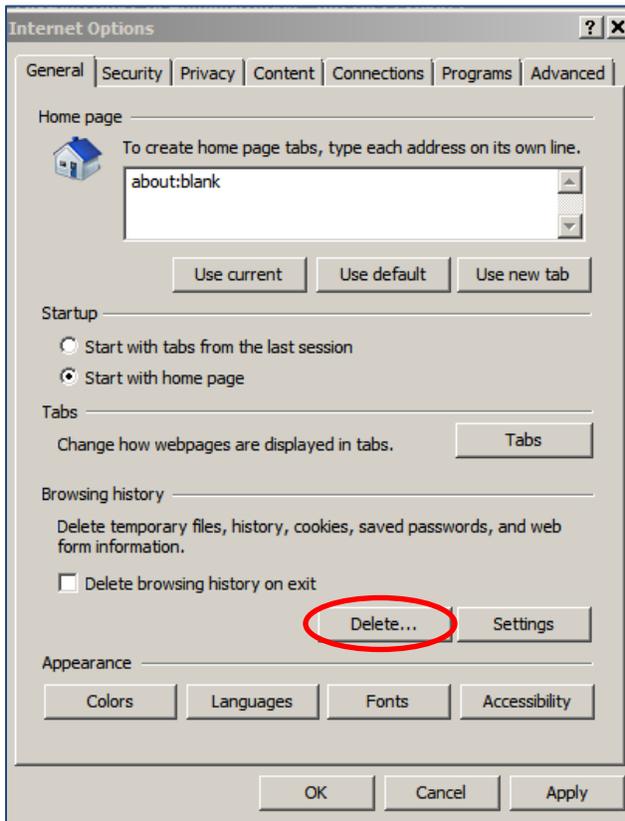
Go to your 'Tools' icon in the upper right hand corner of your web browser:



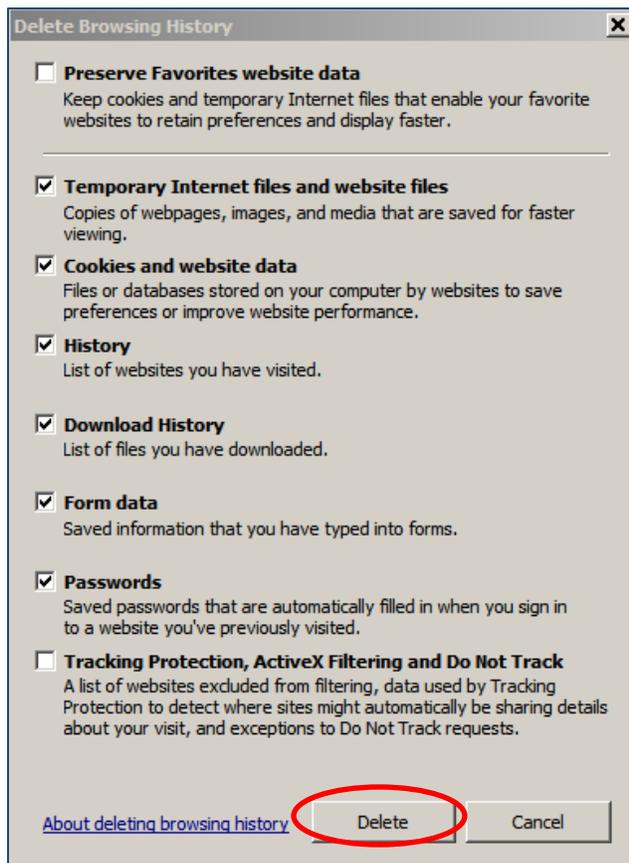
Select 'Internet options' from the drop down menu:



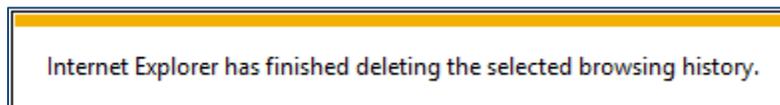
On the Internet options pane, click on the 'Delete...' button under the 'Browsing history' section:



On the next pane, select the items you would like to clear, then hit the 'Delete' button: (At a minimum, make sure the 'Temporary Internet files and website files' and 'Cookies and website data' boxes are checked.)



After this, hit the 'Ok' button on the Internet options pane and you will receive a message like this when the deletion completes:



For Vendor Technical Assistance, contact the WebProcure Support Center at (866) 889-8533 or WebProcure.Support@perfect.com.