Supported Internet Settings Process Guide

NC E-Procurement works best in specific Internet browsing applications supported by the Ariba Buyer software. As well, there are certain browser settings that must be enabled in order for all pieces of NC E-Procurement to function correctly. This process guide will cover the supported browsers and settings.

I. Supported Browsers

The recommended web browser for accessing and using NC E-Procurement is Internet Explorer 7 or greater. Additionally, the Ariba Buyer software utilized by NC E-Procurement specifically supports the following Internet browsers:

1. **Internet Explorer versions 7 through 8**
2. **Mozilla Firefox versions 3 through 6**
3. **Safari versions 3.2 through 4.0**

Note: If you do not have one of the above Internet browsers, you may experience reduced functionality when working in NC E-Procurement. Please consult your local IT support to obtain one of the above browsers. If entity policies require use of Internet Explorer version 8 or above, it may be helpful to utilize the browser's **'Compatibility View'** setting. Please see further guidance at the conclusion of this document for instructions on how to update this setting.

Note: Adobe Flash Player 7 or above must also be installed.

II. Internet Browser Settings

There are certain Internet browser settings that must also be enabled to allow NC E-Procurement to function properly. Please ensure that the following settings have been enabled.
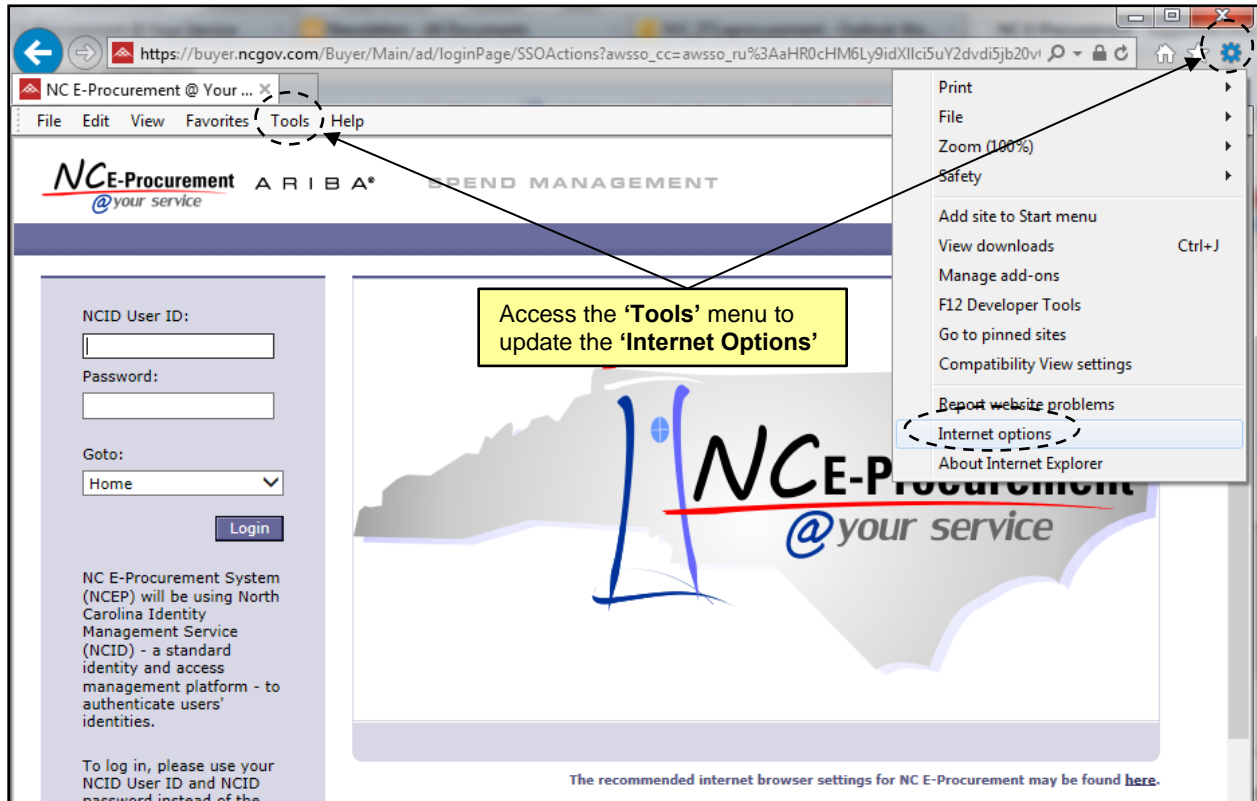
Note: Before updating browser settings, please work with your local IT department to confirm entity standards. Some settings may require administrator privileges to change, and IT support may be required.

Note: The below instructions cover Internet Explorer, which is the preferred browser for using NC E-Procurement. However, similar settings exist for other browsers. Please consult with local IT support if unable to find the specific settings noted.
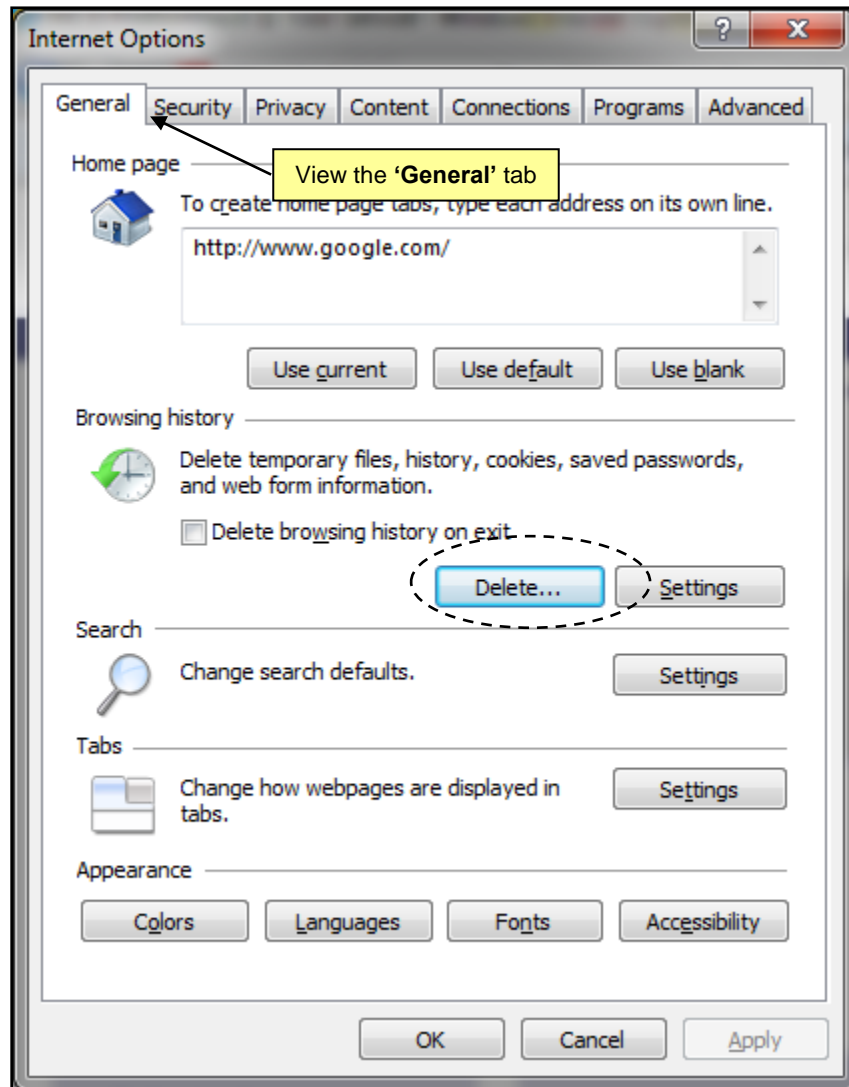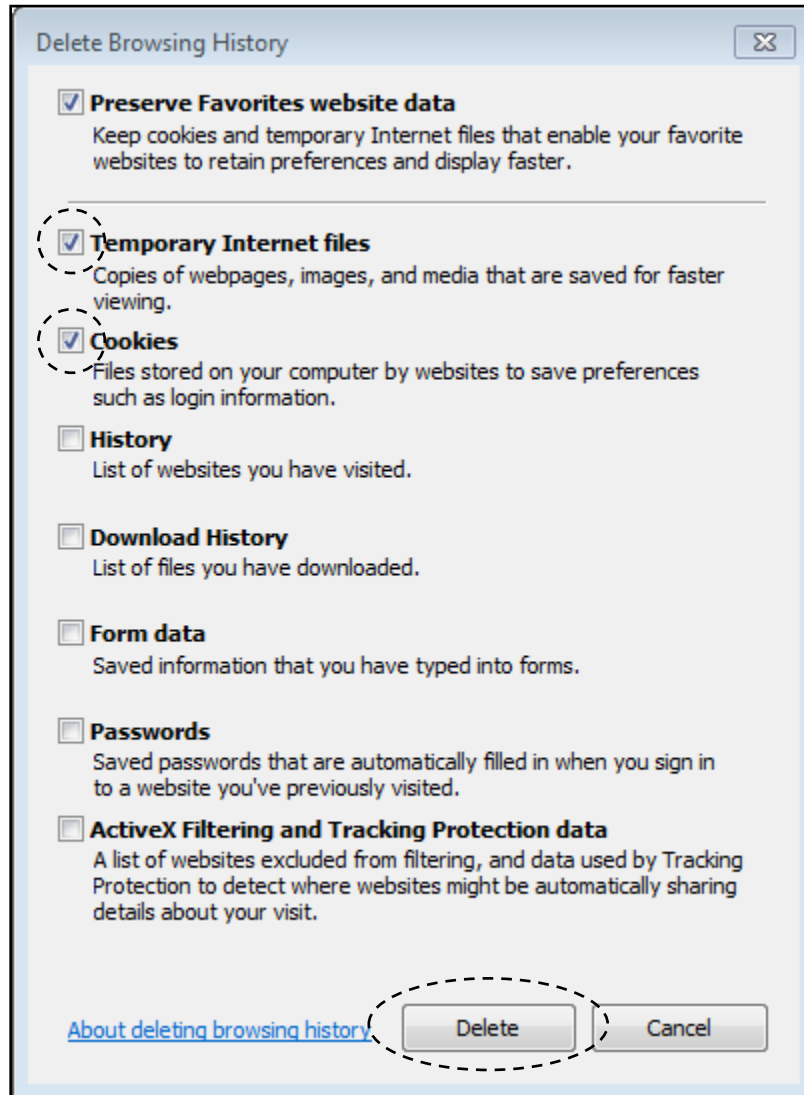
1. From an Internet Explorer Page, click **'Tools'** and select **'Internet Options.'**
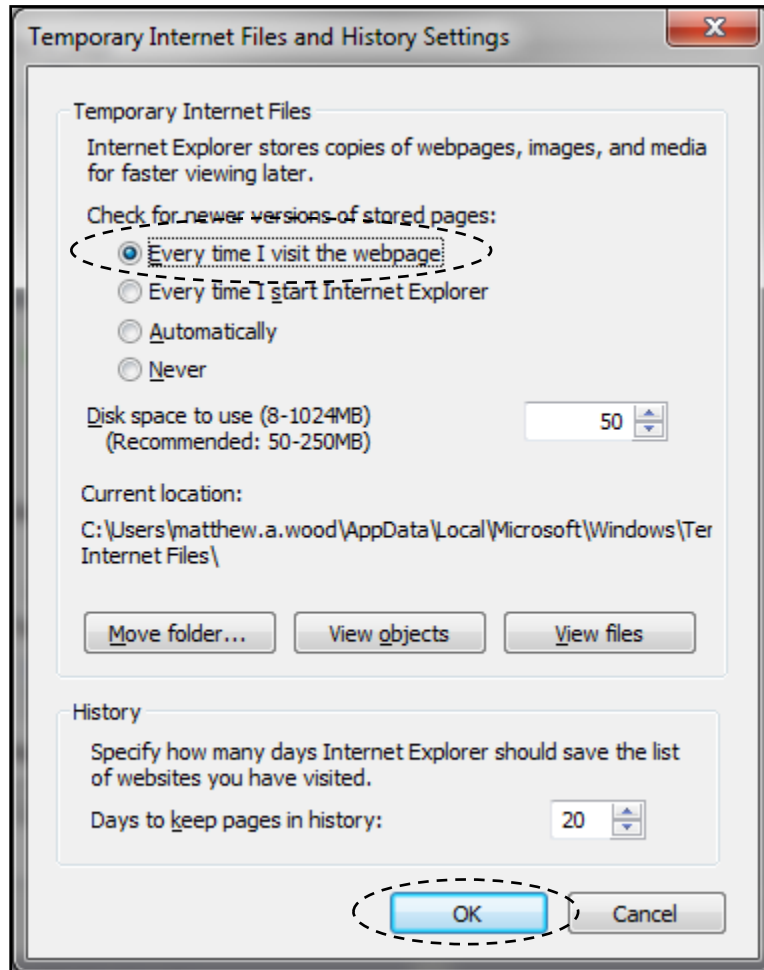
2. On the **'General'** tab, under **'Browsing history,'** click the **'Delete'** button.
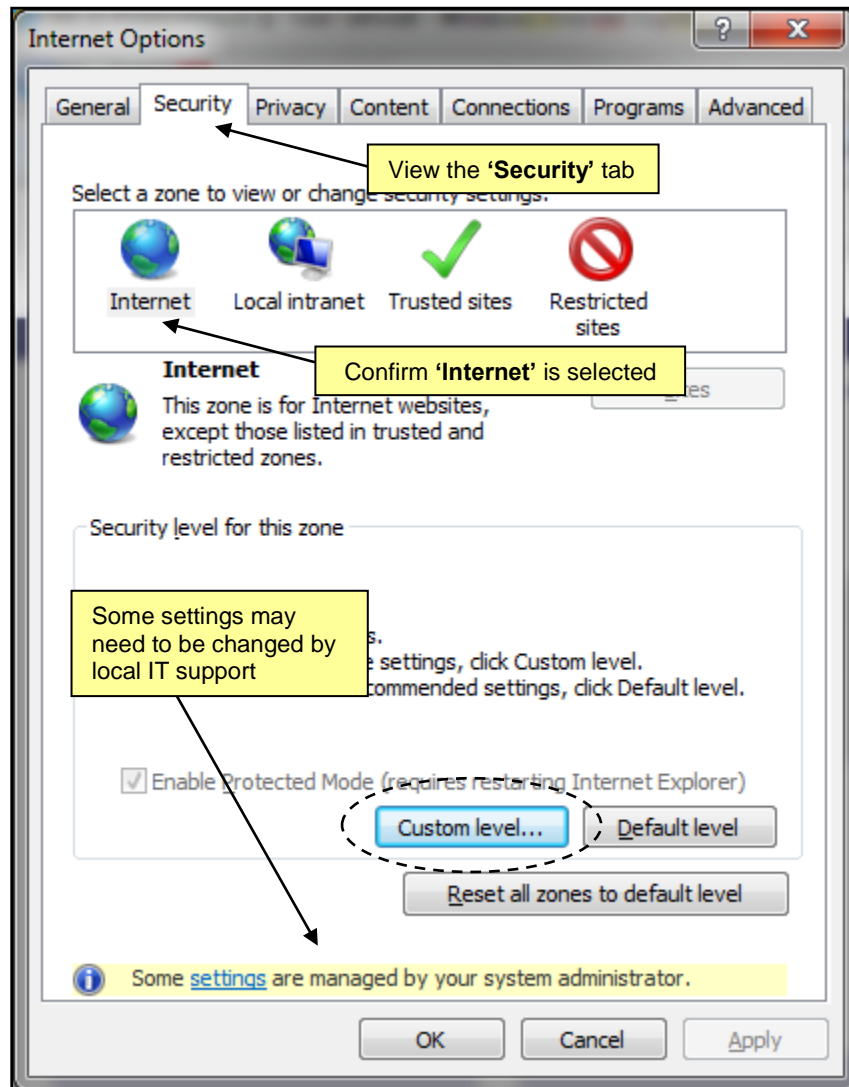
3. The **'Delete Browsing History'** window opens. Check the **'Temporary Internet files'** and **'Cookies'** boxes, along with the boxes beside any other category that needs to be deleted. Click the **'Delete'** button.
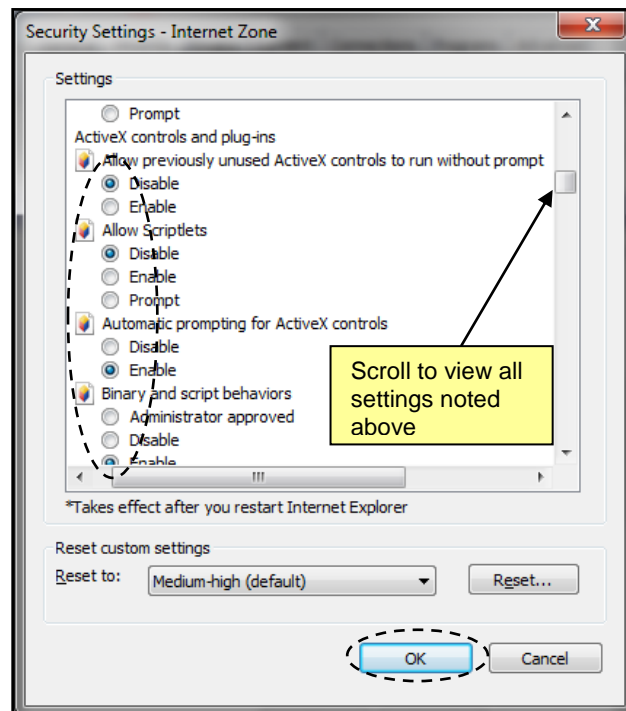
4. Go back to the **'General'** tab and under **'Browsing history,'** click the **'Settings'** button. Confirm the radio button of **'Every time I visit the webpage'** is selected and click **'OK.'**
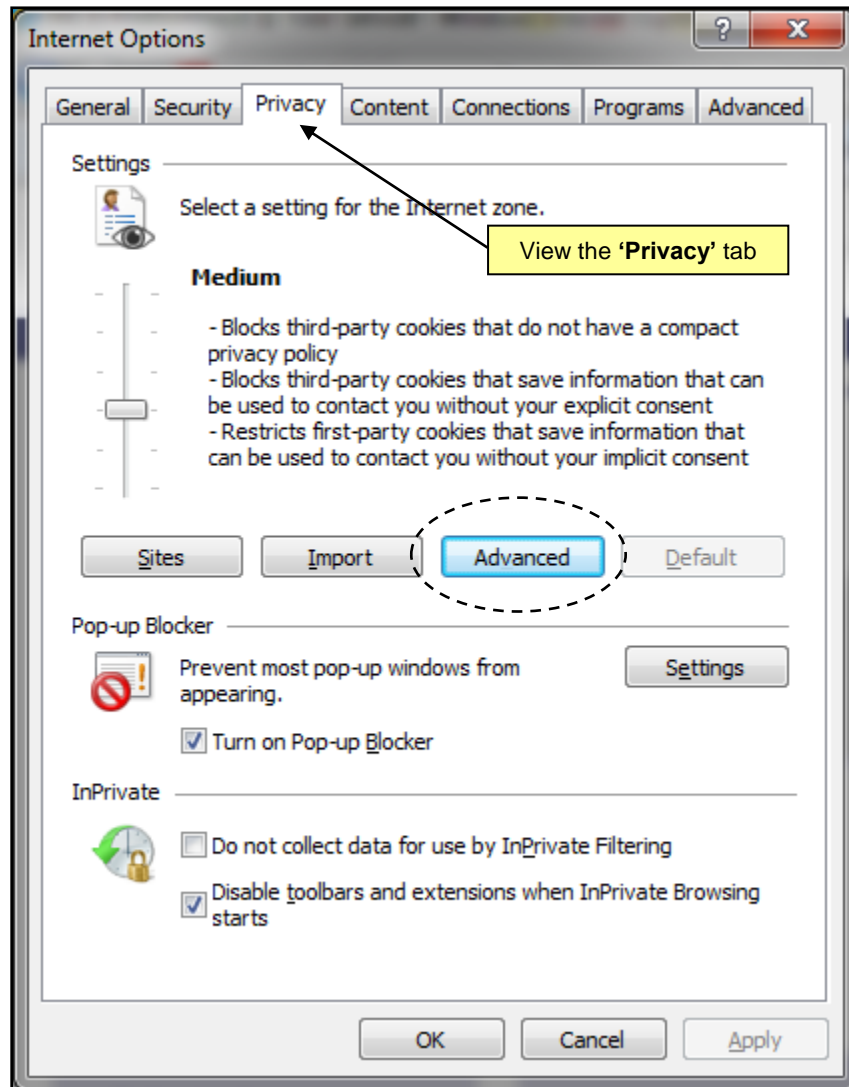
5. Go to the **'Security'** tab and confirm that **'Internet'** is selected.

6. Click the **'Custom level…'** button.

7. Set each option as suggested:

    a. Under **'ActiveX Controls and Plug-ins'**:
        i. Disable "Allow previously unused ActiveX Controls to run without prompt"
        ii. Disable "Allow Scriptlets"
        iii. Enable "Automatic Prompting for ActiveX Controls"
        iv. Enable "Display video and animation on a webpage that does not use external media player"
        v. Enable "Binary and Script Behaviors"
        vi. Choose Prompt for "Download Signed ActiveX Controls"
        vii. Disable "Download unsigned ActiveX Controls"
        viii. Disable "Initialize and Script ActiveX Controls not marked as safe for scripting"
        ix. Enable "Run ActiveX Controls and Plug-ins"
        x. Enable "Script ActiveX Controls marked as safe for scripting"

    b. Scroll down under **'Downloads'**:
        i. Enable "Automatic Prompting for file downloads"
        ii. Enable "File Download"
        iii. Enable "Font Download"

    c. Scroll down under **'Scripting'**:
        i. Enable "Active Scripting"
        ii. Choose Prompt for "Allow programmatic Clipboard access"
        iii. Disable "Allow status bar updates via script"
        iv. Enable "Allow Website to prompt for information using scripted windows"
        v. Disable "Enable XSS Filter"
        vi. Enable "Scripting for Java Applets"

8. Click **'OK.'** If the system asks if you are sure that you want to change the settings for the zone, click **'Yes.'**
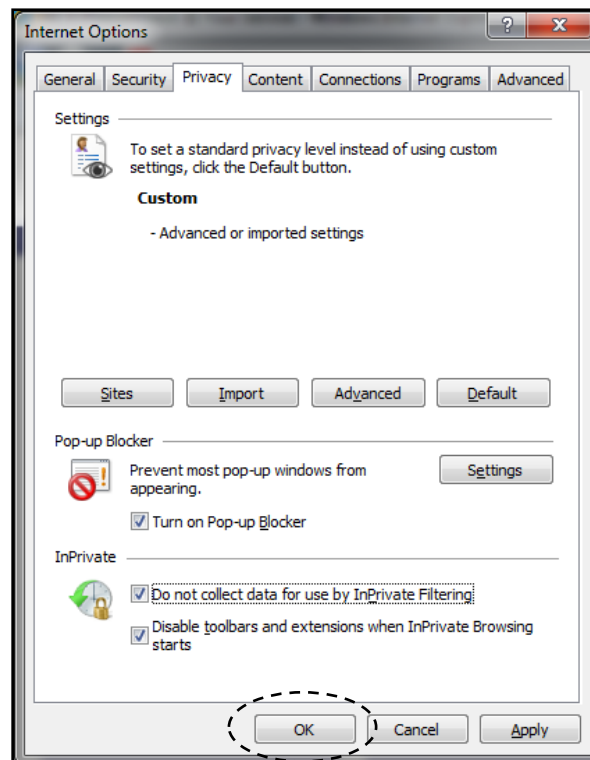
9. Go to the **'Privacy'** tab and click the **'Advanced'** button.

10. Check the **'Override automatic cookie handling'** box and ensure that the **'Accept'** radio button is selected for **'Third-party cookies.'**

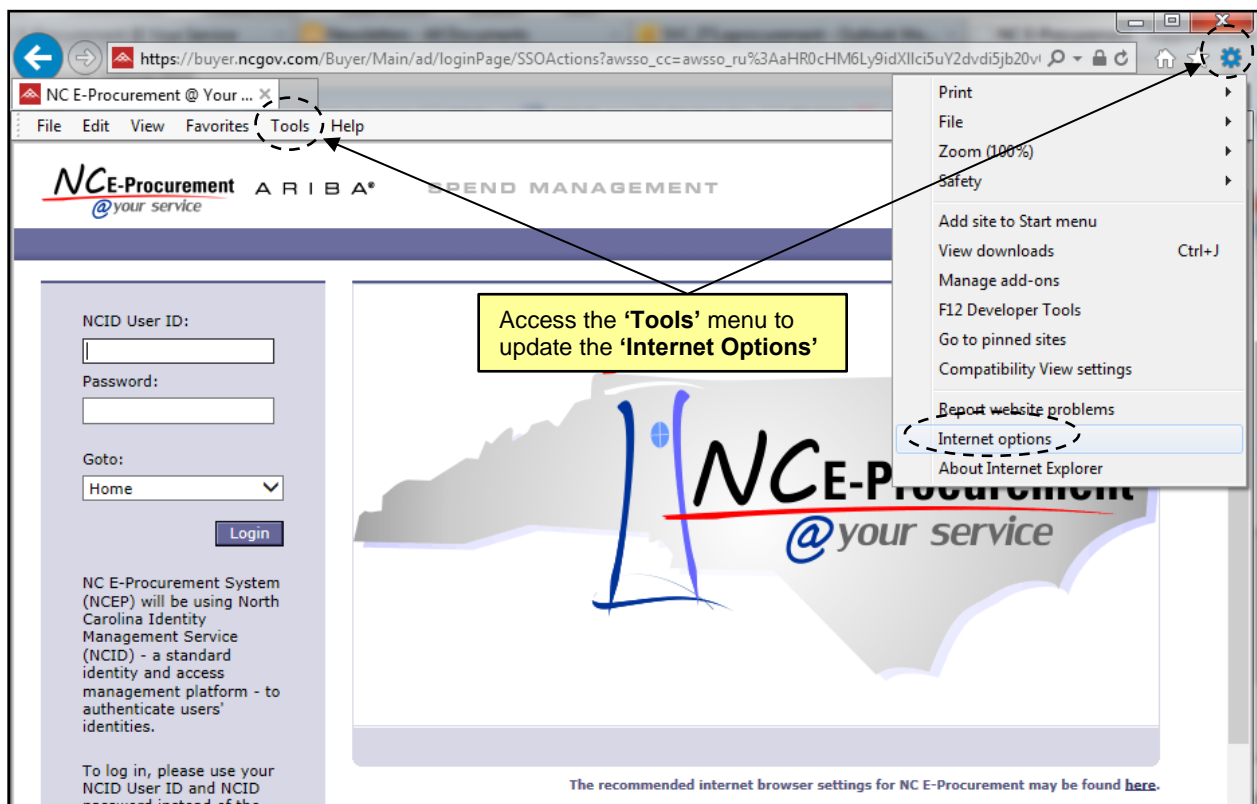11. Uncheck the **'Override automatic cookie handling'** box and Click **'OK.'**

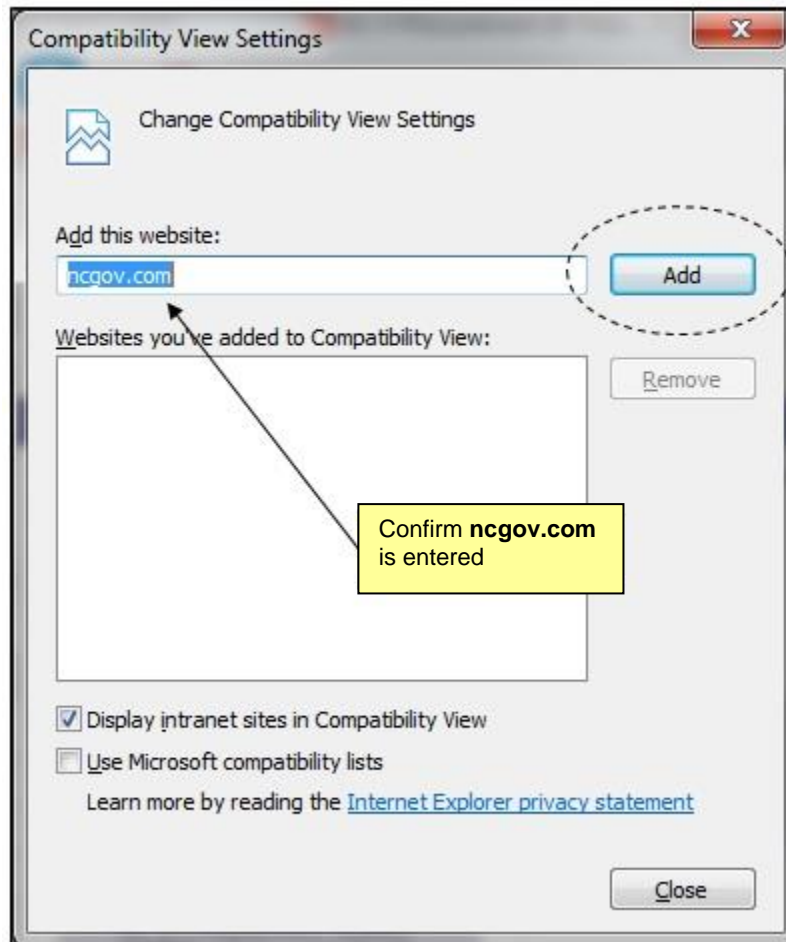12. Click **'OK'** again to apply all Internet Browser setting changes.

III. Compatibility View Settings

Because NC E-Procurement works best in Internet Explorer versions 7 through 8, it is recommended to utilize the browser's **'Compatibility View'** setting when using newer versions of Internet Explorer so that NC E-Procurement will function as intended. This setting may be updated as follows:
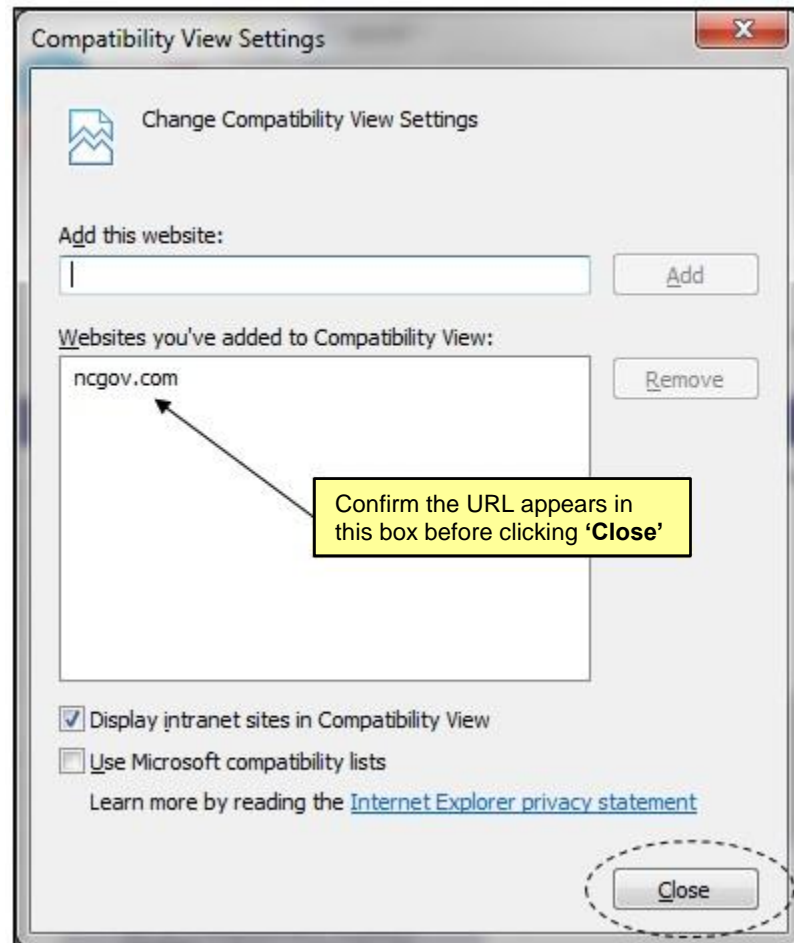
1. Access NC E-Procurement via **https://buyer.ncgov.com/Buyer/Main/**

2. Click the **'Tools'** icon or menu option and select **'Compatibility View Settings.'**

3. The web site URL **'ncgov.com'** should automatically appear in the **'Add this website:'** free-text field, but if it doesn't, type in **'ncgov.com'** (without the quotes).

4. Click **'Add'** and the web site URL should appear in the **'Websites you've added to Compatibility View:'** field.

5. Click **'Close.'** The page will refresh, and now the page will be accessed via Compatibility View each time it is visited in the future.
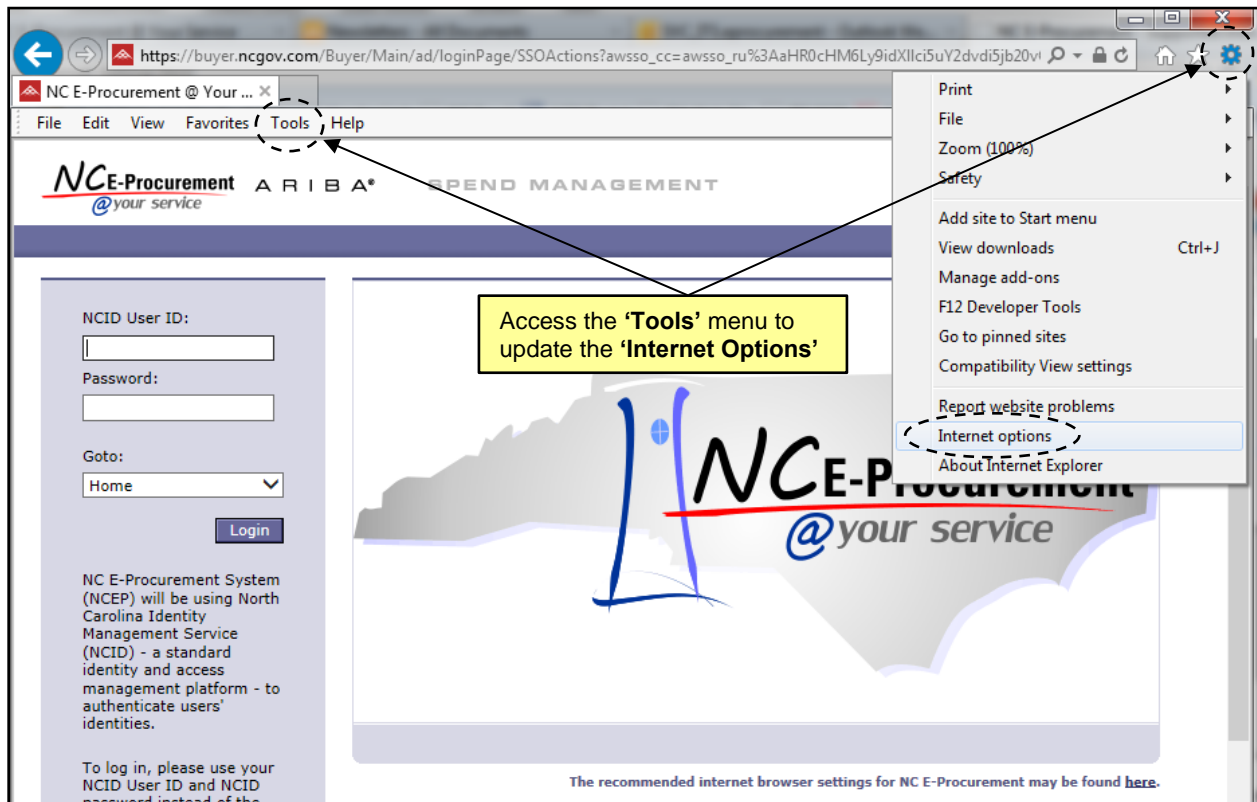
Note: If the Internet Explorer browser option **'Delete browsing history on exit'** is selected, then the compatibility view setting will be deleted when the user next closes the browser. To preserve the compatibility view settings for NC E-Procurement, please follow the below steps:
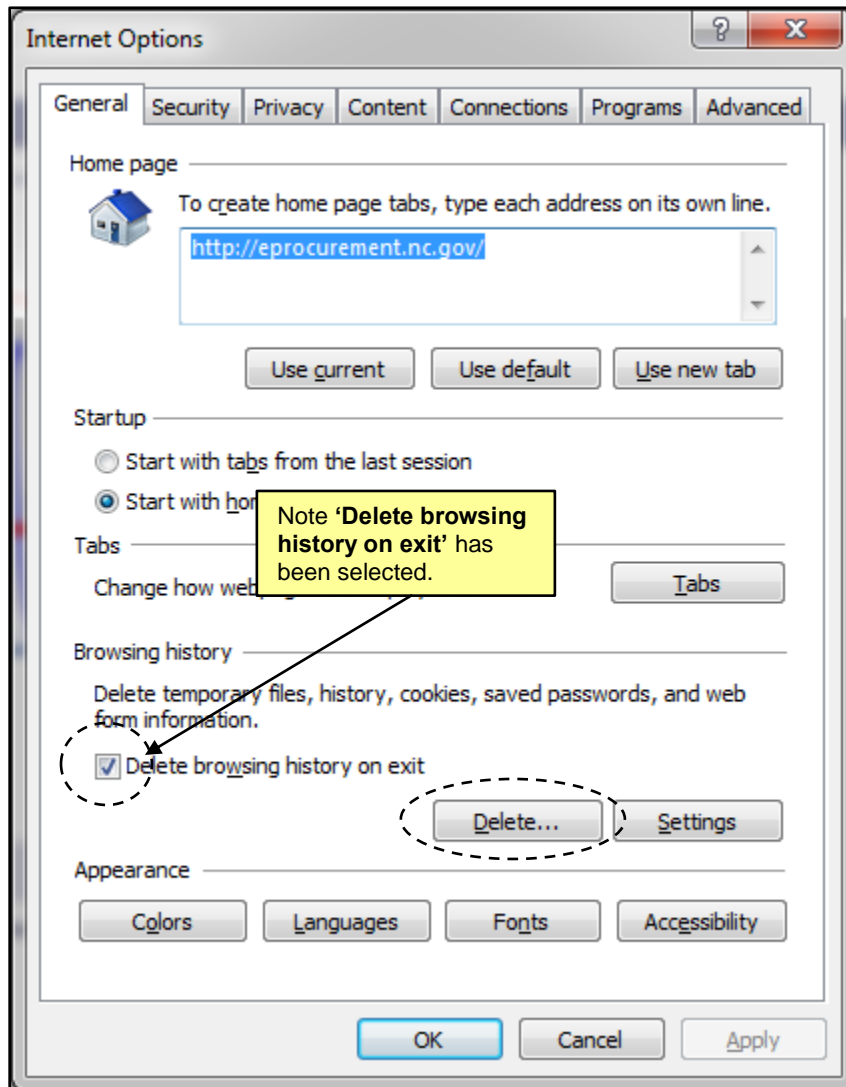
1. Add **https://buyer.ncgov.com/Buyer/Main/** to your Internet Explorer Favorites list.

Note: NC E-Procurement must be added as a favorite for the below steps to function correctly.

2. Click on the **'Tools'** icon or menu option and select **'Internet Options.'**
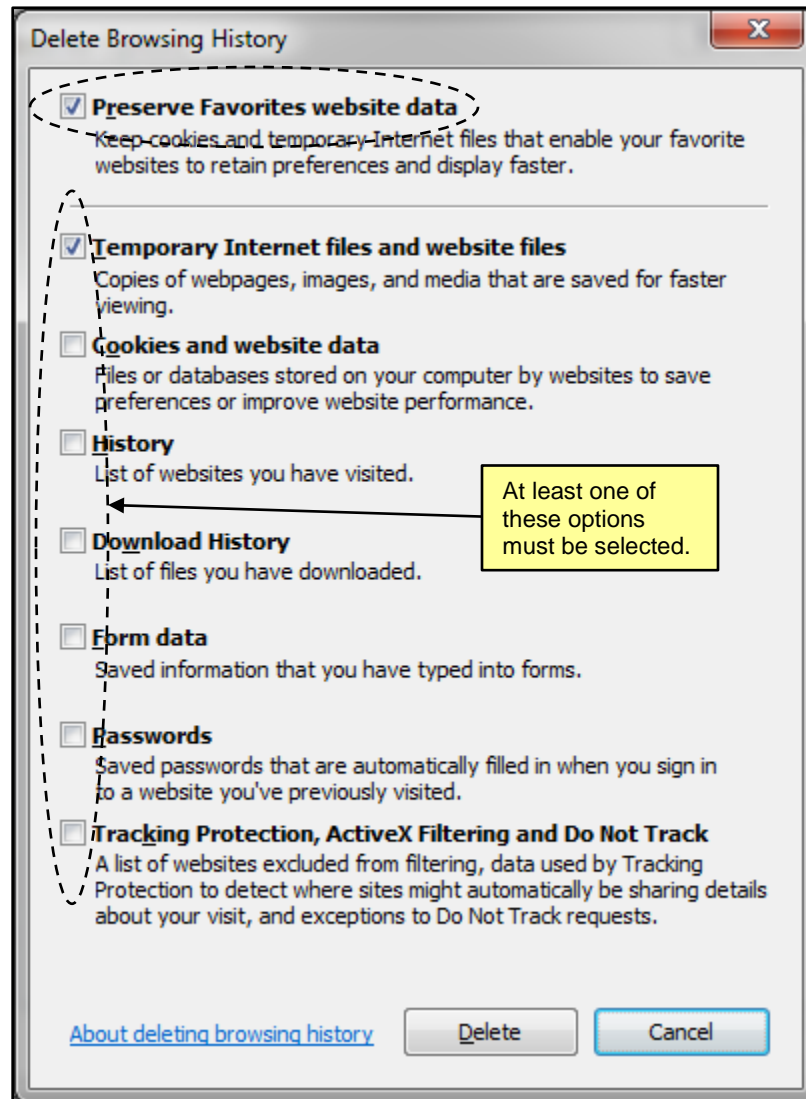
3. Click the **'Delete…'** button directly under the **'Delete browsing history on exit'** check box.

4. Check the **'Preserve Favorites website data'** box. Selecting this option will also preserve the compatibility view settings any time the history or temporary internet files are manually deleted.

Note: At least one other option must also be checked in order to complete the above step. Please confirm the selected options are correct before proceeding.

5. Click the **'Delete'** button.

6. Click the **'OK'** button.

This should now prevent the compatibility view settings from being deleted each time the browser is closed.