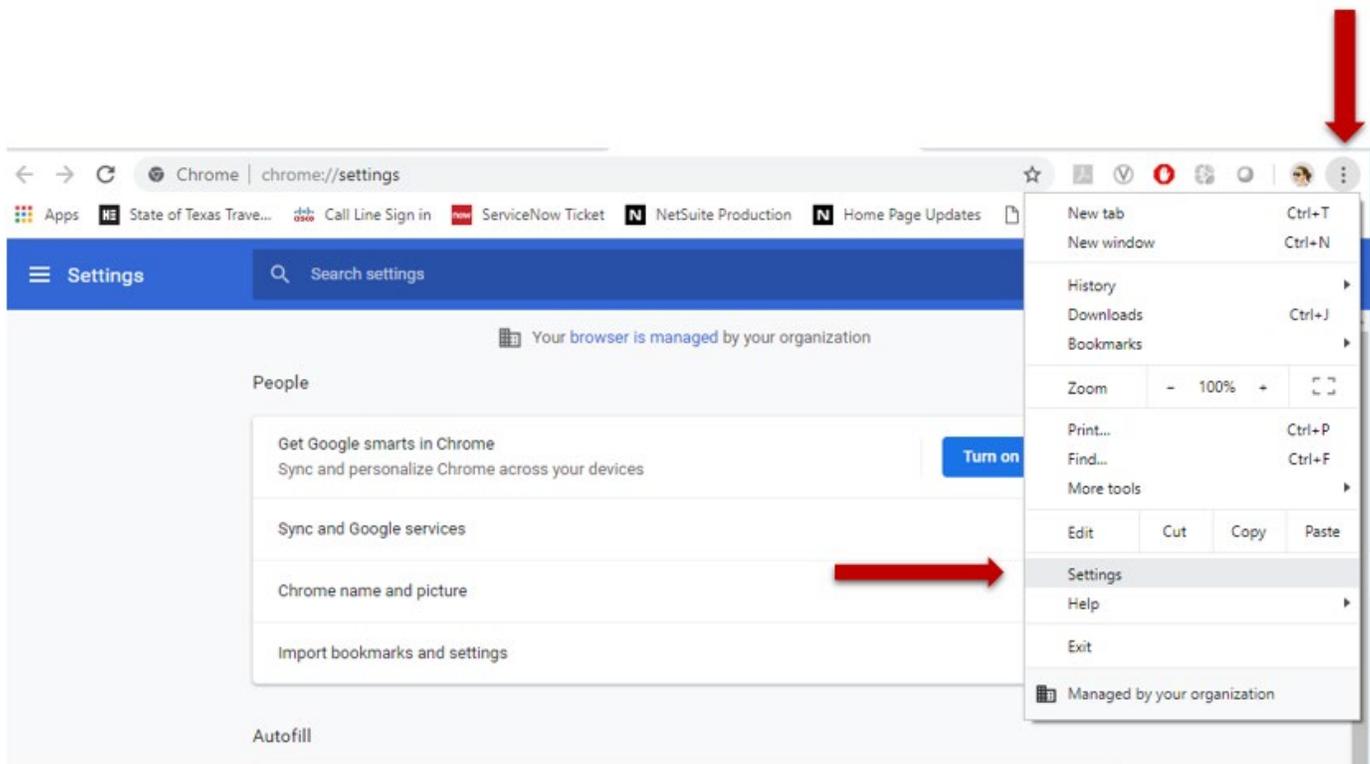


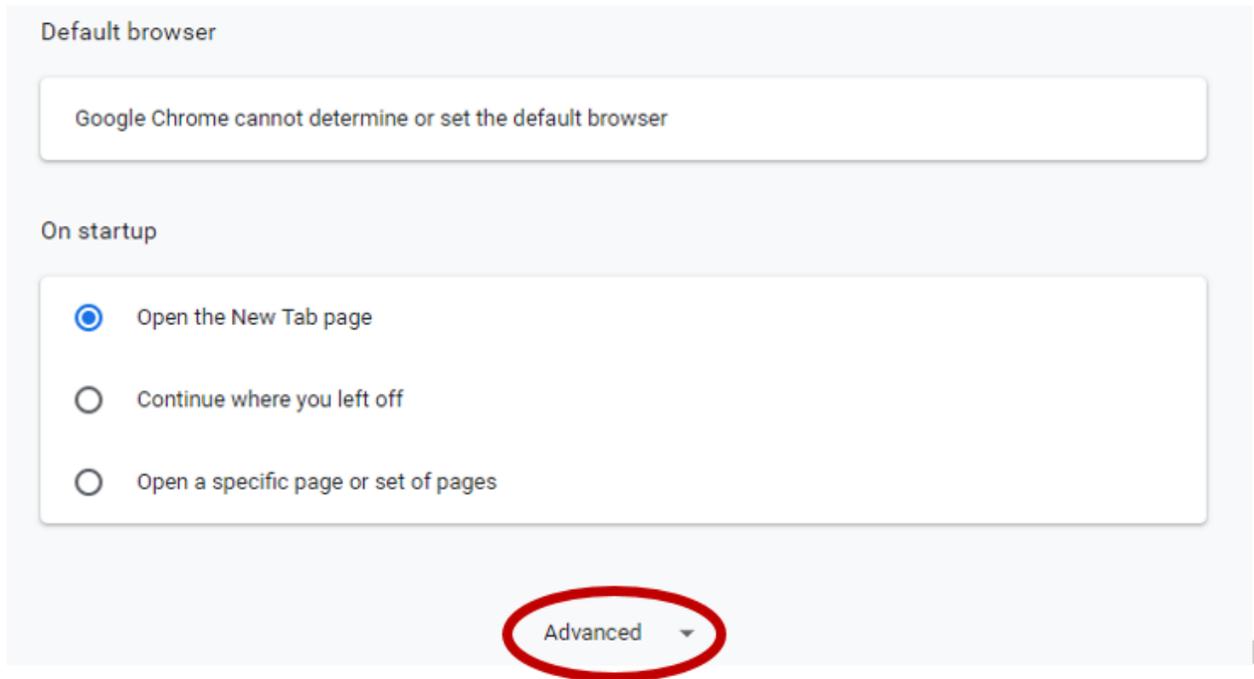
# Auto-clearing TxSmartBuy.com System Cookies

This user guide will set your Google Chrome web browser to clear your Texas SmartBuy cookies automatically upon closing the browser window(s). This process will help your TxSmartBuy.com experience.

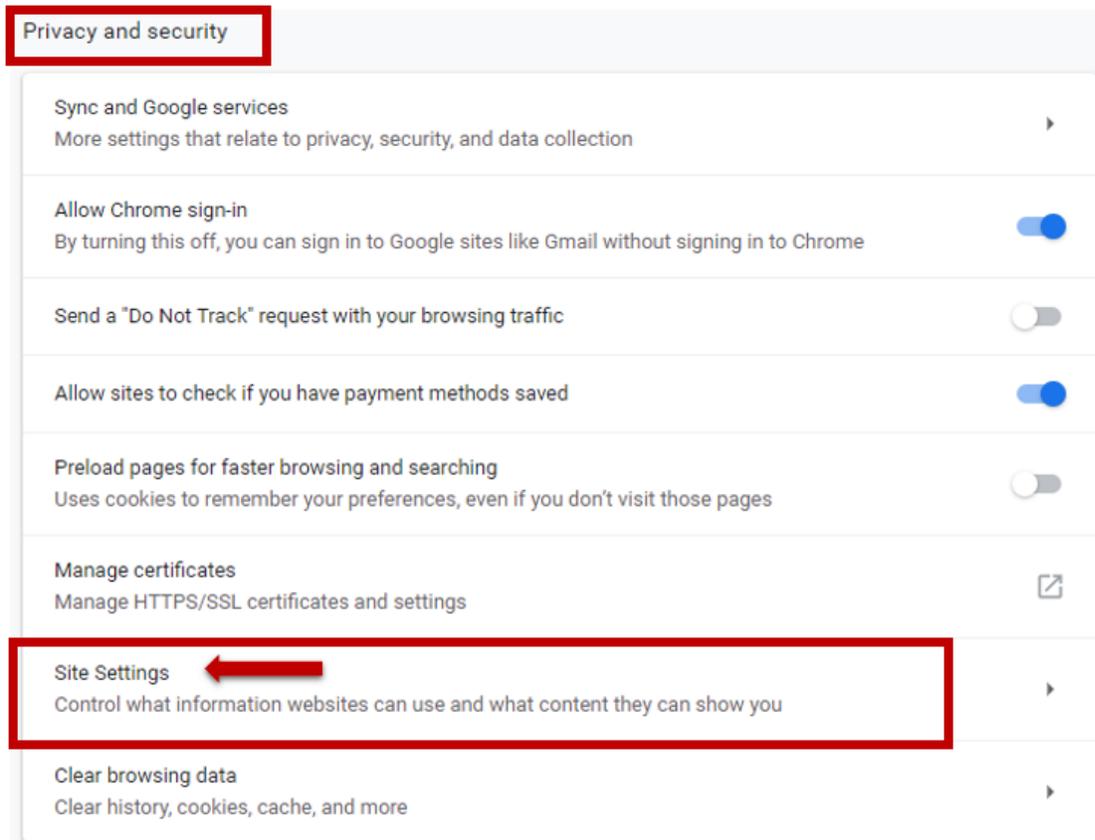
1. Open a new **Google Chrome** web browser with this logo. 
2. Select the Google Chrome '**Customize and control Google Chrome**' menu, located in the three vertical dots in the upper right corner of the browser window, just below the Close X option.
3. Select '**Settings**' from the drop down menu (screen shot below).



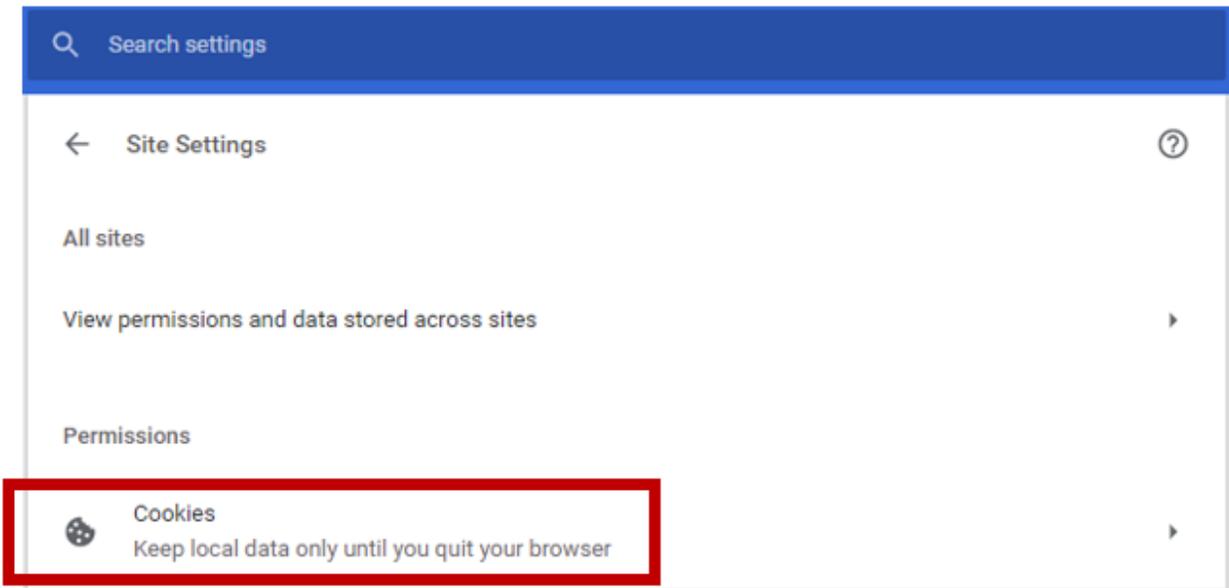
4. Scroll to the bottom of the Settings page and select the text or drop down arrow in the middle called '**Advanced**' (screen shot next page).



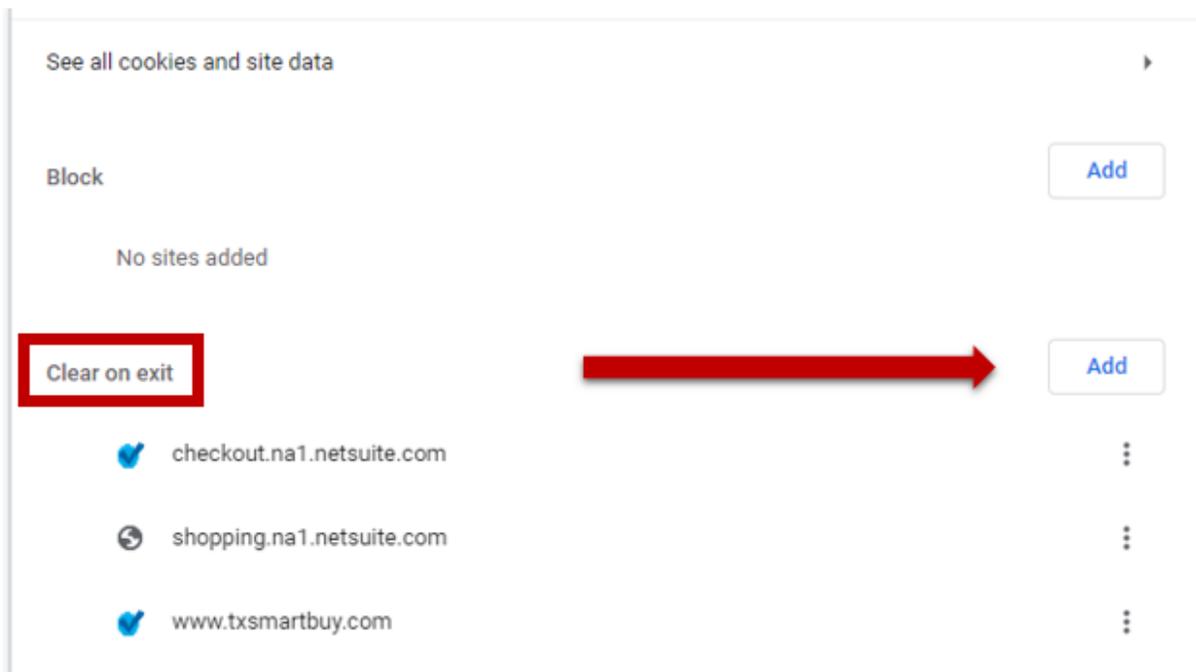
5. Under the first box of options called '**Privacy and security**', select '**Site Settings**'. This will be the second option from the bottom of that box. If you don't have the most up to date version of Google Chrome, your option may say **Content Settings** (screen shot below).



6. Select '**Cookies**' under the **Permissions** options (screen shot below).

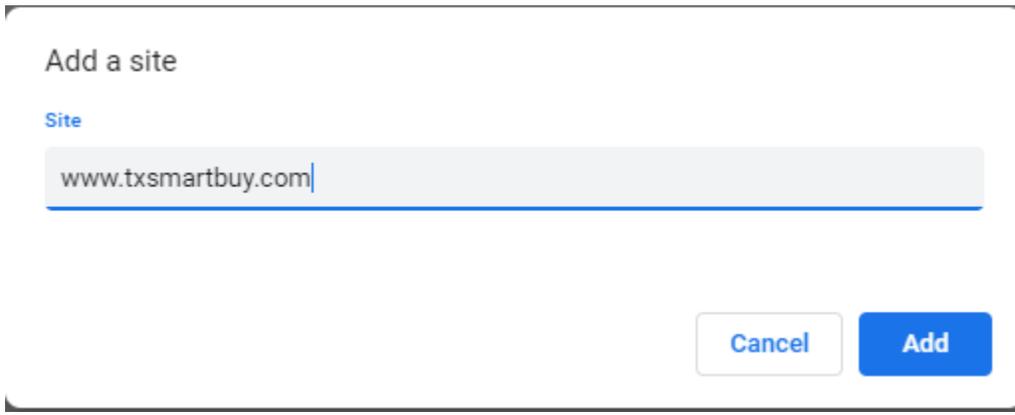


7. At the mid-screen subtitle labeled '**Clear on exit**', select the '**Add**' button from on the right side of the screen.



8. In the pop-up box titled 'Add a site', enter the following URLs one at a time, selecting the **Add** button after each entry. You may copy and paste the URL each time (screen shot below):

- a. [www.txsmartbuy.com](http://www.txsmartbuy.com)
- b. [checkout.na1.netsuite.com](http://checkout.na1.netsuite.com)
- c. [shopping.na1.netsuite.com](http://shopping.na1.netsuite.com)
  
- d. For state agencies who use **CAPPS punch-out** for TxSmartBuy.com, add the URL <https://erpfinprd.cpa.texas.gov>
  
- e. For state agencies who use **Agency Address, HUB Report or Mentor Protégé**, add the URL <https://mycpa.cpa.state.tx.us/>



9. The three main Texas SmartBuy URLs listed above in number 8 should appear in the 'Clear on exit' section (screen shot below).



With this Google Chrome setting, your browser will delete your cookies from Texas SmartBuy every time you close the browser. This will ensure you are seeing the most current information.

If you need assistance with this user guide, please contact the Statewide Procurement Division Outreach Team at [txsmartbuy@cpa.texas.gov](mailto:txsmartbuy@cpa.texas.gov) or **512-463-3034 option 1.**