Supply Chain Management

How to Enable Pop-Up Windows in Web Browsers to Use Punch-Outs and View Vouchers in BearBUY

For more information and training resources, please see the BearBUY website.

A pop-up blocker is a program that prevents pop-ups from displaying in a web browser. IMPORTANT: Please ensure that your pop-up blocker is disabled so that you can access punch-out catalogs and view vouchers in BearBUY without any issues.

You can allow all pop-ups by disabling the pop-up blocker. The instructions are different for different web browsers. This article covers the most popular browser types used by our linguists and clients. Click here to view the source for these instructions.

Google Chrome

By default, Google Chrome blocks pop-ups from automatically showing up on your screen. When a pop-up is blocked, the address bar will be marked Pop-ups blocked.

1. Click the Chrome menu button on the browser toolbar.
2. Select Settings.
3. Click Show advanced settings.
4. In the "Privacy" section, click the Content settings button.
5. In the "Pop-ups" section, click Manage exceptions.

Internet Explorer

1. Click Start, click Run, type inetcpl.cpl, and then click OK to open the Internet Properties dialog box. Alternatively, open Internet Explorer, and then click Internet Options on the Tools menu to open the Internet Properties dialog box.
2. Click the Privacy tab, and then do either of the following:
   a. Click to select Block pop-ups to turn Pop-up Blocker on.
   b. Click to clear Block pop-ups to turn Pop-up Blocker off.

Firefox

To access the pop-up blocker settings:

1. At the top of the Firefox window, click on the Tools menu then click Options. If you don’t see the Tools menu, press Alt key on your keyboard then you will see a menu bar across the top of the browser select Tools menu.
2. Select the Content panel.
3. In the content panel:
   a. Block pop-up windows: Deselect this to disable the pop-up blocker altogether.
   b. Exceptions: List sites that you want to allow to display pop-ups.

The dialog has the following choices:

   a. Allow: Click this to add a website to the exceptions list.
   b. Remove Site: Click this to remove a website from the exceptions list.
   c. Remove All Sites: Click this to remove all of the websites in the exceptions list.

Safari

1. Open up your Safari Web browser.
2. Go to the Safari menu and choose 'Preferences' from the list of choices
3. Click on the Security heading.
4. Check the box marked 'Block pop-up windows' if you would like Safari to block all popups. Safari will then ask if you would really like to change the setting.
5. Click the OK button in order to change the setting.
6. Click on the box again, so it does not have a check mark, if you want Safari to allow popup windows.
7. Close the Preferences windows after you have finished changing settings.
8. Shut down and restart Safari.

Support

- **First Line of Support**: BearBUY Help Desk
  - Available Mon. – Fri. from 8AM to 5PM, **Phone**: 510-664-9000 Option 1, Option 2
  - **Email**: BearBUYhelp@berkeley.edu
- **Regional Group Purchasing Inquiries**: https://portal.berkeley.edu/regions
- **Invoice Inquiries**: https://controller.berkeley.edu/financial-operations/accounts-payable/helpful-hints-our-vendors
- **Inquiries for High Value Goods and Services over $10,000**: https://supplychain.berkeley.edu/procurement/contact-your-buyer