

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 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 inetpl.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](mailto: 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>