

A major feature provided by UShop is reliable electronic distribution of purchase orders. For a variety of reasons, however, a user may choose not to have the system automatically send the Purchase Order (PO) to the supplier. By selecting the option described in this guide, the user will take the responsibility to communicate with the supplier about the PO.

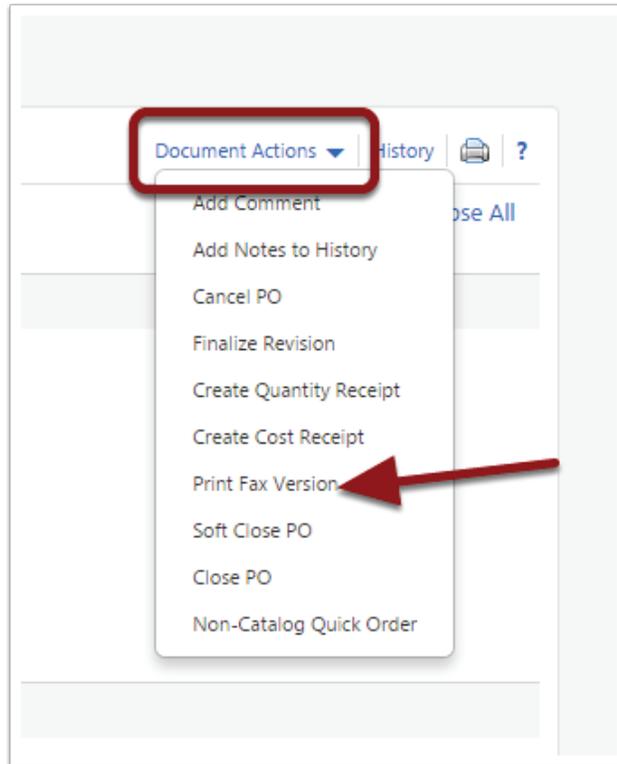
1. On the Proceed to Checkout page, click on the Billing tab, then click on edit.

The screenshot shows the UShop Marketplace interface for a Draft Requisition. The 'Billing' tab is selected and highlighted with a red box and a '1' in a circle. The 'Billing Options' section is visible, with the 'edit' button circled with a red box and a '2' in a circle. The 'Billing Options' section includes fields for Accounting Date, PO Distribute Override, Hold For Receipting, Handling Code Override, Separate Payment Override, and Payment Message. The 'Prevent automatic PO distribution' checkbox is highlighted with a red box and a '2' in a circle.

2. In the Billing Options, check the box to the right of "Prevent automatic PO distribution. Check box to Manually distribute PO." Click save.

The close-up screenshot shows the 'Billing Options' form. The 'Prevent automatic PO distribution. Check box to manually distribute PO' checkbox is highlighted with a red box and a red arrow points to it. The form includes fields for Accounting Date, Hold Invoice for Approval, Handling Code Override, Separate Payment Override, and Payment Message. The 'Prevent automatic PO distribution' checkbox is currently unchecked.

3. Complete your order as usual. If you need to print the PO, select "Print Fax Version" in the Document Actions dropdown menu on the PO.



For detailed instructions on saving or printing a PO, view the reference guide:

[How to save/print a PO \(for Manual Distribution\).](#)