

Identifying an RFX or Purchase Order as Exempt from the Office of State Purchasing

RFX Process

1. Create or Open RFX.
2. Go to the RFX Information Tab, User-Specified Status Tab.
3. Click the down arrow in the OSP Approval Status field.

RFX

Create RFX

RFX Number 3000000221 Smart Number P00022445 02/21/2011 09:23 Type RFX for SRM objects Status In Process
Created On 02/21/2011 09:23:15 Created By Time Zone CST Number of Suppliers 0 Number of Items 0
Version Number Version Type Active Version External Version Number

Close | Save | Publish | Check | Export | Print Preview | Import | System Info | Create Memory Snapshot

RFX Information | Bidders | Items | Notes and Attachments | Weights and Scores | Approval | Tracking

RFX Parameters | Questions | Notes and Attachments | Table Extension | Payment | Synopsis | **User-Specified Status**

Status Type	Status	Date
Status for offline Approval	▼	
Close RFX	▼	
OSP Approval	▼	

4. Select 'Exempt' to bypass the Office of State Purchasing's approval process. Upon selecting 'Exempt' the current date will populate in the Date field.

RFX

Create RFX

RFX Number 3000000221 Smart Number P00022445 02/21/2011 09:23 Type RFX for SRM objects Status In Process
Created On 02/21/2011 09:23:15 Created By KENYA LIPSCOMB Time Zone CST Number of Suppliers 0 Number of Items 0
Version Number Version Type Active Version External Version Number

Close | Save | Publish | Check | Export | Print Preview | Import | System Info | Create Memory Snapshot

RFX Information | Bidders | Items | Notes and Attachments | Weights and Scores | Approval | Tracking

RFX Parameters | Questions | Notes and Attachments | Table Extension | Payment | Synopsis | **User-Specified Status**

Status Type	Status	Date
Status for offline Approval	▼	
Close RFX	▼	
OSP Approval	Exempt	02/21/2011

5. Click 'Save'. This RFX is now exempt from the Office of State Purchasing's approval process.

Purchase Order Process

1. Create or Open Purchase Order.
2. Go to the Header Tab, User-Specified Status Tab.

Purchase Order | Hist

Create Purchase Order

Purchase Order Number 2000005539 Purchase Order Type Catastrophic Emg PO Status In Process Document Date 02/21/2011 Total Value (Gross) 0.00 USD Smart Number

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▼ Basic

Identification

Smart Number: P00022445 02/21/2011 09:23
 Smart Number is External

Purchase Order Number: 2000005539

Reason Code:

Corresponding Novation Purchase Order:

Purchase Order Type: Catastrophic Emg PO

Currency, Values, and Pricing

Currency: * USD

Total Value (Net): 0.00 U

Total Value (Gross): 0.00 U

Tax Value: 0.00 U

Service and Delivery

FM Posting Date: * 02/21/2011

Posting Period: * 008

3. Click the down arrow in the OSP Approval Status field.

Purchase Order

Create Purchase Order

Purchase Order Number 2000005539 Purchase Order Type Catastrophic Emg PO Status In Process Document Date 02/21/2011
 Total Value (Gross) 0.00 USD Smart Number

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User-Specified Status

Status Type	Status	Date
Status for offline Approval	<input type="text"/>	<input type="text"/>
OCR Status	<input type="text"/>	<input type="text"/>
OSP Approval	<input type="text"/>	<input type="text"/>

4. Select 'Exempt' to bypass the Office of State Purchasing's approval process. Upon selecting 'Exempt' the current date will populate in the Date field.

Create Purchase Order

Purchase Order Number 2000005539 Purchase Order Type Catastrophic Emg PO Status In Process Document Date 02/21/2011
Total Value (Gross) 0.00 USD Smart Number

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Overview

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Notes and Attachments

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User-Specified Status

Status Type	Status	Date
Status for offline Approval		
OCR Status		
OSP Approval	Exempt	02/21/2011

5. Click 'Save'. This Purchase Order is now exempt from the Office of State Purchasing's approval process.