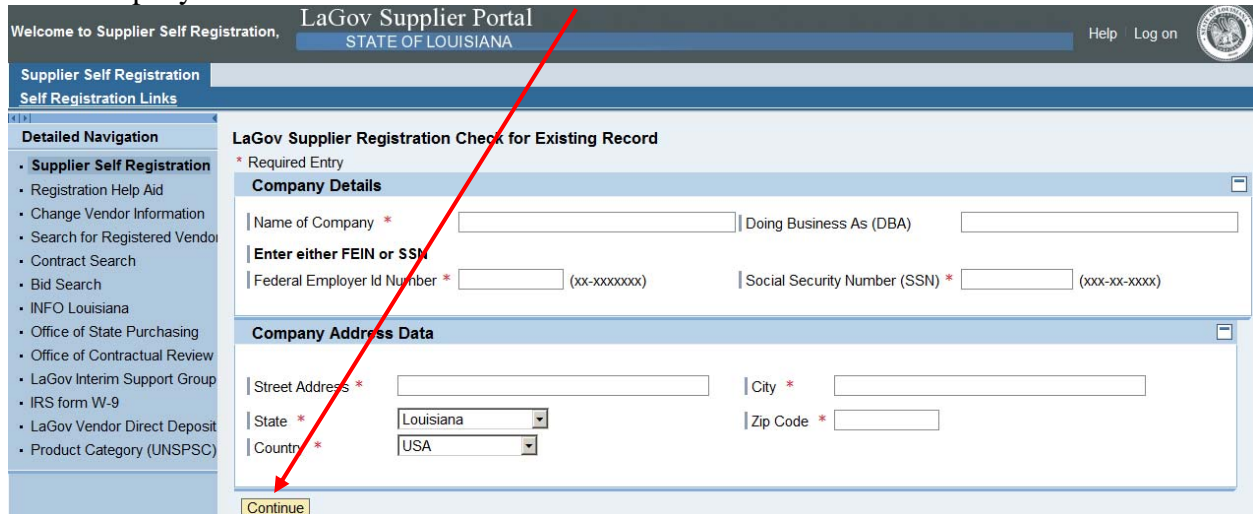


# Vendor Registration

Thank you for your interest in becoming a vendor to the State of Louisiana. It is crucial that we avoid duplicate registrations to facilitate correct award and payment processing.

1. Please go to

[https://lagoverpvendor.doa.louisiana.gov/irj/portal/anonymous?guest\\_user=self\\_reg](https://lagoverpvendor.doa.louisiana.gov/irj/portal/anonymous?guest_user=self_reg) and enter basic company information and click “continue”.



The screenshot shows the 'LaGov Supplier Registration Check for Existing Record' page. The page header includes 'Welcome to Supplier Self Registration, LaGov Supplier Portal STATE OF LOUISIANA' and 'Help Log on'. A left sidebar contains a 'Detailed Navigation' menu with items like 'Supplier Self Registration', 'Registration Help Aid', 'Change Vendor Information', 'Search for Registered Vendor', 'Contract Search', 'Bid Search', 'INFO Louisiana', 'Office of State Purchasing', 'Office of Contractual Review', 'LaGov Interim Support Group', 'IRS form W-9', 'LaGov Vendor Direct Deposit', and 'Product Category (UNSPSC)'. The main content area is titled '\* Required Entry' and contains two sections: 'Company Details' and 'Company Address Data'. The 'Company Details' section has fields for 'Name of Company \*', 'Doing Business As (DBA)', and 'Enter either FEIN or SSN' (with sub-fields for 'Federal Employer Id Number \*' and 'Social Security Number (SSN) \*'). The 'Company Address Data' section has fields for 'Street Address \*', 'City \*', 'State \*' (with a dropdown menu showing 'Louisiana'), 'Country \*' (with a dropdown menu showing 'USA'), and 'Zip Code \*'. A red arrow points from the 'Continue' button at the bottom of the form to the 'Supplier Self Registration' link in the sidebar menu.

If there is no matching criterion, the full registration screen will appear to be completed. It will populate with the data already entered. Skip to step 4.

# Vendor Registration

2. If same or similar data exists, several companies may be displayed. If you are attempting to register on behalf of one of the companies shown, please contact the Vendor Administrator for that company. If you are listed as the Vendor Administrator, please login to your vendor record through the following link: <https://lagoverpvendor.doa.louisiana.gov/irj/portal>. If you have forgotten your password to your vendor record and/or require additional assistance, please call (225) 342-8010 or send an email to [vendr\\_inq@la.gov](mailto:vendr_inq@la.gov).

**IMPORTANT**, if your company simply moved, the contact person shown can change the address in the LaGov vendor portal through Supplier Administration.

If the companies shown are not your company or you need to enter another branch location, click “continue” and proceed with registration. Skip to step 4.

**LaGov Supplier Registration Check for Existing Record**

\* Required Entry

**Company Details**

Name of Company \* Louisiana test vendor | Doing Business As (DBA) |

**Enter either FEIN or SSN**

Federal Employer Id Number \* | (xx-xxxxxxx) | Social Security Number (SSN) \* 111-11-1111 | (xxx-xx-xxxx)

**Company Address Data**

Street Address \* 123 Main Street | City \* Baton Rouge

State \* Louisiana | Zip Code \* 70802

Country \* USA

[Search Again](#)

**The following companies closely match the data you entered**

Vendor Name	Address	Vendor administrator	...	Email
DELL	2102 STONEWOOD HEIGHTS CT, PEARLAND TX 77581	DAMON SANTA MARIA		damon_santa_maria@dell.com
TESTING, INC.	1201 NORTH THIRD ST, BATON ROUGE LA 70802	BONNIE KEMP		bonnie.kemp@la.gov

**Please do not duplicate your company's existing registration.**

If you are attempting to register on behalf of one of the companies above, please contact the Vendor Administrator for that company. If you are listed as the Vendor Administrator, please login to your vendor record through the following link: <https://lagoverpvendor.doa.louisiana.gov/irj/portal>

If you have forgotten your password to your vendor record and/or require additional assistance, please call (225) 342-8010 or send an email to [vendr\\_inq@la.gov](mailto:vendr_inq@la.gov)

[Continue](#)

# Vendor Registration

3. Make any required changes to the company details by clicking the field, deleting unwanted text, and adding the updated information. **NOTE:** Effective 05/27/2015, the use of Building, Floor, and Suite/Room fields are no longer supported. For any changes to be successfully saved, if there is data in any of these fields, it ***must be cleared.*** Before saving, scroll down to the bottom and select “vendor currency” from the drop down box. **Failure to do this will create an error message.**

**LaGov Supplier Registration Check for Existing Record**  
\* Required Entry

**Company Details**

Name of Company \*  | Doing Business As (DBA)

Enter either FEIN or SSN

Federal Employer Id Number \*  (xx-xxxxxxx) | Social Security Number (SSN) \*  (xxx-xx-xxxx)

**Company Address Data**

Street Address \*  | City \*

State \*  | Zip Code \*

Country \*

The following companies closely match the data you entered

Vendor Name	Address	Vendor administrator	Phone	Email
RS TEST	123 MAIN STREET, BATON ROUGE LA 70801	RYAN SIDES		ME@HERE.COM

**Please do not duplicate your company's existing registration.**  
If you are attempting to register on behalf of one of the companies above, please contact the Vendor Administrator for that company. If you are listed as the Vendor Administrator, please login to your vendor record through the following link: <https://lagoverpvendor.doa.louisiana.gov/irj/portal>  
If you have forgotten your password to your vendor record and/or require additional assistance, please call (225) 342-8010 or send an email to [vendr\\_inq@la.gov](mailto:vendr_inq@la.gov)

If you have received the following 'Verify & Continue' message, you must contact the vendor section (225) 342-8010. There is no further action that can be taken on this registration without assistance from the vendor section.

Enter Pass Code \*

# Vendor Registration

4. Enter company details. All fields with asterisks (**highlighted**) are required.

Welcome to the LaGov Supplier Registration. Please complete all required fields to begin your registration process.

\* Required Entry

### Company Details

Name of Company *	VENDOR REGISTRATION	Doing Business As (DBA)	
Enter either FEIN or SSN			
Federal Employer Id Number *	12-3456780 (xx-xxxxxxx)	Social Security Number (SSN) *	(xxx-xx-xxxx)
D-U-N-S Number			
Do you want to be notified of bid opportunities? * <input checked="" type="radio"/> Yes <input type="radio"/> No			

Vendor subscription fees must be paid to receive automatic email notifications of bid opportunities after April 1, 2014. See Memorandum V14-02 on OSP website under the vendor center at [www.doa.louisiana.gov/osp](http://www.doa.louisiana.gov/osp) for additional information.

### Company Address Data

E-Mail Address *		Extension	
Telephone *		Extension	
Fax			
Street Address *	123 MAIN STREET		
City *	BATON ROUGE	Parish/County	
State *	Louisiana	Zip Code *	70801
Country *	USA		

Note: If PO Box address is entered any mailings will be sent to this address.

P.O. Box		PO Box City	
PO Box State	Louisiana	PO Box Zip Code	
PO Box Country	USA		

If your Remit to Address is different from the address entered above please select this box.

- **Name of Company**: Name that appears on your W-9 form.
- **Doing Business As (DBA)**: Only complete if different than the legal name.
- **Federal Employer ID Number OR Social Security Number**: Hyphens required
- **D-U-N-S Number**: This is a five digit number issued by Dun and Bradstreet. If you do not have a DUNS number, you may leave this field blank.
- **Do you want to be notified of solicitations?** Click the appropriate radio button. Default is “yes” but you may click “no”
  - If you select “no”, you will not need to enter product categories later.
  - If you select “yes”, the product categories will appear for you to select later.
- During registration under the ‘Company Address Data’, there is an option to select receiving **Purchase Orders via email**. This option defaults to No and it is mandatory that either the Yes or No radio button is activated. Please note that not all State Agencies are participating in this functionality.

### Company Address Data

Do you wish to have Purchase Orders emailed to your company? \*  Yes  No (If you select 'Yes', the default email is the address provided in the Company Address Data below.)

\*NOTE\* Not all State Agencies will be emailing POs.

E-Mail Address \*

- **E-mail address**: Valid E-mail address. This is the company’s general email address. Solicitations and addenda notifications will NOT be sent here. They will be sent to each contact person (created later in this registration process).
- **Telephone Number**: 10 digit telephone number for the company separated by hyphens
- **Extension**: Leave blank if the company telephone number does not have an extension.
- **Fax**: 10 digit fax number for the company separated by hyphens
- **Extension**: Leave blank if the company fax number does not have an extension.
- **Street Address**: Company’s street address where you would like orders to go.

# Vendor Registration

- **City:** Company's city
- **Parish:** Company's parish/county
- **State:** Use the drop down box to select the company's state
- **Zip Code:** Company's zip code
- **Country:** Use the drop down box to select the company's country
- **P. O. Box:** Company's P. O. Box (**P. O. Box will take preference over street address if both are entered**)
- **P. O. Box city:** Company's P. O. Box city
- **P. O. Box State:** Company's P. O. Box state
- **P. O. Box Zip:** Company's P. O. Box zip code
- **P. O. Box Country:** Company's P. O. Box country
- **If your remit to address is different from the address entered above, please select this box** and enter your remittance address information. If you do not check the box you will not see the remittance address entry fields.

**Remit to Address**

**Important Notes:**  
1. If a Remit to Address is entered, all check payments will be mailed to this address.  
2. Enter Street Address or PO Box in Address Line (Example: "1201 N. Third Street" or "PO Box 1234")

Address Line \*  Building   
Floor  Suite/Room   
City \*  Parish/County   
State \*  Zip Code \*   
Country \*

- **Address Line:** Enter street address or P. O. Box of remittance address
- **City:** City of remittance address
- **Parish:** Parish/county of remittance address
- **State:** State where remittance must be sent. Use drop down box if needed.
- **Zip Code:** Zip code of remittance address
- **Country:** Country of remittance address. Use drop down box if needed.

**Remit to Address**

**Important Notes:**  
1. If a Remit to Address is entered, all check payments will be mailed to this address.  
2. Enter Street Address or PO Box in Address Line (Example: "1201 N. Third Street" or "PO Box 1234")

Address Line \*   
City \*  Parish/County   
State \*  Zip Code \*   
Country \*

- **Title:** Use drop down box to select title of contact person
- **First Name:** Enter first name of contact person
- **Last Name:** Enter last name of contact person
- **E-mail address:** Enter the email address where you wish the confirmation email to be sent upon completion of registration. That email will provide the permanent vendor ID and

# Vendor Registration

require creation of a personal password. This email address will be used to send notifications of solicitations that are posted to the Louisiana Procurement and Contract Network (LaPAC) that match the Product Categories you selected.

- Telephone: Telephone number of contact person
- Fax: Fax number of contact person
- **Signature authority:** Click the “yes” or “no” radio button

The screenshot shows a web application interface for vendor registration. On the left is a 'Detailed Navigation' sidebar with a tree view of options including 'Supplier Self Registration', 'Registration Help Aid', 'Change Vendor Information', 'Search for Registered Vendors', 'Contract Search', 'Bid Search', 'INFO Louisiana', 'Office of State Purchasing', 'Office of Contractual Review', 'LaGov Interim Support Group', 'RS form W-9', and 'LaGov Vendor Direct Deposit Form'. The main content area is titled 'Select the Product Categories You Wish To Be Notified'. It includes a search bar with 'Search' and 'Reset' buttons. Below the search bar are links for 'Expand', 'Close', 'ShowSelected', and 'ShowAll'. A table lists product categories with their descriptions, Product Category Ids, and checkboxes in the 'Select' column. A red arrow points to the checkbox for 'ACCOMMODATION FURNITURE' (Product Category Id: 56100000).

Product Category Description	Product Category Id	Select
▶ ACCOMMODATION FURNITURE	56100000	<input type="checkbox"/>
▶ ACCOUNTING AND AUDITING	84110000	<input type="checkbox"/>
▶ ADDITIVES	12160000	<input type="checkbox"/>
▶ ADHESIVES AND SEALANTS	31200000	<input type="checkbox"/>
▶ ADVERTISING	82100000	<input type="checkbox"/>
▶ AEROSPACE SYSTEMS AND COMPONENTS AND EQUIPMENT	25200000	<input type="checkbox"/>
▶ AGENTS AFFECTING WATER AND ELECTROLYTES	51190000	<input type="checkbox"/>
▶ AGRICULTURAL AND FORESTRY AND LANDSCAPE MACHINERY AND EQUIP.	21100000	<input type="checkbox"/>
▶ AIRCRAFT	25130000	<input type="checkbox"/>
▶ ALLOYS	11170000	<input type="checkbox"/>
▶ ALTERNATIVE AND HOLISTIC MEDICINE	85140000	<input type="checkbox"/>
▶ ALTERNATIVE EDUCATIONAL SYSTEMS	86110000	<input type="checkbox"/>
▶ ANIMAL CONTAINMENT AND HABITATS	10130000	<input type="checkbox"/>
▶ ANIMAL FEED	10120000	<input type="checkbox"/>
▶ ANTI INFEKTIVE DRUGS	51100000	<input type="checkbox"/>

- Select the Product Categories (commodities) you wish to be notified by clicking the box(es). You may use the search on the registration page which searches family and class level or there is another more detailed search located at <https://wwwcfprd.doa.louisiana.gov/osp/lapac/pubMain.cfm>  
Hint: If you use the detailed search and click on the box by “whole word”, it will narrow your search. Example if you enter “ice” it will bring up 4129 hits because it includes words like device, service, etc. If you select whole word, it will narrow your search to 37. When you locate the product or service you are looking for, make a note of the first 4 digits (family code). You will use these to select your product categories.
- The new vendor portal uses UNSPSC commodity codes (United Nations Standard Products and Services Code).
- Registration is at the family level (first 4 digits of the product category).
- Click on the box(es) on the right to select product categories.
- Select as many product categories as desired.
- Being a registered vendor does NOT guarantee the receipt of electronic notifications for all applicable solicitations. Vendors must routinely check our LaPAC Bids site for a listing of current business opportunities. The Division of Administration shall not be responsible if a vendor does not receive an electronic notification for any particular solicitation. This notification is provided as a convenience only. The Division of Administration neither accepts nor assumes responsibility for electronic notifications under any circumstances.

# Vendor Registration

## Important Notice Must Read

Information provided through the LaGov Supplier Portal will be used in the purchasing and accounting activities of the State of Louisiana and will not be limited in its use to one State agency. Information will be retained and made available in accordance with existing Louisiana policy and laws, including the Public Records Chapter, R.S 44:1 et seq.

**NOTE: If your email address is not correct, you will not receive notifications. It is your responsibility to keep all information current.**

Attention: R.S. 39:1594(c)(4) requires evidence of authority to sign and submit bids to the state of Louisiana. You must indicate which of the following apply to the signer of bids.

**You will be required to circle one of the following on any bids submitted:**

1. The signer of this bid is either a corporate officer who is listed on the most current annual report on file with the Secretary of State or a member of a partnership or partnership in commendam as reflected in the most current partnership records on file with the Secretary of State. A copy of the annual report or partnership record must be submitted to this office before contract award.
2. The signer of the bid is a representative of the bidder authorized to submit this bid as evidenced by documents such as, corporate resolution, certification as to corporate principal, etc. If this applies a copy of the resolution, certification, or other supportive documents must be attached hereto.
3. The bidder has filed with the Secretary of State an affidavit or resolution or other acknowledged/authentic document indicating that the signer is authorized to submit bids for public contracts. A copy of the applicable document must be submitted to this office before contract award.
4. The signer of the bid has been designated by the bidder as authorized to submit bids on the bidder's vendor registration on file with this office.

Vendor agrees that it is responsible for maintaining its vendor record and keeping it current. Any change in persons having signature authority must be promptly reflected in the vendor's file.

Yes, I have read the above Notice and accept the terms.

- After reading and reviewing the **Important Notice**, check the “yes” box.
- Click the “submit” button to continue.
- NOTE: If there are any errors, you will see a message.
- You have successfully completed your initial registration and will need to create your permanent password to complete the process. Wait for an email with further instructions.
- Close your browser. **Failure to do this may cause problems with creating your permanent password to complete the process.**

5. You will receive a confirmation email stating that you have successfully completed your initial registration and that you need to create your personal password. The email will include your permanent vendor ID and a temporary password. Log in with your permanent vendor number and temporary password (case sensitive) to **create your personal password** at the URL provided in the email <https://lagoverpvendor.doa.louisiana.gov/irj/portal>. Your personal password must be at least 8 characters – combination of alpha and numeric using upper or lower case letters.

- Must be at least 8 characters long
- Must have at least 1 numeric character (0-9)
- Must have at least 1 alpha character, upper or lower case (A-Z or a-z)

Click “submit” and that will complete your registration. **Keep a record of your permanent vendor ID and personal password.**

While you are creating your personal password, you will also have the opportunity to perform any of the following tasks:

- Edit and manage your Product Category selections
- Edit and manage your company and user data
- Create and manage additional company contacts
- Create your remit to address

## Vendor Registration

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6. Once registration is complete you can manage your account and make changes by logging in at this same URL <https://lagoverpvendor.doa.louisiana.gov/irj/portal> with your permanent ID and personal password 24 hours a day 7 days a week. Details on each of the management functions are in separate help scripts on our website at

<http://www.doa.la.gov/pages/osp/vendorcenter/regnhelp/index.aspx>:

- Create Additional Users
- Manage User Data
- Manage Own Data
- Manage Company Data
- **PO Email Election**
- Manage Product Categories
- Create a Remittance Address
- Vendor Payments (inquiry)

We are pleased to welcome you as a supplier in our LaGov Supplier Registration Portal.