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KRISTY H. NICHOLS
COMMISSIONER OF ADMINISTRATION

State of Louisiana
Division of Administration
Office of State Purchasing

MEMORANDUM V14-03

TO: All Registered Vendors

FROM: Sandra G. Gillen, CPPB-Director of State Purchasing *Sandra G. Gillen*

DATE: May 30, 2014

RE: LaGov Vendor Enrollment Subscription Fees - Online payment now available

In March, we had advised you of the reinstatement of the vendor subscription fees. Many of you have complied with the requirements by using the manual paper and check-writing process in place at the time. However, effective today, you may register and pay subscription fees online to receive email notifications. All new vendors wishing to register in the State of Louisiana's vendor data base; or, vendors currently enrolled who wish to receive email notifications of bid opportunities are requested to use the vendor enrollment LaGov Vendor Portal to pay subscription fees.

You may register at

https://lagoverpvendor.doa.louisiana.gov/irj/portal/anonymous?guest_user=self_reg and once registered, subscription fees may be paid at the LaGov Vendor Portal at <https://lagoverpvendor.doa.louisiana.gov/irj/portal>. If not already paid, subscription fees for FY 2015 are due July 1, 2014. Help scripts for online payment requirements are provided at the online at the vendor registration portal Office of State Purchasing website, Vendor Center at <http://www.doa.louisiana.gov/osp/vendorcenter/regnhelp/index.htm>.

Fees for each email address for which your company wishes to receive automatic email notifications of bid opportunities are as previously stated in **MEMORANDUM V14-02** posted at <http://www.doa.louisiana.gov/osp/vendorcenter/memos/list.htm>.

Prior to payment of your vendor subscription fee(s), you should verify your registration information which can be accessed at <http://wwwprd1.doa.louisiana.gov/OSP/LaPAC/vendor/srchven2.cfm>.

Vendors are reminded that they are responsible for management of their account inclusive of updating contact information. Some common information we have found vendors failing to update are: current company contact person's name, current email address for receipt of email

bid opportunity notification, and designation of Product Categories for which email notifications are to be received.

If you have any questions or require additional assistance, please call (225)342-8010 or send an email to VENDR_INQ@LA.GOV or access our vendor information site at http://www.doa.louisiana.gov/osp/vendor_index.htm.

Your cooperation with this matter is appreciated.