

Manage Own Data

1. Log in at <https://lagoverpvendor.doa.louisiana.gov/irj/portal> with your ID (11 digit vendor number that begins with a “V”) and your personal password.

2. Click on “Manage Own Data” under “Detailed Navigation” on the left. The following screen will appear.

The screenshot displays the 'Manage Own Data' web application. The top navigation bar is purple and yellow, with 'Supplier Admin' on the left. A sidebar on the left contains a 'Detailed Navigation' menu with 'Manage Own Data' highlighted. The main content area is titled 'Manage Own Data' and features a 'Change' button at the top. Below this are three sections: 'General User Information' with fields for User Name, Title, First Name, Last Name, E-Mail Address, Country, Language, and Company; 'Contact Information' with fields for Telephone, Fax, Position, and Department; and 'Settings' with fields for Date Format, Decimal Format, Time Zone, and a checked 'Signature Authority' checkbox. A red arrow points from the 'Change' button to the 'Signature Authority' checkbox.

To make changes, click the “Change” button at the top of the screen.

3. After you click the “change” button, you will be able to edit fields of your Profile Information.

- To edit a field, click on the field, delete the unwanted text and enter the updated information. Multiple fields may be updated at the same time.
- To change the signature authority, you can check or uncheck as appropriate.

Click the “save” button at the top of the screen. See next page.

Manage Own Data

You will be able to view your updated information on the displayed screen.

Welcome Ms. Bonnie Kemp LaGov ERP - Data Warehouse STATE OF LOUISIANA Help Personalize Log off

Supplier Admin
Supplier Admin

Detailed Navigation

- Welcome Supplier Administrator
- Create Additional Users
- Manage User Data
- Manage Own Data**
- Manage Company Data
- Manage Product Categories
- Manage Remit to Address
- Vendor Payments
- Vendor Admin Help

Own Data > Edit User
User: V31001051101

General User Information

User Name	V31001051101
Password	
Confirm Password	
*Title	Ms. ▾
*First Name	Bonnie
*Last Name	Kemp
*E-Mail Address	bonnie.kemp@la.gov