



State of Louisiana
Division of Administration
Office of Statewide Reporting and Accounting Policy

March 9, 2015

OSRAP MEMORANDUM 15-17

TO: Fiscal Officers
ISIS Agencies
LaGov Agencies

FROM: John McLean, CPA
Interim Director

SUBJECT: LaGov Vendors Unable to Register in SUS

The LaGov ERP system is designed to allow vendors to register themselves through the LaGov Supplier Self-Portal (SUS). The Office of Statewide Reporting and Accounting Policy (OSRAP) recognizes that not all vendors wishing to do business with the State of Louisiana or who are expecting to receive payment/funds from the State of Louisiana have the ability to register themselves in SUS. Indeed, some vendors of the State of Louisiana have neither the ability nor the resources needed to register themselves in LaGov.

OSRAP recommends that each agency currently doing business or expecting to do business through LaGov designate agency personnel who will have the authority to enter vendors in LaGov on behalf of their agency. The designated individual(s) should have the vendor complete an Office of Statewide Reporting & Accounting Policy Vendor Information form, attached, also available at: <http://www.doa.louisiana.gov/osrap/index.htm> (OSRAP LAGOV FUNCTIONS, LaGov New Vendor Information Form).

After the vendor has completed and signed the information form, they should return it to their agency contact along with a current W-9. The designated agency personnel can then enter the vendor through SUS. They should enter all required information including a valid email address. If the vendor does not have an email address, the following email address should be used: DOA-OSRAP-LAGOV@la.gov

After the vendor has been successfully registered in LaGov, a LaGov vendor number will be assigned to the vendor. The agency designee should complete the bottom portion of the information form including the addition of the LaGov nine digit vendor number. After completion, the form and a current, signed W-9 should be faxed to the OSRAP Vendor Section at: 225-342-0960.

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Vendors who need assistance with the registration process, through SUS, should be directed to the Office of State Procurement's (OSP) vendor registration help scripts at: <http://www.doa.louisiana.gov/osp/vendorcenter/regnhelp/index.htm> . If additional assistance is needed, they can contact OSP at: 225-342-8010 or the OSRAP LaGov help desk at: 225-219-6888.

If you have any questions about this memo, please contact Holly Ketterer at 225-342-6355.

JM/hk

cc: Afranie Adomako, CPA, Assistant Commissioner
Paul Holmes, Director, Office of State Procurement
James Lodge, State Accounting System Manager
Babs Meyers, LaGov Interim Support Group

[Click on here for attachment](#)