



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

June 19, 2015

OSRAP MEMORANDUM 15-32

TO: Fiscal Officers
ISIS Agencies

FROM: John McLean, CPA
Interim Director

SUBJECT: LaGov Vendor Registration in Supplier Service Portal (SUS)

Effective July 1, 2015, all vendors that have not converted from ISIS to the LaGov ERP system must register themselves through the LaGov Supplier Self Service Portal (SUS). For questions or additional information regarding SUS, please visit the Office of State Procurement (OSP) website at <http://www.doa.louisiana.gov/osp/vendorcenter/VendorRegn.htm> or contact OSP at (225) 342-8010.

Vendor registrations will remain in blocked status until they are unblocked by OSRAP. Should your agency wish to do business with a vendor, OSRAP policy requires receipt of a completed and signed IRS W-9 form to unblock a vendor. W-9 forms can be faxed to the OSRAP Vendor Section at (225) 342-0960 or mailed to OSRAP Vendor Section, P.O. Box 94095, Baton Rouge, LA 70804-9095.

To check a vendor's registration status prior to setting up a contract or purchase order, please visit the help script "Vendor – Verify Vendor Status (Blocked)" in the LaGov ERP Help section http://wwwprd.doa.louisiana.gov/LaGov/Misc/How_to_Check_for_Block_Vendor.pdf. For questions regarding LaGov ERP, please submit a LaGov help desk ticket via: <https://wwwremmt.doa.louisiana.gov/arsys/servlet/ViewFormServlet?form=OIS-WEBHD&server=remedy&username=GUEST&pwd=&view=Web%20Ticket&mode=submit>

In the event that a vendor is unable to self-register through SUS, each agency has designated individuals who can register vendors through SUS. Those individuals should register vendors only in extreme circumstances. Agencies should maintain documentation to justify vendor registrations completed by agency personnel for audit purposes.

Once a vendor's registration is complete, the vendor can manage and make changes to their account through SUS, except for changes to their remittance address. OSRAP will continue to

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process remittance address changes and/or Electronic Fund Transfer (EFT) enrollments /modifications. For remittance address changes, vendors should contact the OSRAP Vendor Section at (225) 219-6888. For EFT enrollments, modifications, or cancellations, vendors should contact the OSRAP Help Desk at (225) 342-1097.

If you have any questions regarding this memo, please contact the OSRAP Help Desk at (225) 342-1097.

JBM:cgc

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