



Purchasing Department

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According to Act 589 that was recently passed, the state is now required to collect and upload certain vendor data for all contracts that go to OSP. (Meaning all contracts \$50,000 and greater). To obtain this information, the vendor will need to follow the instructions below and attached.

Once the vendor profile data page is downloaded, send it via email to perkins@ulm.edu.

Vendor Center Website: <http://www.doa.la.gov/pages/OSP/purchasing/vendorcenter.aspx>

New Vendor Registration: https://lagoverpvendor.doa.louisiana.gov/irj/portal/anonymous?guest_user=self_reg

*DO NOT PUT BOTH A SOCIAL SECURITY NUMBER AND A FEDERAL TAX ID NUMBER. ONLY USE ONE OR THE OTHER.
ALSO, BE SURE TO USE THE DASHES WHERE THE SCREEN SPECIFIES.*

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

Helpful Email Addresses:

Vendor Questions: vend_inq@la.gov
Purchasing Questions: doa-ospelpdesk@la.gov
Professional Contracts Questions: doa-pchelpdesk@la.gov

Browser Information:

The LaGov registration system is compatible with **Internet Explorer** browsers. It does not work in Google Chrome.

If you are running IE11, please use your IE tools to add our site to compatibility view:

- From 'Tools' select 'Compatibility View settings'
- In the pop-up box, input <http://louisiana.gov/> and click 'Add'
- It will show you <http://louisiana.gov/> is a website that's been added to Compatibility View

W9: If your W9 is not already on file, send it via email to doa-osrap-lagov@la.gov or via fax to 225.342.0960. Be sure to call 225.342.1097 to verify receipt.

Contact the OSP Vendor Center with any questions at 225.342.8010.

#TAKEFLIGHT

Vendor Registration has been updated to reflect changes required by Act 589.

Vendors will now be required to answer a question, “Will you be providing services under a Professional, Personal, Consulting, or Social Services Contract?”

LaGov Supplier Portal
STATE OF LOUISIANA

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

* Required Entry

Company Details

Name of Company * ABC Company Doing Business As (DBA)

Enter either FEIN or SSN

Federal Employer Id Number * 11-1111111 (xx-xxxxxxx) Social Security Number (SSN) * (xxx-xx-xxxx)

D-U-N-S Number

Do you want to be notified of bid opportunities? * Yes No

Will you be providing services under a Professional, Personal, Consulting, or Social Services Contract? * Yes No

If the answer is yes, additional sections 1-8 can be responded to. If the answer is no, there will be no changes to the existing registration process.

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

* Required Entry

Company Details

Name of Company * ABC COMPANY Doing Business As (DBA)

Enter either FEIN or SSN

Federal Employer Id Number * 11-1111111 (xx-xxxxxxx) Social Security Number (SSN) * (xxx-xx-xxxx)

D-U-N-S Number

Do you want to be notified of bid opportunities? * Yes No

Will you be providing services under a Professional, Personal, Consulting, or Social Services Contract? * Yes No

Completion of the information in sections 1-8 is mandatory prior to a contract award. If currently unknown you should log back in to complete later.

New sections (in registration) for capturing vendor profile data

1. Vendor Profile Data

Business Type

Publicly traded

All applicable federal, state, and payroll taxes have been paid and are current

2. Percent of Ownership by Race – Percent total must equal 100%

I prefer not to respond

| White / Caucasian

| Black / African American

| American Indian / Native Alaskan

| Asian

| Pacific Islander / Native Hawaiian

| Other

3. Percent of Ownership by Ethnicity – Percent total must equal 100%

I prefer not to respond

| Hispanic or Latino

| Not Hispanic or Latino

4. Percent of Ownership (percentages not required to equal/total 100%)

| Percent ownership by women

| Percent ownership by veterans

| Percent ownership by Louisiana residents

5. List the names of all owners, whether in title or beneficial

Add Owner

Delete Owner

Name

6. List the names of all board of directors

Add Director

Delete Director

Name

7. List the names of all corporate officers

Add Corporate Officer

Delete Corporate Officer

Name

8. List names & addresses of agents/lobbyists

Add Agent

Delete Agent

Name	Street	City	State	Postal Code	Country
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The table does not contain any entries

To add an Owner, Director, Corporate Officer or Agent, Click “Add” button and place the cursor in the field:

5. List the names of all owners, whether in title or beneficial

Add Owner

Delete Owner

Name	
<input type="checkbox"/>	<input type="text"/>

Supplier Portal

Vendors can access their Profile Data from the Supplier Portal using the Vendor Profile Data link.

The screenshot shows the LaGov Supplier Portal interface. At the top, it says "Welcome Mr. JOHN SMITH" and "LaGov Supplier Portal STATE OF LOUISIANA". There are "Personalize" and "Log off" links. The navigation menu on the left includes "Supplier Admin" and "Supplier Admin". Under "Supplier Admin", there is a "Detailed Navigation" section with a list of links: "Welcome Supplier Administrator", "Create Additional Users", "Manage User Data", "Manage Own Data", "Manage Company Data", "PO Email Election", "Manage Product Categories", "Create Remit to Address", "Vendor Admin Help", "eCAT Contract Search", and "Vendor Profile Data". The "Vendor Profile Data" link is highlighted with a red box. The main content area displays a "WELCOME VENDOR ADMINISTRATOR USER" message, followed by a thank you note and a list of actions the user can perform: "Edit and manage your Product Category selections", "Edit and manage your company and user data", "Create and manage additional company contacts", and "Create your Remit to Address". Below this, there is a disclaimer about the responsibility to keep information current and a link to the help site: <http://www.doa.louisiana.gov/osp/vendorcenter/regnhelp/index.htm>. The page concludes with "Thank you for registering!"

Vendor Profile Data can be reviewed, edited, and printed in the Supplier Portal.

Supplier Admin

Supplier Admin

Detailed Navigation

- Welcome Supplier Administrator
- Create Additional Users
- Manage User Data
- Manage Own Data
- Manage Company Data
- PO Email Election
- Manage Product Categories
- Create Remit to Address
- Vendor Admin Help
- eCAT Contract Search
- **Vendor Profile Data**

Save
 Edit
 Print
 Exit

Vendor Profile Data

Official Company Address

CompanyName: 310160487 PUBLICLYTRADED CO
 Street: 758 STREET WAY
 City: BATON ROUGE
 Parish/County: EAST BATON ROUGE
 State: LA
 Postal Code: 70805
 Country: US

List the names of all owners, whether in title or beneficial

Name

Company Data

Business type:
 Publiclytraded:
 All applicable federal, state, and payroll taxes have been paid and are current:

Percent of Ownership by Race – Percent total must equal 100%

I prefer not to respond:

White / Caucasian:
 Black / African American:
 American Indian / Native Alaskan:
 Asian:
 Pacific Islander / Native Hawaiian:
 Other:

Percent of Ownership by Ethnicity – Percent total must equal 100%

I prefer not to respond:

Hispanic or Latino:
 Not Hispanic or Latino:

Percent ownership by women:
 Percent ownership by veterans:

List the names of all board of directors

Name
Director's Name
Second Director

List the names of all corporate officers

Name
Officer's Name
Second Officer

Agent and Lobbyist Information

Name	Street	City	Region	Postal Code	Country
Agent Name	78 Escondido Way	Escondido	CA	90605	USA

*The “Last Review” date that prints on the Vendor Profile Data form updates every time data is saved

(clicking Save)