



## 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 contracts that go to OSR (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](mailto: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](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 DATA WHERE THE SCREEN SPECIFIES.

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

### Helpful Email Addresses

Vendor Questions:	<a href="mailto:vending@la.gov">vending@la.gov</a>
Purchasing Questions	<a href="mailto:doa-osp-helpdesk@la.gov">doa-osp-helpdesk@la.gov</a>
Professional Contracts Questions	<a href="mailto:doa-pchelpdesk@la.gov">doa-pchelpdesk@la.gov</a>

### 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 tools to add our site to compatibility view:

- x From 'Tools' select Compatibility View settings'
- x In the pop-up box, input <http://louisiana.gov/> and click 'Add'
- x 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 [dsap@lagov.la.gov](mailto:dsap@lagov.la.gov) or via fax to 225.342.0960. Be sure to call 225.342.1097 to verify receipt.

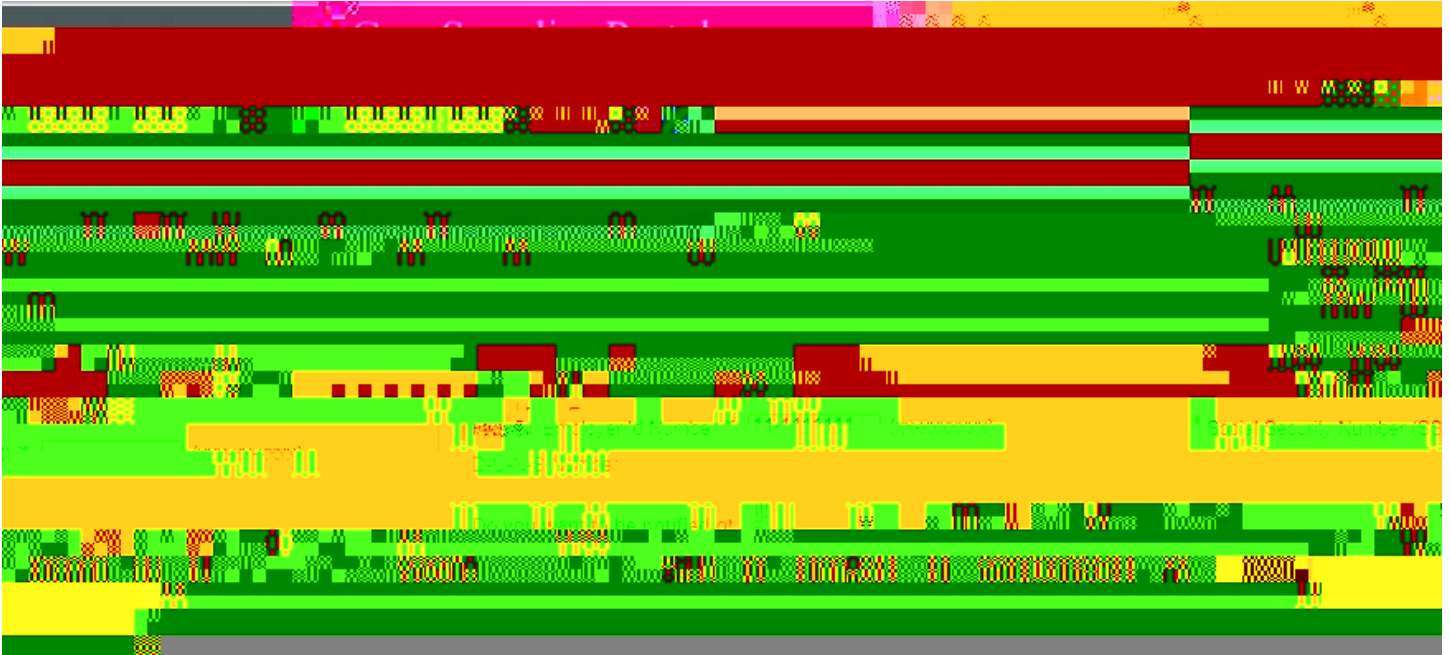
Contact the OSP Vendor Center with any questions at 225.342.8010.

# #TAKEFLIGHT

## Screenshots for 589 Help Documents - Vendors

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?”



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.

Company Details

Company Name: ABC COMPANY

Enter either FEIN or SSN

D-U-N-S Number

Are you certified as a minority business enterprise?  Yes  No

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

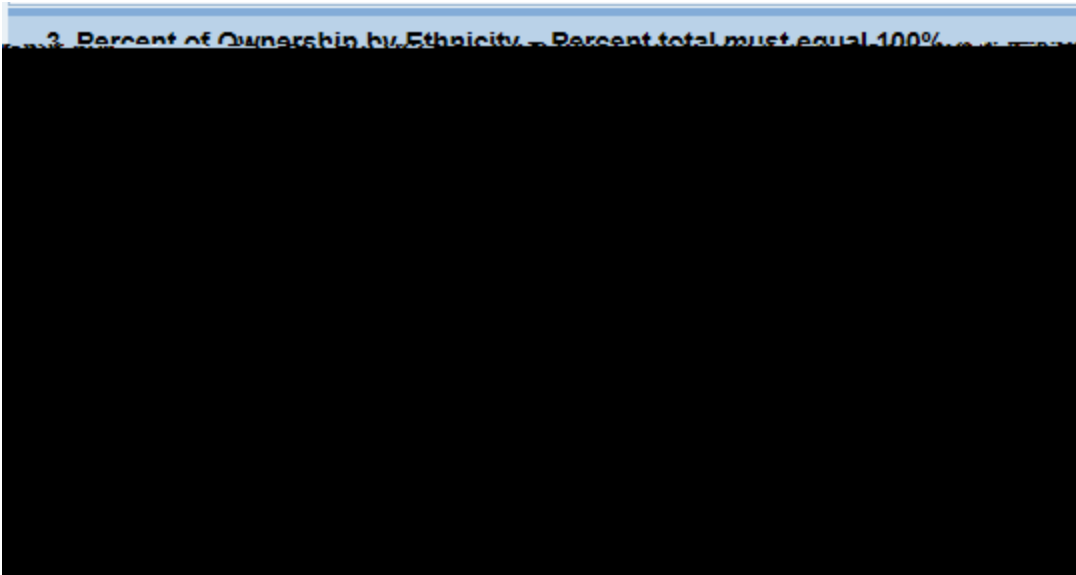
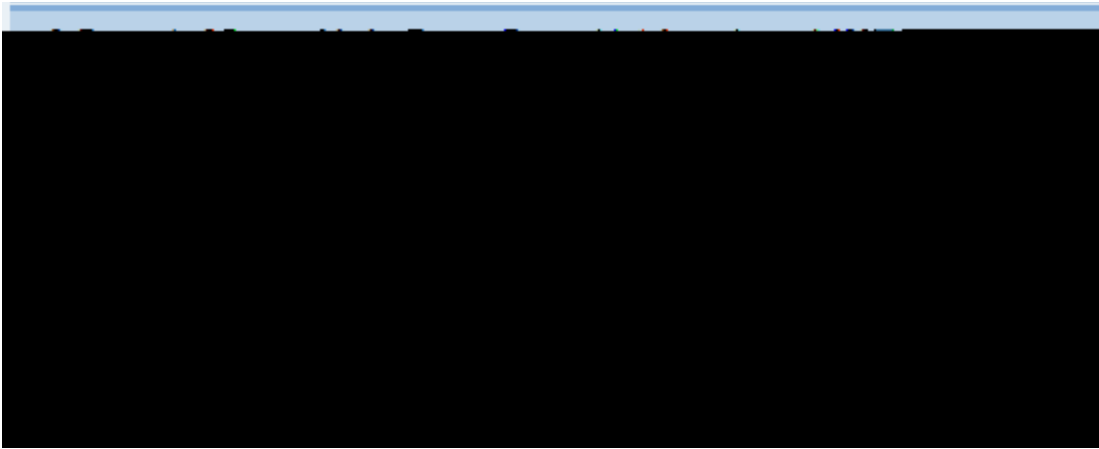
### New sections (in registration) for capturing vendor profile data

**1. Vendor Profile Data**

Business Type

Publicly traded

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



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

4. List the names of all owners

5. List the names of all board of directors

6. List the names of all corporate officers

7. List the names of all agents

Name	Street	City	State	Postal Code	Corporate
Delvie Agort					

The table does not contain any entries

Buttons: Delete Owner, Add Director, Delete Director, Add Corporate Officer, Delete Corporate Officer, Add Agent

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**

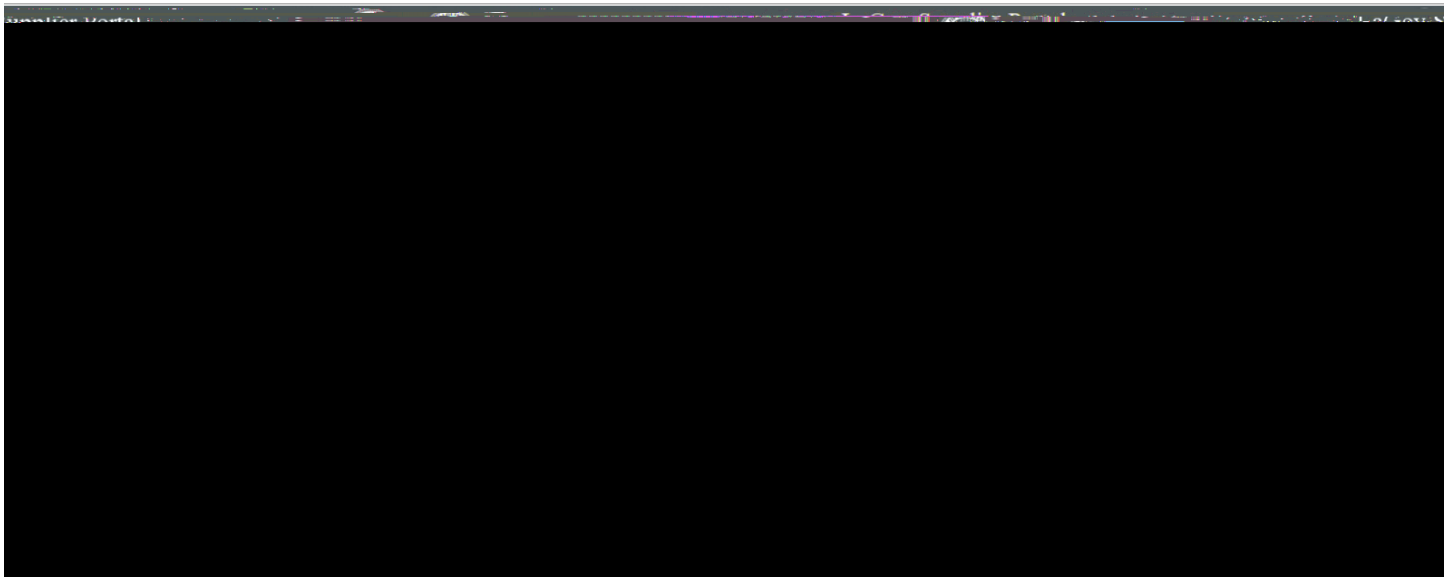
Add Owner

Delete Owner

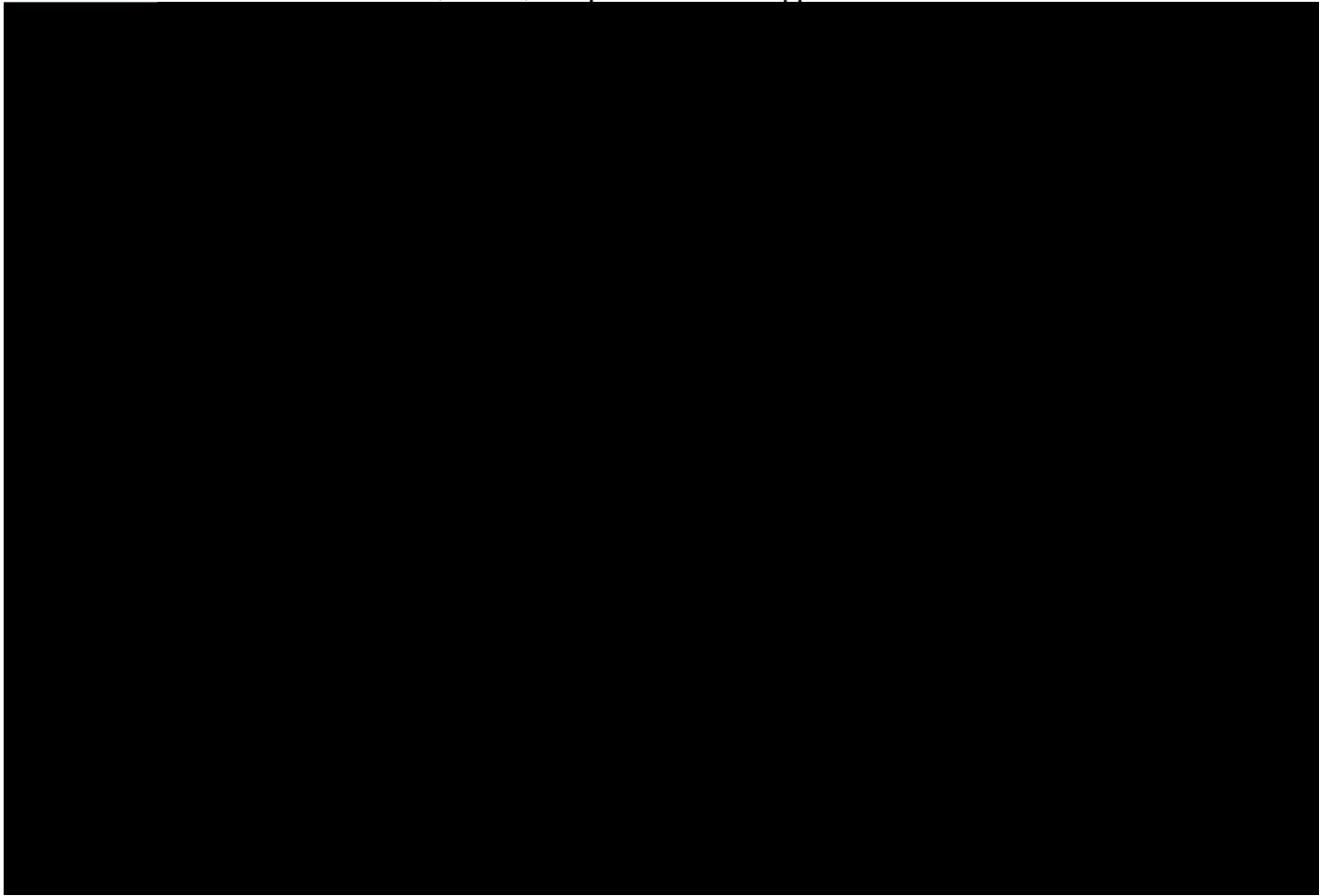
Name	
<input type="checkbox"/>	<input type="text"/>

Supplier Portal

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



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



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

(clicking  Save )