



## LAGOV VENDOR NUMBER

### SELF-REGISTRATION/VERIFICATION/UPDATE

As of November 2010, Louisiana has moved LA DOTD's financials to LaGov/ERP (Enterprise Resource Planning) which has affected all vendors doing business with the State, including Utilities. During this change-over period most Utilities were transferred to the new system without problem. However, there were some who did not cross-over or who had multiple addresses in the LA DOTD legacy financial system and subsequently were given multiple vendor numbers.

For a Utility Operator/Utility Company (Utility/Vendor) to receive reimbursable payments in connection with a LA DOTD Utility Relocation Agreement, the vendor must be registered in LaGov/ERP. **Every vendor set up in LaGov/ERP is assigned a unique nine (9) digit vendor number by the system. This number begins with a 3.**

LaGov/ERP is owned and maintained by the LA Division of Administration (DOA). LA DOTD Utilities cannot register a new vendor nor modify an existing vendor's information in LaGov/ERP. The Utility is now responsible for keeping their information current in the LaGov/ERP system. It is very important that the mailing address, contact information and banking information is accurate. Please note – wrong or incomplete information can delay payment of invoices as easily as not being registered.

All payments are now made by the LA Division of Administration (DOA). Checks are issued on Tuesday and Friday of each week, following the processing date. EFT/ACH payments are processed daily, Monday through Friday.

There will be times when the LA DOA will need to send out correspondence to vendors. The LA DOA sent letters to each vendor concerning the "go-live" date for the LaGov/ERP system. Many vendors did not have their correct personnel receive those letters. If the Utility requires payments be mailed to an address other than the correspondence address, it will be necessary for the Utility to register for each address required. For example, correspondence goes to the main office but payments are to be issued to the account payable office located at a different address; then the Utility must register twice. Please note: the vendor number for correspondence is only correspondence being sent by LA DOA. LA DOTD Utilities does not send correspondence through LaGov/ERP.

LA DOTD Utilities must have the correct vendor number to reimburse a Utility for an invoice on a utility relocation project. **A Utility must send the LA DOTD District Utility Specialist for the utility relocation project the correct vendor number for payments at the time of submitting a Utility Relocation Agreement.** A "Purchase Order" is created at the time of executing a Utility Relocation Agreement. **The**



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**Utility is responsible for notifying the LA DOTD District Utility Specialist if their vendor number changes afterwards.**

The Division of Administration, Office of Statewide Reporting and Accounting Policy (OSRAP) is responsible for maintaining the statewide vendor database. Any vendor not in the LaGov/ERP system will need to self-register through the OSRAP Vendor registration portal:

- New Vendor Registration:  
[https://lagoverpvendor.doa.louisiana.gov/iri/portal/anonymous?guest\\_user=self\\_reg](https://lagoverpvendor.doa.louisiana.gov/iri/portal/anonymous?guest_user=self_reg)
  - A Utility Company should only enter a Federal Tax ID Number (also referred called an EIN (Employee Identification Number)) – DOTD Utilities cannot do business with a personal utility – please refer to LA Administrative Code Title 70, Part II
  - DO NOT put both a social security number and a Federal Tax ID (EIN) Number in the system.
  - Be sure to use the dashes where the screen specifies
  
- A newly self-registered vendor will need to supply the following directly to OSRAP:
  - Updated IRS W-9 Form (Only the latest official IRS Form is accepted.)
    - Type of Business is Selected on the W9
    - Ensure the legal name of company registered to the Federal Tax ID (EIN) Number is what's indicated on the W9 and also entered in self service
    - NOTE – Payments cannot be processed until OSRAP receives and verifies the W9
  - Type of Service Vendor Provides for DOTD to assist OSRAP with determining if 1099 reportable
  - Vendor will need to provide a remit to address if different from information entered in Self-service if they require payments to go elsewhere. They will need to contact OSRAP regarding this process.
  - **PLEASE SEND the W9 to: [doa-osrap-lagov@la.gov](mailto:doa-osrap-lagov@la.gov) or FAX to 225-342-0960 and call 225-342-1097 to verify receipt.**
  
- Link for all the help scripts: <http://www.doa.la.gov/pages/osp/vendorcenter/regnhelp/index.aspx>
- Help Desk Email Addresses: [Vend\\_inq@la.gov](mailto:Vend_inq@la.gov) (Vendor Questions)
- For further questions, contact the Louisiana Office of State Procurement by e-mail at [Vend\\_inq@la.gov](mailto:Vend_inq@la.gov). Phone number for Office of State Procurement: 225-342-8010.
- For all EFT inquiries, please contact [DOA-OSRAP-EFT@la.gov](mailto:DOA-OSRAP-EFT@la.gov).

**CHANGING INFORMATION ASSOCIATED WITH AN EXISTING VENDOR NUMBER:**

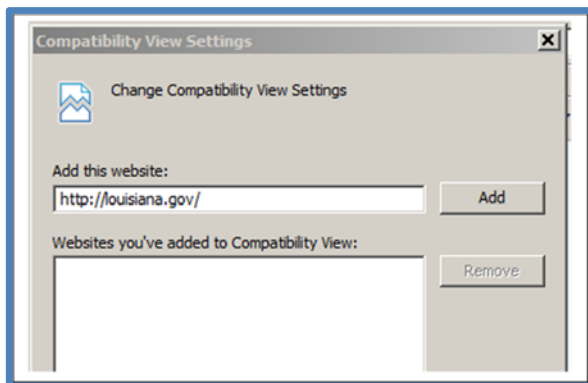
If you have done business with the State and need to verify that your information is correct or need additional assistance with your vendor record, please contact the OSRAP Vendor Section at (225) 342-1097 or e-mail us at [DOA-OSRAP-LAGOV@la.gov](mailto:DOA-OSRAP-LAGOV@la.gov). Their website is located at <https://www.doa.la.gov/Pages/osrap/vndrmaint.aspx>

**ADDITIONAL LINKS:**

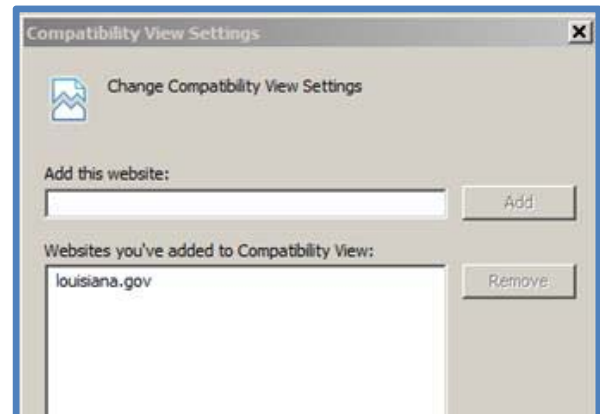
- Louisiana Procurement and Contract Network Main Menu. From here is access to search for a vendor; to register as a new vendor and the vendor portal help scripts.  
<https://wwwcfprd.doa.louisiana.gov/OSP/LaPAC/vendor/VndPubMain.cfm>
- LaGov Vendor Portal Help Scripts direct link:  
<https://www.doa.la.gov/pages/osp/vendorcenter/regnhelp/index.aspx>
- Office of Statewide Reporting and Accounting Policy (OSRAP) home page:  
<https://www.doa.la.gov/Pages/osrap/IndexOLD2.aspx>

**GENERAL COMPUTER REQUIREMENTS OF LAGOV VENDOR SELF REGISTRATION:**

- The LaGov registration system is compatible with **Internet Explorer browsers**. It does not work in Google Chrome.
- If running IE11, please use internet explorer tools to add the LaGov site to compatibility view. See Figures 1 and 2 below:



**Figure 1:** From 'Tools' select 'Compatibility View settings' and in the pop-up box, input <http://louisiana.gov/> and click 'Add'



**Figure 2:** After 'Add' is clicked, "Websites added box" will show that Louisiana.gov is a website that's been added to Compatibility View.