Process to look up processed payments in LaGov

1. The sponsor (vendor) will need to go to the hyperlink: https://lagoverpvendor.doa.louisiana.gov/irj/portal
2. The link will take the vendor to a log-in page**. Do Not Log-in.** Click on the Vendor Payment Inquiry under the User ID and log-in boxes.
3. The next page will display with a pop-up; click OK on the pop-up.
4. At the top of the page there will be a date range; change the date range to narrow or widen the search.
5. The sponsor/vendor will need to add their vendor number in the first box nearest vendor **and** their employer identification number in the field nearest EIN.
6. After the vendor & EIN is input; click on the button **execute immediately.**
7. It will take a moment but the search results will appear. Double click on any line item to retrieve the document number, business area, vendor invoice (which will be the state project number), and amount.