

## **LaGov Vendor Registration Instructions**

The Governor's Office of Homeland Security and Emergency Preparedness has transitioned into the State of LA's LaGov system. In order to process any payments in LaGov, each vendor must register with the State of Louisiana to obtain a state vendor number. If you have not registered with the State to obtain this number, the instructions to complete the registration are below.

If you have any questions about the registration process, please contact the Office of State Procurement (OSP) help desk at (225) 342-8010 or [VENDR\\_INQ@LA.GOV](mailto:VENDR_INQ@LA.GOV).

Our office does not handle this registration process, so please contact OSP once you complete the initial step. OSP will be able to tell you if additional information is needed in order to complete the registration.

In summary, you will need to:

1. Follow the link - <http://www.doa.la.gov/pages/osp/vendorcenter/VendorRegn.aspx>

Please follow the prompts and complete the registration.

2. Once the confirmation email is received, change the temporary password. This has to be completed before the vendor number is active.

3. Fax/Email a completed W-9 to the Office of Statewide Reporting and Accounting Policy (OSRAP) to 225-342-0960/[OSRAP-HelpDesk@LA.GOV](mailto:OSRAP-HelpDesk@LA.GOV). Their helpdesk contact information is (225) 342-1097 or [OSRAP-HelpDesk@LA.GOV](mailto:OSRAP-HelpDesk@LA.GOV).

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If you would like to receive payments by EFT, please complete and sign the EFT registration form and submit to [DOA-OSRAP-EFT@la.gov](mailto:DOA-OSRAP-EFT@la.gov). The instructions for completing the form are on Page 3 of the document and Page 4 is the actual registration form, and is fillable.

NOTE: A representative from your financial institution must complete and sign the area at the bottom of the form. Please include a copy of a voided check, deposit slip, bank statement or a letter from your financial institution for depository accounts as verification of account information. This document must be pre-printed with the vendor's name and address – temporary checks or deposit slips are NOT acceptable.

If you have any questions regarding EFT registration, please reach out to OSRAP's help desk at (225) 342-1097 or the OSRAP EFT Section at [DOA-OSRAP-EFT@la.gov](mailto:DOA-OSRAP-EFT@la.gov).