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KRISTY H. NICHOLS
COMMISSIONER OF ADMINISTRATION

State of Louisiana
Division of Administration
Office of State Purchasing

MEMORANDUM V14-01

TO: All Registered LaPAC Vendors

FROM: Sandra G. Gillen, Director of State Purchasing *Sandra G. Gillen*

DATE: March 6, 2014

RE: Vendor Enrollment in LaGov

This memorandum is to inform all registered LaPAC vendors of the requirement to enroll in the LaGOV Vendor Registration portal to remain a registered vendor with the State.

Beginning April 1, 2014, vendors that were enrolled in LaPAC prior to November 2010 will be purged from the LaPAC vendor enrollment and will no longer receive email notifications. If you have not already registered in LaGOV, you must now enroll in order to continue to receive email notifications of posted solicitations. For vendor registration, the state has converted from the NIGP commodity codes to the UNSPSC commodity codes; therefore, you must register using the UNSPSC codes. Helpful links:

Registration

https://lagoverpvendor.doa.louisiana.gov/iri/portal/anonymous?guest_user=self_reg

Registration help scripts

<http://www.doa.louisiana.gov/osp/vendorcenter/regnhelp/index.htm>

UNSPSC commodity search tool

<http://wwwprd1.doa.louisiana.gov/OSP/LaPAC/vendor/commoditySearch.cfm>

We hope that you will remain a vendor with the State. If you need assistance with vendor enrollment, please call (225) 342-8049 or 342-6349 or send an email to VENDR_INQ@LA.GOV.