

PHASES OF VENDOR REGISTRATION

PHASE 1	Submit Initial Registration	Complete and submit the new supplier registration form online. Wait approximately 20 minutes to receive an email that contains an active URL with your permanent vendor ID and temporary password.
PHASE 2	Receive Permanent Vendor ID and Temporary Password and Create Your Personal Password	Log in with your permanent vendor ID (11 digit number preceded with a V) and temporary password. Create your personal password. Keep a record of these. That will complete your registration.
PHASE 3	Manage Your Vendor Account	Log in with your vendor ID and personal password to manage your account. You can create additional users, manage user data, manage own data, manage company data, manage product categories, create a remit to address, and inquire on vendor payments. When you registered you selected the UNSPSC product categories of interest at the Family Level. You will have the opportunity to fine tune the number of solicitation notices that you receive by deselecting at the Class Level.

See detailed help scripts for further instructions
<http://www.doa.louisiana.gov/osp/vendorcenter/regnhelp/index.htm>
