

Manage Company Data

1. Log in at <https://lagoverpvendor.doa.louisiana.gov/irj/portal> with your ID (11 digit vendor number that begins with a “V”) and your personal password.

2. Click on “Manage Company Data” under “Detailed Navigation” on the left. The following screen will appear.

The screenshot displays the LaGov ERP - Data Warehouse interface for a user named Ms. Belinda Rogers. The page title is "LaGov ERP - Data Warehouse" and the subtitle is "STATE OF LOUISIANA". The user is logged in as "Supplier Admin". The "Detailed Navigation" menu on the left includes options like "Welcome Supplier Administrators", "Create Additional Users", "Manage User Data", "Manage Own Data", "Manage Company Data", "Manage Product Categories", "Manage Remit to Address", "Vendor Payments", and "Vendor Admin Help". The "Manage Company Data" option is selected. The main content area shows the "Company Data" settings page. A "Change" button is highlighted with a red box. Below it, the "Company Details" section includes fields for "Name of Company" (WSOP.1), "Vendor Number" (0310010497), "Language" (English), and "Notify of Solicitations" (checkbox). The "Certifications with Louisiana Economic Development(LED)" section includes checkboxes for "Small & Emerging Business Development (SFRD)", "Small Entrepreneurship Hudson Initiative(SEHI)", "Veteran-Owned certified(VSE)", and "Service-Connected Disabled Veteran-Owned certified(DVSE)". The "Address Data" section includes fields for "Street" (123 Main Street), "City" (Baton Rouge), "State" (Louisiana), "Zip Code" (70808), and "Country" (USA). The "Contact Data" section is partially visible at the bottom.

3. To make changes, click the “change” button at the top of the screen and the screen on the next page will appear:

Manage Company Data

Welcome Ms. Bonnie Kemp Help Personalize Log off

LaGov ERP - Data Warehouse
STATE OF LOUISIANA

Supplier Admin

Supplier Admin

Detailed Navigation

- Welcome Supplier Administrator
- Create Additional Users
- Manage User Data
- Manage Own Data
- Manage Company Data**
- Manage Product Categories
- Manage Remit to Address
- Vendor Payments
- Vendor Admin Help

Company Data

Settings
Save Cancel Display

* Required Entry

Company Details

Name of Company * Bonnie Test Doing Business As
 Vendor Number: 0310010511 D-U-N-S Number
 Language * English
 Notify of Solicitations

Certifications with Louisiana Economic Development(LED)

Small & Emerging Business Development (SEBD)
 Small Entrepreneurship Hudson Initiative(SEHI)
 Veteran-Owned certified(VSE)
 Service-Connected Disabled Veteran-Owned certified(DVSE)

Address Data

Street * 1201 Third St. Building
 Floor Suite/Room
 City * Baton Rouge Parish
 State * Louisiana Zip Code * 70804
 Country * USA
 PO Box PO Box City
 PO Box State PO Box Zip Code
 PO Box Country USA

Contact Data

Telephone numbers

Stan...	Telephone No.	Extension	Ctry
<input type="checkbox"/>	<input type="radio"/> 111-111-1111		USA
<input type="checkbox"/>	<input type="radio"/>		
<input type="checkbox"/>	<input type="radio"/>		

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New Lines Delete Line

Fax Numbers

Standard Number*	Fax Number*	Extension	Country*
<input type="checkbox"/>	<input type="radio"/>		
<input type="checkbox"/>	<input type="radio"/>		
<input type="checkbox"/>	<input type="radio"/>		

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New Lines Delete Line

E-Mail Addresses

Standard Address	E-Mail Address
<input type="checkbox"/>	<input type="radio"/> bonnie.kemp@la.gov
<input type="checkbox"/>	<input type="radio"/>
<input type="checkbox"/>	<input type="radio"/>

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New Lines Delete Line

Tax Data

Tax Numbers

Tax Type*	Tax Number*
USA: Employer ID Number	12-1234567

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New Lines Delete Line

Additional Data

Vendor Currency *

Manage Company Data

Make any required changes to the company details by clicking the field, deleting unwanted text, and adding the updated information. Before saving, scroll down to the bottom and select “vendor currency” from the drop down box. **Failure to do this will create an error message.**

NOTES:

- The “Name of the Company” and “Doing Business As Name” cannot be changed in LaGov without following the appropriate business process. If the name of your company or DBA changes, please contact State purchasing for assistance at telephone number (225) 342-8010.
- The certification(s) with Louisiana Economic Development (LED) cannot be changed. This information is populated by an interface from LED.

After changes are made, scroll to the top and click “save”. You should receive the following message:

Messages

Changes have been saved successfully