

## LaGov – New Vendor Registration Construction Contractors - Vendor Registration Tip

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**Intended audience:** This tip is indented for construction contractors who are registering in LaGov. This message does not apply to construction contractors who are already receiving payments through LaGov.

There have been some cases where construction contractors who are registering as vendors in LaGov are having delays in the completion of their registration. DOTD construction projects are bid through the “Bid Express” online bidding service. This service is external to LaGov. When registering for LaGov, construction contractors should select the “Are you a Non-PO vendor?” check box in order for their record to be transmitted through the registration process without any manual intervention. The screen caption below highlights the “Non-PO vendor” box that **construction vendors should check**.

The online vendor registrations synchronize to the production system runs nightly. If a contractor registers today and check the Non-PO vendor box, their vendor record will be available in LaGov tomorrow. It will be transferred in a **blocked status**. The vendor will need to submit the required W9 to OSUP (as outlined in the registration process instructions) to begin the process of unblocking their record to begin receiving payments.

Welcome to the LaGov Supplier Registration. Please complete all required fields to begin your registration process.

\* Required Entry

**Company Details**

Name of Company \*

Doing Business As (DBA)

Enter either FEID or SSN

Federal Employer Id Number \*  Social Security Number (SSN) \*

D-U-N-S Number

Are you a Non-PO vendor? (This check box is to opt out of receiving bid notifications. If you want to receive bid notifications via email, do not check this box.)

Note: The Non-PO Vendor check box and text are highlighted in yellow in the above graphic.