

Louisiana Office of Community Development-Disaster Recovery (LOCD-DR)

LaGov Vendor Registration and Electronic Funds Transfer (EFT) Information

In order to receive payment from the State of Louisiana, your entity must register in the State's accounting system for a LaGov Vendor ID. The following link provides instructions. <https://www.doa.la.gov/media/gewlb4nk/lagov-vendorregistration.pdf>.

A copy of your W9 must be sent to the vendor section at DOA-OSRAP-LAGOV@la.gov so that your record can be activated. You will be prompted when to do so.

OSRAP's help desk number is 225-342-1097 and vendor questions and EFT questions can be answered via the help desk.

If you need to update your vendor records such as address or contact information, contact the vendor section via email at DOA-OSRAP-LAGOV@la.gov.

Anything pertaining to EFT, email the EFT group at _DOA-OSRAP-EFT@la.gov.

If you are new to doing business with Louisiana, you will need to complete the new vendor registration process through the LaGov Supplier Portal at this link, [Vendor Information - Louisiana Division of Administration \(la.gov\)](#).

Once your Vendor ID registration is active, add your LaGov Vendor ID # on the LOCD-DR Contact Information Form and send to your program manager at LOCD-DR.

TIPS:

If you are interested in receiving funds by Electronic Funds Transfer (EFT) you must contact the EFT Group by email and include your LaGov vendor number and your Federal Employee Identification Number.

If you have a vendor ID number and you are planning to swap the current bank account number for a new bank account number for EFT payments, keep in mind that all payments linked to that vendor ID number will go to the new bank account.

A vendor ID number can only have one bank account.

You can use the same bank account for multiple vendor ID numbers.

NOTE: It is very important that you give LOCD-DR the correct Vendor ID Number to use for the LOCD-DR contract. Once the Vendor ID number is assigned to the contract we cannot change the Vendor ID number.