

## Create Remit to Address

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 “Create Remit to Address” under “Detailed Navigation” on the left. The following screen will appear.

Welcome Ms. Bonnie Kemp LaGov ERP - Data Warehouse STATE OF LOUISIANA Help Personalize Log off

Supplier Admin  
Supplier Admin

Detailed Navigation

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

Save

**Remit to Address**

**\*Required Fields**  
**Note: Enter Street Address or PO Box in Address Line (Example: "1201 N. Third Street" or "PO Box 1234")**

Address Line: \* 1111 Third St. Building: (empty)  
Floor: (empty) Room Number: (empty)  
City: \* Baton Rouge Parish/County: (empty)  
State: \* LA Louisiana Zip Code: \* 70804  
Country: \* US USA

This can only be used to **create** a remit to address. Enter the required information (\*) for your remit to address and click “save” at the top of the screen.

If an existing remit to address needs to be changed, contact the Office of Statewide Reporting and Accounting Policy’s Vendor Section at:

Office of Statewide Reporting and Accounting Policy  
Vendor Section  
P. O. Box 94095  
Baton Rouge, LA 70804-9095

Email: DOA-OSRAP-LAGOV@LA.GOV

Fax number: (225) 342-0960

Telephone number: (225) 219-6888