

BOBBY JINDAL  
GOVERNOR



KRISTY H. NICHOLS  
COMMISSIONER OF ADMINISTRATION

**State of Louisiana**  
Division of Administration  
**Office of State Purchasing**

**MEMORANDUM OSP 14-07**

TO: All State Agencies and Political Subdivisions; Purchasing Departments;  
Purchasing Directors; Business Managers; Colleges and Universities;  
Boards and Commissions

FROM: Sandra G. Gillen, CPPB, Director of State Purchasing *Sandra G. Gillen*

DATE: March 6, 2014

RE: Vendor Enrollment in LaGOV and LaPAC Posting

Please see the attached memorandum sent to all LaPAC vendors informing them of the necessity to enroll in the LaGOV vendor registration portal to remain a registered vendor with the State.

Beginning April 1, 2014, vendors that were enrolled in LaPAC prior to November 2010 will be purged from the LaPAC vendor enrollment and will no longer receive email notifications of posted solicitations. Only those vendors registered in the LaGov Vendor Registration portal will receive the email notifications. This will require vendors to enroll using UNSPSC commodity codes. Vendors enroll at the family level and receive solicitation notifications of all classes within the selected family code unless they intentionally deselected some of the classes.

AGPS agencies will be required to post their solicitations to LaPAC manually using the UNSPSC code by selecting the segment, family and class code. We have attached a list of the UNSPSC Segments and related family codes for your information. Some manual posting requires the ability to scan solicitations for posting on LaPAC.

AGPS agencies will continue to use NIGP codes when processing documents in AGPS.

Questions about these changes should be directed to State Purchasing staff or sent to the OSP help desk.

Please distribute this memorandum to the appropriate staff including your contract section within your agency. For your convenience, this OSP memorandum may be accessed on our website at [www.doa.louisiana.gov/osp](http://www.doa.louisiana.gov/osp) under the Agency Center.

**Apparel and Luggage and Personal Care Products** (53000000)

Clothing, Footwear, Luggage and Handbags and Packs and Cases, Personal Care Products, Sewing supplies and Accessories

**Building and Construction Machinery and Accessories** (22000000)

Heavy Construction Machinery and Equipment

**Building and Construction and Maintenance Services** (72000000)

Building Construction, Support, Maintenance and Repair Service, General Building Construction, Heavy Construction Services, Specialized Trade Construction and Maintenance Services

**Chemicals Including Bio Chemicals and Gas Materials** (12000000)

Explosive Materials, Elements and Gases, Additives, Colorants, Waxes and Oils, Solvents, Compounds and Mixtures

**Cleaning Equipment and Supplies** (47000000)

Water and Wastewater Treatment Supply and Disposal, Industrial Laundry and Dry Cleaning Equipment, Janitorial Equipment, Cleaning and janitorial Supplies

**Commercial, Military, Private Vehicles, Accessories and Components** (25000000)

Motor Vehicles, Marine Transport, Railway and Tramway Machinery and Equipment, Aircraft, Spacecraft, Non Motorized Cycles, Transportation Components and Systems, Vehicle Bodies and Trailers, Transportation Services Equipment, Aerospace Systems and Components and Equipment

**Defense, Law Enforcement, Security, Safety Equipment and supplies** (46000000)

Light Weapons and Ammunition, conventional War Weapons, Missiles, Rockets and Subsystems, Launchers, Law Enforcement, Public Safety and control, Security Surveillance and Detection, Personal Safety and Protection, Fire Protection

**Distribution, Conditioning Systems and Equipment and Components** (40000000)

Heating and ventilation and Air Circulation, Fluid and Gas Distribution, Industrial Pumps and compressors, Industrial filtering and Purification, Pipe Piping and Pipe Fittings

**Domestic Appliances and Supplies and Consumer Electrical Products** (52000000)

Floor Coverings, Bedclothes and Table and Kitchen Linen and Towels, Window Treatments, Domestic Appliances, Domestic Kitchenware and Kitchen Supplies, Consumer electronics, domestic Wall Treatments

**Drugs and Pharmaceutical Products** (51000000)

Anti Infective Drugs, Antineoplastic Agents, Cardiovascular Drugs, Hematologic Drugs, Central nervous System Drugs, Autonomic Nervous System Drugs, Drugs Affecting the Respiratory Tract, Drugs Affecting the Gastrointestinal System, Hormones and Hormone Antagonists, Agents Affecting Water and electrolytes, Immunomodulating Drugs, Miscellaneous Drug Categories, Drugs affecting the Ears, Eye, Nose and Skin, Veterinary Nutritional Supplements

**Editorial and Design and Graphic and fine Art Services (82000000)**

Advertising, Writing and Translations, Reproduction Services, Photographic Services, Graphic Design, Professional Artists and Performers

**Education and Training Services (86000000)**

Vocational Training, Alternative Educational Systems, Educational Institutions, Specialized Educational Services, Educational Facilities

**Electrical Systems, Lighting, Components and Accessories and Supplies (39000000)**

Lamps and Light bulbs and lamp components, Lighting fixtures and Accessories, electrical Equipment and components and Supplies, electrical Wire Management Devices and Accessories and Supplies

**Electronic Components and Supplies (32000000)**

Printed Circuits and integrated Circuits and Microassemblies, Discrete Semiconductor Devices, Passive Discrete Components, Electronic Hardware and Component Parts and Accessories, Electron Tube Devices and Accessories, Automation Control Devices and Components and Accessories

**Engineering and Research and Technology Based Services (81000000)**

Professional Engineering Services, Computer Services, Economics, Statistics, Manufacturing Technologies, Earth Science Services, Information Technology Service Delivery

**Environmental Services (77000000)**

Environmental Management, Environmental protection, Pollution Tracking and monitoring and Rehabilitation, Pollutants Tracking, Monitoring and Rehabilitation Services

**Farming, Fishing, Forestry, Wildlife Machinery and Accessories ((70000000)**

Agricultural and forestry and landscape Machinery and Equipment, Fishing and Aquaculture Equipment

**Farming, Fishing, Forestry and Wildlife Contracting Services (21000000)**

Fisheries and Aquaculture, Horticulture, Livestock Services, Land and Soil Preparation and management and Protection, Crop Production and Management and Protection, Forestry, Wildlife and Flora, Water Resources Development and oversight

**Financial and Insurance Services (84000000)**

Development Finance, Accounting and Auditing, Banking and Investment, Insurance and Retirement Services, Credit Agencies

**Food Beverage and Tobacco Products (50000000)**

Nuts and Seeds, Meat and Poultry Products, Seafood, Dairy Products and Eggs, Edible Oils and Fats, Chocolate and Sugars and Sweeteners and Confectionary Products, Seasonings and preservatives, Bread and Bakery Products, Prepared and Preserved Foods, Beverages, tobacco

and Smoking Products and Substitutes, Cereal and Pulse products, Fresh Fruits, organic Fresh Fruits, Dried Fruit

**Fuels, Fuel Additives, Lubricants, Anti Corrosive Materials** (15000000)

Fuels, Gaseous Fuels and Additives, Lubricants and Oils and Greases and Anti Corrosives, Fuel for Nuclear Reactors

**Furniture and Furnishings** (56000000)

Accommodation Furniture, Commercial and Industrial Furniture, Classroom, Instructional, Institutional Furniture and Fixtures, merchandising Furniture and Accessories

**Healthcare Services** (85000000)

Comprehensive Health Services, Disease Prevention and Control, Medical Practice, Medical Science Research and Experimentation, Alternative and Holistic Medicine, Food and Nutrition Services, Medical Surgical Equipment Maintenance, Refurbishment and Repair Service

**Industrial Cleaning Services** (76000000)

Decontamination Services, Cleaning and janitorial Services, Refuse Disposal and Treatment, Toxic and hazardous Waste Cleanup

**Industrial Manufacturing, Processing Machinery and Accessories** (23000000)

Raw Materials Processing Machinery, Petroleum Processing Machinery, Textile and Fabric Machinery and Accessories, Lapidary Machinery and Equipment, Leatherworking Repairing Machinery and Equipment, Industrial Process Machinery and Equipment and Supplies, Foundry Machines and Equipment and supplies, Industrial Food and Beverage Equipment, Mixers and their Parts and Accessories, Mass Transfer Equipment, Electronic Manufacturing Machinery and Equipment and Accessories, chicken Processing Machinery and Equipment, Sawmilling and Lumber Processing Machinery and Equipment, Metal Cutting Machinery and Accessories, Metal Forming Machinery and Accessories

**Industrial Production and Manufacturing Services** (73000000)

Plastic and Chemical Industries, Wood and paper Industries, Metal and Mineral Industries, Food and Beverage Industries, Fibers and Textiles and Fabric Industries, Manufacturing Support Services, Machinery and Transport Equipment Manufacture, Manufacture of Electrical Goods and Precision Instruments, Machining and Processing Services

**Information Technology Broadcasting and Telecommunications** (43000000)

Communications Devices and Accessories, Components for Information Technology, Broadcasting, Telecommunication, Computer Equipment and Accessories, Data Voice, multimedia Network Equipment, or Platforms and Accessories, Software

**Laboratory and Measuring and Observing and Testing Equipment** (41000000)

Laboratory and Scientific Equipment, Measuring and Observing and Testing Instruments, Laboratory Supplies and Fixtures

**Live Plant and Animal Material and Accessories and Supplies** (10000000)

Live Animals, Domestic Pet Products, Animal Feed, Animal Containment and Habitats, Saddlery and Harness Goods, Seeds and Bulbs and Seedlings and Cuttings, Floriculture and Silviculture Products, Fertilizers and Plant Nutrients and Herbicides, and Pest Control Products

**Management and Business Professionals and Administrative Services** (80000000)

Management Advisory Services, Human Resources Services, Legal Services, Real Estate Services, Marketing and distribution, Trade Policy and Services, Business Administration Services

**Manufacturing Components and Supplies** (31000000)

Castings, Extrusions, Machined Castings, Forgings, Moldings, Rope and Chain and Cable and Wire and Strap, hardware, Bearings and Bushings and Wheels and Gears, Gaskets and Seals, Grinding and polishing and Smoothing materials, Adhesives and Sealants, paints and primers and finishes, Dyeing and Tanning Extracts, Machined Raw Stock, Industrial Optics

**Material Handling, Conditioning, Storage Machinery, Accessories and Supplies** (24000000)

Material Handling Machinery and Equipment, Containers and Storage, Packaging Materials, Industrial Refrigeration, Packing Supplies

**Medical Equipment and Accessories and Supplies** (42000000)

Veterinary Equipment and Supplies, Medical Apparel and Textiles, Patient Care and Treatment Products and Supplies, Dental Equipment and Supplies, Dialysis Equipment and Supplies, Emergency and Field Medical Services products, Patient Exam and Monitoring Products, Medical Facility Products, Medical diagnostic Imaging and Nuclear Medicine Products, Independent Living Aids for the Physically Challenged, Intravenous and Arterial Administration Products, Clinical Nutrition, Orthopedic and prosthetic and Sports Medicine products, Physical and Occupational Therapy and Rehabilitation Products, Postmortem and mortuary Equipment and Supplies

**Mineral and Textile and Inedible Plant and Animal Materials** (11000000)

Minerals and Ores and metals, Earth and Stone, Non Edible Plant and forestry Products, Non Edible Animal Products, Scrap and Waste Materials, Fibers and Threads and Yarns, Fabric s and leather Materials, Alloys, Metal Oxide, Metal Waste and Scrap

**Mining and Oil and Gas Services** (71000000)

Mining Services, oil and Gas Exploration Services, Well Drilling and Construction Services, Oil and Gas Extraction and Production Enhancement Services, Oil and Gas Restoration and Reclamation Services, Oil and Gas Data Management and Processing Services, Oil and Gas Well Project Management Services

**Mining and Well Drilling Machinery and Accessories** (20000000)

Mining and Quarrying Machinery and Equipment, Well Drilling and Operation Equipment, Oil and Gas Drilling and Exploration Equipment, Oil and Gas Drilling and Operation Materials, Oil and Gas Operating and Production Equipment

**Music Instruments, Games, Toys, Arts, Crafts, Educational Equipment, Materials, Accessories and Supplies** (60000000)

Developmental, Professional Teaching Aids, Materials, Accessories and Supplies, Classroom Decoratives and Supplies, Arts and Crafts Equipment and Accessories and supplies, Musical Instruments and Parts and Accessories, Toys and Games

**National Defense, Public Order, Security, Safety Services** (92000000)

Public order and Safety, Military Services and national Defense, Security and Personal Safety

**Office Equipment and Accessories and Supplies** (44000000)

Office Machines and Their Supplies and Accessories, Office and Desk Accessories, Office Supplies

**Organizations and Clubs** (94000000)

Work Related Organizations, Religious Organizations, Clubs, Civic organizations and Associations and Movements

**Paper Materials and Products** (14000000)

Paper Materials, Paper Products, Industrial Use Papers

**Personal and Domestic Services** (91000000)

Personal Appearance, Domestic and personal Assistance

**Politics and Civic Affairs Services** (93000000)

Political Systems and Institutions, Socio Political Conditions, International Relations, Humanitarian Aid and Relief, community and Social Services, Public Administration and Finance Services, Taxation, Trade policy and Regulation

**Power Generation and Distribution Machinery and Accessories** (26000000)

Power Sources, Batteries and Generators and Kinetic power Transmission, Electrical Wire and Cable and Harness, Power Generation, Atomic and Nuclear Energy Machinery and Equipment

**Printing, Photographic, Audio, Visual Equipment and Supplies** (45000000)

Printing and Publishing Equipment, Audio and visual Presentation and Composing Equipment, Photographic or Filming or Video Equipment, Photographic and Recording Media, Photographic Filmmaking Supplies

**Public Utilities and Public Sector Related Services** (83000000)

Utilities, Telecommunications Media Services, Information Services

**Published Products** (55000000)

Printed Media, Electronic Reference Material, Signage and Accessories

**Resin, Rosin, Rubber, Foam, Film, Elastomeric Materials** (13000000)

Rubber and Elastomers, Resins and Rosins and Other Resin Derived Materials

**Service Industry Machinery and Equipment and Supplies** (48000000)

Institutional Food Services Equipment, Vending Machines, Gambling or Wagering Equipment

**Sports and Recreational Equipment, Supplies, and Accessories** (49000000)

Collectibles and Awards, Camping and outdoor Equipment and Accessories, Fishing and Hunting Equipment, Water Sports Equipment, Winter Sports Equipment, Field and Court Sports Equipment, Gymnastics and Boxing Equipment, Target and Table Games and Equipment, Fitness Equipment, Other Sports, Sports Equipment and Accessories, Recreation, Playground, Swimming, Spa Equipment and Supplies

**Structures, Building, Construction, Manufacturing Components and Supplies** (30000000)

Structural Materials and Basic Shapes, concrete and Cement and Plaster, Roads and Landscape, Structural Building Products, Insulation, Exterior Finishing Materials, Interior Finishing Materials, Doors and Windows and Glass, Plumbing Fixtures, Construction and Maintenance Support Equipment, Prefabricated Structures, Permanent Structures, Portable Structures, Portable Structure Building Components, Underground mining Structures and Materials

**Timepieces and Jewelry and Gemstone Products** (54000000)

Jewelry, Timepieces, Gemstones

**Tools and General Machinery** (27000000)

Hand Tools, Hydraulic Machinery and Equipment, Pneumatic Machinery and Equipment, Automotive Specialty Tools

**Transportation and Storage and Mail Services** (78000000)

Mail and Cargo Transport, Passenger Transport, Material Packing and handling, Storage, Transport Operations, Transportation Repair or Maintenance Services

**Travel and Food and Lodging and entertainment Services** (90000000)

Restaurants and Catering, Hotels and Lodging and Meeting Facilities, Travel Facilitation, Performing Arts, Commercial Sports, Entertainment Services

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**MEMORANDUM V14-01**

TO: All Registered LaPAC Vendors

FROM: Sandra G. Gillen, Director of State Purchasing *Sandra G. Gillen*

DATE: March 6, 2014

RE: Vendor Enrollment in LaGov

This memorandum is to inform all registered LaPAC vendors of the requirement to enroll in the LaGOV Vendor Registration portal to remain a registered vendor with the State.

Beginning April 1, 2014, vendors that were enrolled in LaPAC prior to November 2010 will be purged from the LaPAC vendor enrollment and will no longer receive email notifications. If you have not already registered in LaGOV, you must now enroll in order to continue to receive email notifications of posted solicitations. For vendor registration, the state has converted from the NIGP commodity codes to the UNSPSC commodity codes; therefore, you must register using the UNSPSC codes. Helpful links:

Registration

[https://lagoverpvendor.doa.louisiana.gov/irj/portal/anonymous?guest\\_user=self\\_reg](https://lagoverpvendor.doa.louisiana.gov/irj/portal/anonymous?guest_user=self_reg)

Registration help scripts

<http://www.doa.louisiana.gov/osp/vendorcenter/regnhelp/index.htm>

UNSPSC commodity search tool

<http://wwwprd1.doa.louisiana.gov/OSP/LaPAC/vendor/commoditySearch.cfm>

We hope that you will remain a vendor with the State. If you need assistance with vendor enrollment, please call (225) 342-8049 or 342-6349 or send an email to [VENDR\\_INQ@LA.GOV](mailto:VENDR_INQ@LA.GOV).