

Non-State Entities Shop Statewide Contracts

The Office of State Procurement has disabled the eCAT link from public access and implemented a tool by which Non-State entity spend against Statewide Contracts can be captured. Following are the directions for utilizing the Non-State Shop Statewide Contracts tool.

1. It does require registration for access:
https://lagoverpsrm.doa.louisiana.gov/irj/portal/anonymous?guest_user=self_reg
2. The instructions for registration can be found at the top of the User Registration page:

User Registration

Instructions:

(1). All fields **must** be completed for successful registration to access and shop Statewide Contracts.
(2). Upon successful registration, the User Registration Confirmation page opens with your User ID and a Temporary Password.
(3). An email will be sent to the email address entered; retain this email as it will include your User ID, Password Requirements to create your personal password, and the link to access and shop Statewide Contracts.

Title:

First name: Last name:

E-Mail: Telephone:

Organization Type:

3. After successful registration, log into the link provided in your email using your User ID and Temporary Password: <https://lagoverpsrm.doa.louisiana.gov/irj/portal>
4. You will be prompted to change your Password:

LaGov - STATE OF LOUISIANA
eProcurement (SRM) for Non-State Entity

Change Password

Old Password *

New Password *

Confirm Password *

Old Password is the temporary password you were just assigned
New Password will be the personal password you create for yourself

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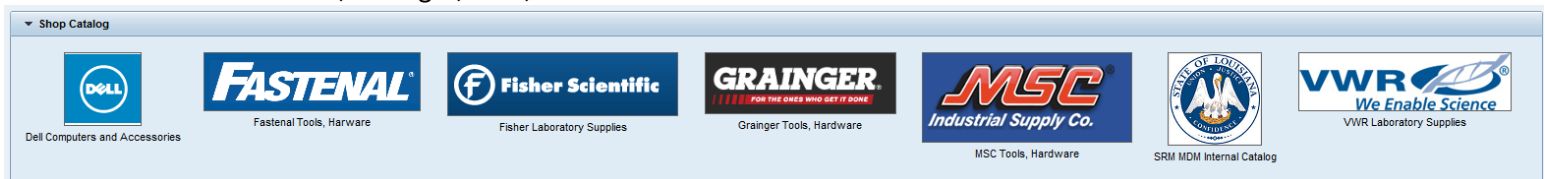
- After logging in, at the 'Announcements' tab, please review the How to search the SRM MDM Internal Catalog. This document provides search help as well as how to compare various items that meet your search criteria. ***Note*** The SRM MDM Internal Catalog is a full representation of items that were previously viewable from eCAT.



- To begin shopping, click on the Non-State Entity tab and click on 'Go Shopping' sub-tab or 'Shop' URL.



- In addition to providing you access to the items previously viewable from eCAT, the Office of State Procurement has also made available its punch out catalogs; Dell, Fastenal, Fisher Scientific, Grainger, MSC, & VWR.



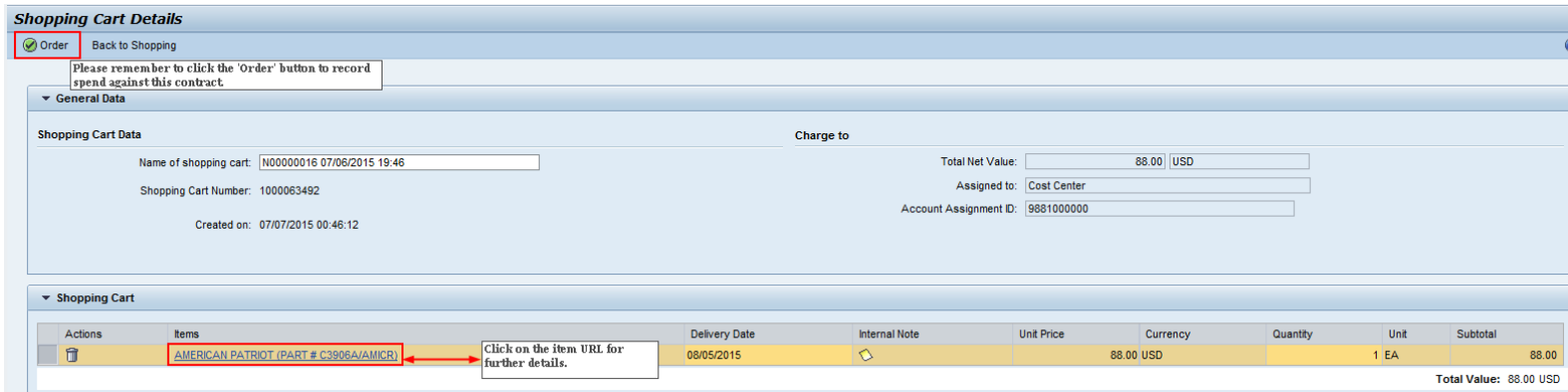
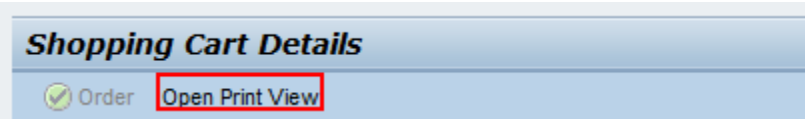
- Click on any of the ICONS to start shopping. Once you've selected your items from the catalog and added to your cart, click on Check Out from SRM MDM, or follow the instructions at the punch out catalog to return your selection to your shopping cart.

- Once returned to your shopping cart, click 'Continue to Order'



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10. From the Shopping Cart Details view you can see the details of the item you've just selected from the SRM MDM catalog. ***Please remember to click the green check Order at the top left of the Shopping Cart Details screen.*** This action records spend against the contract and will enable you to print a shopping cart form for easy entry in your procurement system. (Click 'Open Print Preview')



The screenshot displays the 'Shopping Cart Details' form. At the top, there is a navigation bar with a green checkmark icon and the text 'Order', and a 'Back to Shopping' link. Below this, a message states: 'Please remember to click the 'Order' button to record spend against this contract.' The form is divided into sections: 'General Data' and 'Shopping Cart'. The 'General Data' section includes fields for 'Name of shopping cart' (N00000016 07/06/2015 19:46), 'Shopping Cart Number' (1000063492), 'Created on' (07/07/2015 00:46:12), 'Charge to', 'Total Net Value' (88.00 USD), 'Assigned to' (Cost Center), and 'Account Assignment ID' (9881000000). The 'Shopping Cart' section contains a table with the following columns: Actions, Items, Delivery Date, Internal Note, Unit Price, Currency, Quantity, Unit, and Subtotal. The table has one row with the item 'AMERICAN PATRIOT (PART # C3906A/AMICR)', a delivery date of 08/05/2015, a unit price of 88.00 USD, a quantity of 1 EA, and a subtotal of 88.00. A red box highlights the item name, and a red arrow points to it with a tooltip that says 'Click on the item URL for further details.' The total value of the cart is 88.00 USD.

11. Should you forget your password, from the Non State portal page, <https://lagoverpsrm.doa.louisiana.gov/irj/portal>
- You simply click 'Get Support'
 - In the Logon Help screen, provide your Logon ID (the User ID you received in the User Confirmation page), N0000xxxx, the email address you entered during registration, click 'Submit' and a new temporary password will be sent to you.



The screenshot shows the login page for 'LaGov - STATE OF LOUISIANA eProcurement (SRM) for Non-State Entity'. On the left, there is a logo for 'LaGov ERP' featuring the state seal and a building. On the right, there is a login form with the following fields: 'User *' (with an example 'Ex. N00654321'), 'Password *' (with a note 'Case sensitive'), and a 'Log On' button. Below the password field, there is a link for 'Logon Problems?' with a red-bordered button labeled 'Get Support'.

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Logon Help

Personal information Confirmation

Having trouble logging in?

Provide the following information to receive a new password

Logon ID: * N00000xxxx

E-Mail: * email@email.com

Submit Cancel

User ID from User Confirmation page
Email address entered during registration

12. Questions regarding use of the contracts, contract items, etc. should be directed to the DOA-OSPhelpdesk@la.gov