

## Manage Product Categories

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 “Manage Product Categories” under “Detailed Navigation” on the left and the following screen will appear:

The screenshot shows the LaGov ERP - Data Warehouse interface. The header includes "Welcome Ms. Bonnie Kemp" and "LaGov ERP - Data Warehouse STATE OF LOUISIANA". The navigation menu on the left includes "Supplier Admin" and "Detailed Navigation". The "Detailed Navigation" menu is expanded, showing options like "Welcome Supplier Administration", "Create Additional Users", "Manage User Data", "Manage Own Data", "Manage Company Data", "Manage Product Categories", "Manage Remit to Address", "Vendor Payments", and "Vendor Admin Help". The "Manage Product Categories" option is highlighted. The main content area is titled "Product Category Selection" and includes a search bar with "Search" and "Reset" buttons. Below the search bar is a table titled "Select the Product Categories You Wish To Be Notified". The table has columns for "Product Category Description", "Product Category Id", and "Select". The table contains the following data:

Product Category Description	Product Category Id	Select
▶ ANIMAL CONTAINMENT AND HABITATS	10130000	<input checked="" type="checkbox"/>
▶ ANIMAL FEED	10120000	<input type="checkbox"/>
▶ DOMESTIC PET PRODUCTS	10110000	<input type="checkbox"/>
▶ FERTILIZERS AND PLANT NUTRIENTS AND HERBICIDES	10170000	<input type="checkbox"/>
▶ FLORICULTURE AND SILVICULTURE PRODUCTS		<input type="checkbox"/>
▶ LIVE ANIMALS		<input type="checkbox"/>
▶ PEST CONTROL PRODUCTS		<input type="checkbox"/>
▶ SADDLERY AND HARNESS GOODS		<input type="checkbox"/>

A red box highlights the scroll bar at the bottom of the table, with the text: "Use the scroll bar that will appear at the bottom to view **all** product categories."

3. To add additional product categories, click the appropriate box on the right under the “select” column. To remove a product category from your selection, click the check mark by the appropriate product category and it will deselect it.

NOTE: You may search product categories at this site at the UNSPSC family and class level. If you do not find what you are looking for, you may want to use the detailed search at <https://wwwcfprd.doa.louisiana.gov/OSP/LaPAC/vendor/commoditySearch.cfm>

Hint: If you use the detailed search and click on the box by “whole word”, it will narrow your search. Example if you enter “ice” it will bring up 4129 hits because it includes words like device, service, etc. If you select whole word, it will narrow your search to 37. When you locate the product or service you are looking for, make a note of the first 4 digits (family code). You will use these to select your product categories.

# Manage Product Categories

Welcome Ms. Bonnie Kemp

LaGov ERP - Data Warehouse  
STATE OF LOUISIANA

Supplier Admin

Supplier Admin

Detailed Navigation

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

Display Save

Product Category Selection

Search for: Search Reset

Select All

Select the Product Categories You Wish To Be Notified

Expand Close ShowSelected ShowAll

Product Category Description	Product Category Id	Select
ANIMAL CONTAINMENT AND HABITATS	10130000	<input checked="" type="checkbox"/>
ANIMAL CONTAINMENT	10131600	<input checked="" type="checkbox"/>
ANIMAL HABITATS	10131700	<input checked="" type="checkbox"/>
ANIMAL SHELTERS	10131500	<input checked="" type="checkbox"/>
ANIMAL FEED	10120000	<input type="checkbox"/>
BIRD AND FOWL FOOD	10121600	<input type="checkbox"/>
DOG AND CAT FOOD	10121800	<input type="checkbox"/>
FISH FOOD	10121700	<input type="checkbox"/>
LIVESTOCK FEED	10121500	<input type="checkbox"/>
MISCELLANEOUS ANIMAL FOOD	10122100	<input type="checkbox"/>
REPTILE FOOD	10122000	<input type="checkbox"/>
RODENT FOOD	10121900	<input type="checkbox"/>
DOMESTIC PET PRODUCTS	10110000	<input type="checkbox"/>
DOMESTIC PET TREATMENTS AND ACCESSORIES AND EQUIPMENT	10111300	<input type="checkbox"/>
FERTILIZERS AND PLANT NUTRIENTS AND HERBICIDES	10170000	<input type="checkbox"/>

4. When you registered at the family level (4 digits), the system automatically selected all classes (6 digits) within that UNSPSC family to send notifications. If you would like to fine tune your selection to only the products that you can provide, you have the option of deleting some of the classes that fall under the family code that you have selected. To do this, click expand (will populate all classes under all families) or click the small black arrow located immediately to the left of the specific family code (will populate classes that fall under only that family). You may then click the check marks on the right that do not interest you and you will no longer receive emails for those particular classes under that family.

5. Other options exist on the same line where you clicked “expand”. You may limit your selection to only those product categories that you have selected or you may want to show all available product categories.

6. After you have made your changes, click the “save” button at the top of the screen and the following message will appear:

Product Category updated Successfully.