



**Finance & Administrative Services**  
*Office of Procurement Services*

## ***Important Notice to LSU Vendors***

***~ Vendor Enrollment Required ~***

To: **All LSU Vendors**

Re: **New LSU Purchasing System and Vendor Database**

Louisiana State University has developed a new purchasing system designed to offer greater and improved electronic procurement functionality and processing for both our internal and external customers.

This purchasing system, called PRO, houses new Vendor and Commodity databases, and is used by the LSU campuses in Baton Rouge, Alexandria, and Eunice; the LSU System Office; the LSU Ag Center and its statewide Research Stations; the Paul M. Hebert Law Center; and the Pennington Biomedical Research Center.

The Vendor Database is commonly shared for LSU purchasing and accounting functions, and captures information necessary for e-procurement transactions. The Commodity Database is based on our adoption of the latest version of the NIGP Commodity Classification System, and is used for Vendor enrollment, solicitation, and reporting purposes.

***Vendors wishing to receive opportunities for conducting purchasing business with any of the LSU campuses named above must enroll in the PRO vendor database.***

All Vendors wishing to enroll must complete a 'LSU Vendor Enrollment Application' form. To complete and submit your application online, simply visit our website at [www.fas.lsu.edu/purchasing](http://www.fas.lsu.edu/purchasing). Click Vendor Info, then Vendor Enrollment.

Detailed instructions explaining the field entry requirements on the application form are available at our website. If you have any questions or need assistance with vendor enrollment, please contact the LSU Purchasing Office [e-mail [purchase@lsu.edu](mailto:purchase@lsu.edu) / ph 225-578-2176 / fax 225-578-2292].

LSU recognizes that conglomerate/diversified companies may have multiple business divisions and locations, each of which may be interested in enrolling and competing for LSU business opportunities in its own distinct commodities and/or state regions. In such cases, each company division and/or location is required to enroll separately with its applicable information. All Vendor affiliations having the same federal taxpayer identification number (FEIN or SSN) will be assigned the same master Vendor Number in PRO, appended by a unique 'Location Code' for each.

LSU values all Vendors interested in competing for and conducting responsible purchasing business with the University. We encourage you to enroll online today.