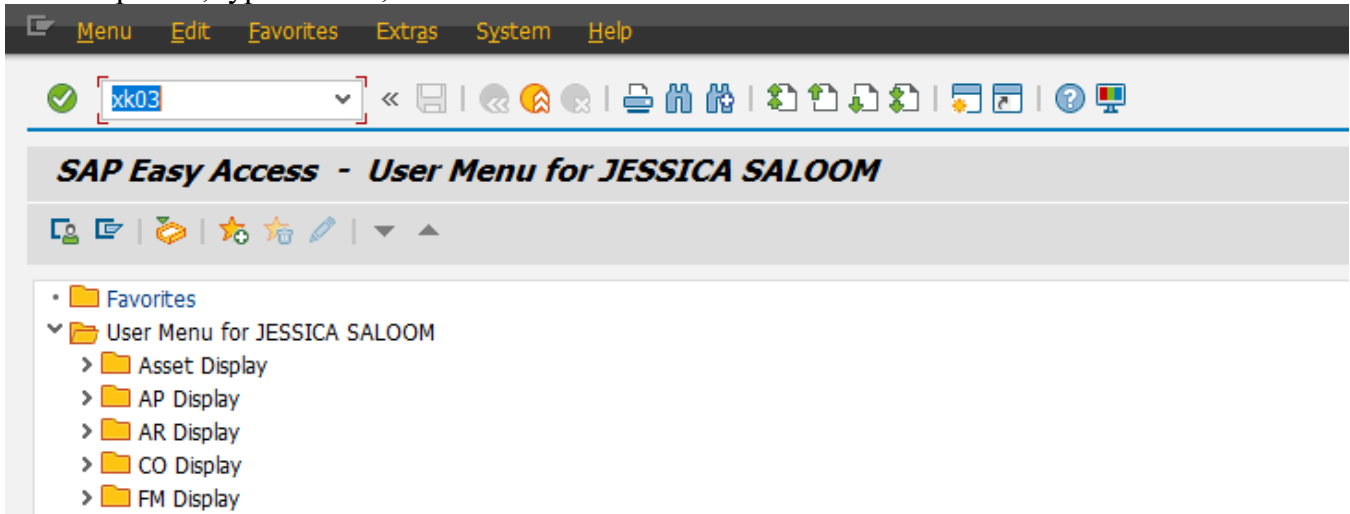


Pull Vendor Profile Data from ECC

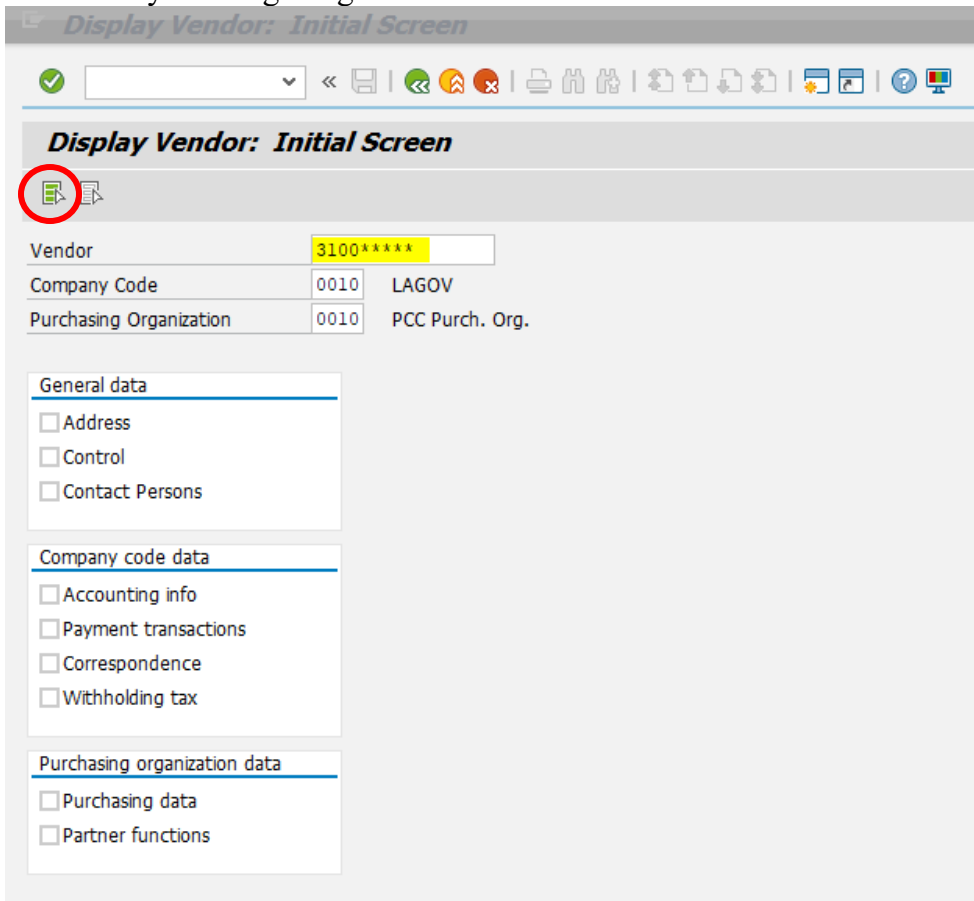
Open a SAP GUI session. This can be done from the desktop icon or through LaGov ERP dashboard.

Login using LaGov/LEO credentials.

In the top field, type “XK03,” and hit enter.



Enter the Vendor Number in the box labeled “Vendor” with the check box. BEFORE pressing enter, select all by clicking the green list icon above the Vendor field to select all. Then press enter.



*If you press enter prior to clicking the select all button, the vendor data will be blank when you pull it up.

The “Display Vendor: Address” will open. On this page, click on “Vendor Profile Data.”

Display Vendor: Address

Other Minority Indicators **Vendor Profile Data** Auditor Compliance Info Withholding Tax Setup

Vendor 3100

Preview

Name	
Name	ACADIAN AMBULANCE SERVICE INC
	DBA SAFETY MANAGEMENT SYSTEMS

The “Display Vendor: General Data” will open. You will be able to see that the fields on the screen have data entered into them. Click “Print Form.”

Display Vendor: General Data (Enhanced)

Standard Other Minority Indicators Auditor Compliance Info Withholding Tax Setup

Vendor 3100 ACADIAN AMBULANCE SERVICE INC LAFAYETTE

Vendor Profile Data

Company Data	
Entity Type	S
Have you filed IRS Form 990?	
Public Traded	-
Paid All Taxes	X

Percentage Ownership by race	
White/Caucasion	82.25
Black/AfricanAm	9.95
Native American	0.47
Asian	0.38
PacIslshr/NtvHawin	0.08
Other	6.87
Publicly Traded	0.00

Percentage Ownership by ethnicity	
Hispanic/Latino	5.89
Not Hispanic/Latino	94.11
Publicly Traded	0.00

Ownership by Women	
Ownership by Women	40.62
Ownership by Veterans	6.35
Ownership by LA Resd	64.63

Owners	
Name	
R	
E	

Board of Directors	
Name	
B	
E	

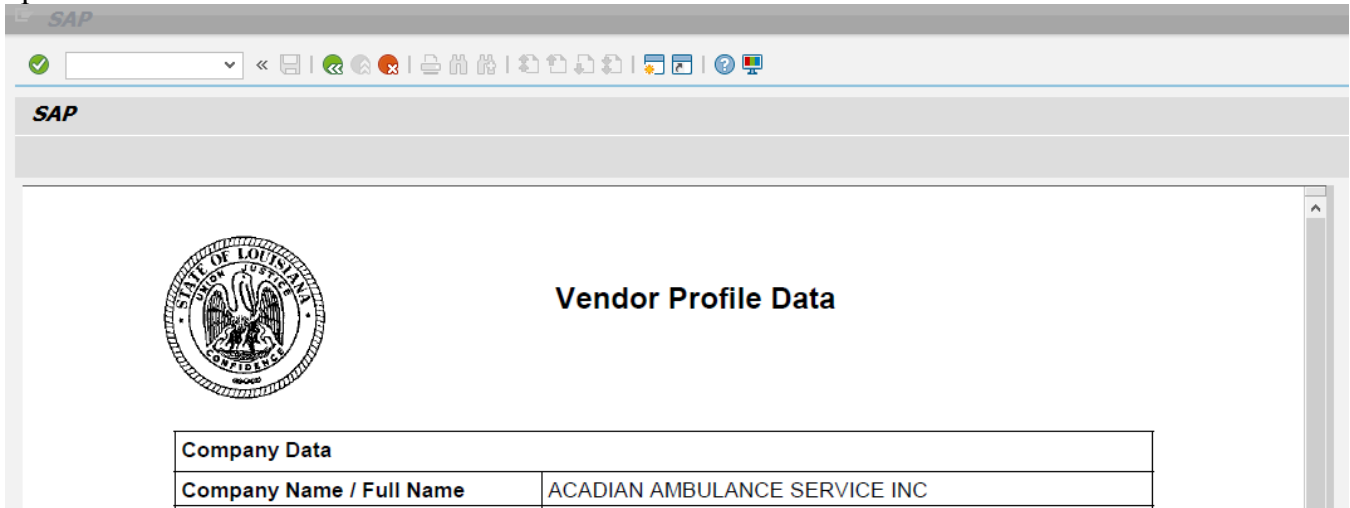
Corporate Officers	
Name	
S	

Agents						
Name	Street	City	State	Postal Code	Co	
A	2		LA	7	US	
S	2		LA	7	US	

Print Form

*If these fields are blank, you will need to go back and make sure that the green list to select all is clicked. If these fields are still blank, the vendor needs to login and complete the profile data for their account.

A pdf document titled “Vendor Profile Data” will open. This is the Vendor Profile Data document that OSP needs for all contracts and amendments. Again, it should be completed and not blank when opened.



Scroll all the way to the bottom of this document to verify that it was completed by the vendor within the last twelve months. If the date at the bottom is more than 12 months old, the vendor must login and update their data and click save. Even if they have no changes, they must click save to update the date on the form. The date at the bottom will have the date it was last updated and the name of who updated it.

Last Review: 09/01/2021 09:52:21
By: T [REDACTED]

*If the Vendor Profile Data expires within the next 60 days, it is a good practice to go ahead and reach out to the vendor to update it. If the contract process is delayed, the Vendor Profile Data could expire prior to the contract being approved by OSP; and they would require that it be updated and resubmitted prior to approval, even if the Vendor Profile Data was not expired when it was submitted in LaGov.

JRS_3.14.2022