



### **New Supplier Self-Registration System Live**

Beginning April 1<sup>st</sup>, all net new domestic suppliers will be able to self-register with the University of Wyoming by completing their own information online and attaching a signed substitute W-9 form. This new process will increase supplier setup speed and reduce the risk of data entry errors.

Departments that need a new domestic supplier set up in the WyoCloud Financial Management & HCM system can direct the supplier to the [Financial Affairs Website](#). From the website, click on Forms and then expand the Procurement and Payment Services section. Under the Procurement section are three forms that are available for a supplier:

- A one-page instructional document including a link to the supplier self-registration system: [One-Page Self-Registration Instructions for Suppliers](#)
- Quick Reference Guide to walk the supplier through each step of the self-registration system: [Supplier Self-Registration Quick Reference Guide](#)
- Updated Supplier Application/Substitute W-9 form that has been shortened, but is required to be completed with an original signature and uploaded in the self-registration system: [Supplier Application/Substitute W-9](#)

Upon completion of registering, Procurement Services will still need to review and approve the online application. Once approved, the supplier will be notified they have been approved via email.

Departments should work with the supplier to know when they have been approved so the department can begin the purchase process.

Any new international suppliers will need to work with the department and Procurement Services to register with the University.

For new international suppliers or address updates to existing suppliers, please contact [new-supplier-request@uwyo.edu](mailto:new-supplier-request@uwyo.edu).

## Contact Information

Financial Affairs  
Room: Old Main Room 113  
Phone: (307) 766-4340  
Fax: (307) 766-6762

[financialaffairs@uwyo.edu](mailto:financialaffairs@uwyo.edu)  
[www.uwyo.edu/administration/financial-affairs](http://www.uwyo.edu/administration/financial-affairs)

Procurement and Payment Services  
Merica Hall 115  
Phone: (307) 766-5233  
Fax: (307) 766-2800  
[www.uwyo.edu/procurement/](http://www.uwyo.edu/procurement/)

© University of Wyoming