



Supplier Self-Registration Guide for Businesses

This guide will cover:

- [Important Information Before Starting](#)
- [Required Documentation/Information To Get Started](#)
- [Accessing the Supplier Registration System \(Step 1\)](#)
- [Completing Required Fields/Information in the Registration System \(Step 2-7\)](#)
- [Final Steps](#)

Important! Please Read:

If you are not a U.S. citizen, resident alien, or U.S. business, contact the Tax Office at tax@uwyo.edu or 307-766-2821 before beginning the Supplier Self-Registration process.

This guide is intended for new suppliers not already registered with the University of Wyoming. A supplier must be registered for any department on campus to request goods/services from. Below are the steps for registering with the University of Wyoming.

Step A: Verify whether you are currently registered as a supplier for the University of Wyoming and/or verify that your status is **Active** in our system:

[Supplier Look-Up Tool](#)

*If you are already registered with the University of Wyoming but need to make changes to your information or reactivate your supplier profile, please contact the Procurement and Payment Services department by emailing new-supplier-request@uwyo.edu.

Step B: If not currently registered, please continue with these Supplier Self-Registration Instructions.

Gather Your Information!

Before you begin, make sure you have the following information:

- Completed IRS Form W-9
- Supplier contact information
- Supplier business classification information and/or documentation
- Supplier bank account information if you'd like to receive ACH

Step One

Accessing the Supplier Registration System

- To access the supplier self-registration system, please follow this link: [Supplier Self-Registration](#)
- Once the website opens, the following screen will appear:

The screenshot displays the WyoCloud Supplier Registration System interface. At the top, there is a navigation bar with the WyoCloud logo, a home icon, an information icon, and a 'Sign In' link. Below the navigation bar is a progress indicator with six numbered steps: 1 (Company Details), 2 (Contacts), 3 (Addresses), 4 (Business Classifications), 5 (Bank Accounts), and 6 (Review). The 'Company Details' tab is currently active and highlighted in blue. Below the progress indicator, the title 'Register Supplier: Company Details' is displayed, followed by a row of buttons: 'Back', 'Next', 'Save for Later', 'Register', and 'Cancel'. The main content area contains a form with the following fields and sections:

- Enter appropriate information for all fields marked with an asterisk (*). All other fields are optional.**
- * Supplier Name**: Text input field.
- * Tax Organization Type**: Dropdown menu.
- Supplier Type**: Dropdown menu.
- Corporate Web Site**: Text input field.
- * Supplier Form/Substitute W-9**: Radio button labeled 'None' with a plus sign, and a link to 'Attach the required documents.'
- D-U-N-S Number**: Text input field.
- * Tax Country**: Dropdown menu.
- Taxpayer ID (Please include dash(es))**: Text input field.
- Tax Registration Number**: Text input field.
- Note to Approver**: Text area.

Your Contact Information

Enter the contact information for communications regarding this registration.

- * First Name**: Text input field.
- * Last Name**: Text input field.
- * Email**: Text input field.
- * Confirm Email**: Text input field.

- The next steps will walk through each of the tabs at the top of the screen. All tabs must be completed as described below and all required fields within each tab must be completed accurately.

Step Two

Tab 1 – Company Details

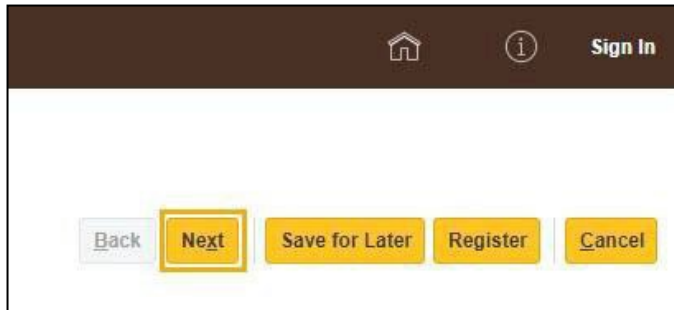
- Please enter the required information in fields marked with an asterisk. All other fields are optional.
 - **Supplier Name** – Name of the supplier – the name on your IRS Form W-9.
 - **Tax Organization Type** – Select the appropriate tax classification.
 - **Note:** Select the same tax classification that is selected on your IRS Form W-9 Box 3.
 - **IRS Form W-9 W-9** - You **must** attach a completed [IRS Form W-9](#) (found on the [Financial Affairs Forms webpage](#) within the Procurement and Payment Services dropdown and under the Procurement header) with an **original handwritten signature or authenticated Adobe digital signature or authenticated DocuSign electronic signature with validation envelope intact.**

- **First Name** – Contact person’s first name
- **Last Name** – Contact person’s last name
- **Email** – Contact person’s email address
- **Confirm Email** – Re-enter the contact person’s email address
- **Tax Country** – Select the appropriate country from the drop down
- **Taxpayer ID** – Enter the EIN/SSN of the supplier (with the appropriatedash(es))
 - For foreign businesses/individuals, this can include PAN/TAN/TIN (Permanent Account Number/Tax Deduction and Collection Account Number/Taxpayer Identification Number).

Example of the Attachments Screen below. Select **Browse** to locate the completed and signed IRS Form W-9 to be uploaded. A description is not necessary. Select **OK** to return to the Company Details page.

Type	* File Name or URL	Title	Description	Attached By	Attached Date
File	Browse... No file selected.			anonymous	03/29/2021 14:...

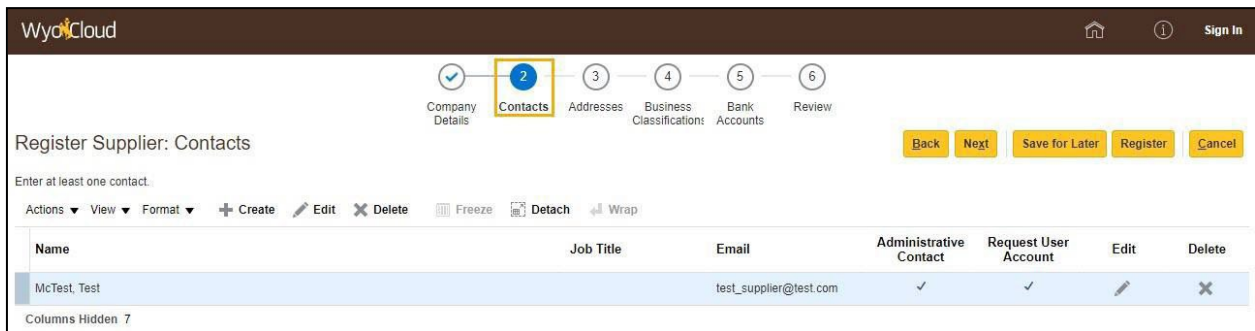
- Once all required fields are satisfactorily completed on the Company Details page, select **Next** in the upper right corner to move to the second tab (Contacts).



Step Three

Tab 2 – Contacts

- The contact information entered on the first tab is automatically generated on tab2.



- If another contact is required, select the **+ Create** button.



- Fill in the required information. If this will be an administrative contact only, select the checkbox next to Administrative Contact.
- It is **not required** to request a user account for additional contacts.

Create Contact

Salutation

* First Name

Middle Name

* Last Name

* Job Title

Administrative contact

Phone

Mobile

Fax

* Email

Request user account

Roles

Actions View Format Freeze Detach Wrap

Role	Description
No data to display.	

Create Another **OK** Cancel

- The additional contact will appear in the contact list.

WyoCloud

Company Details **Contacts** Addresses Business Classificati... Bank Accounts Review

Register Supplier: Contacts

Back Next Save for Later Register Cancel

Enter at least one contact.

Actions View Format Create Edit Delete Freeze Detach Wrap

Name	Job Title	Email	Administrative Contact	Request User Account	Edit	Delete
Smith, John		jsmithtest22@randomem...	—	—		
McTest, Test		test_supplier@test.com	✓	✓		

- Once the fields are successfully completed, select **Next** to move to the third tab (Addresses).

Back **Next** Save for Later Register Cancel

Step Four

Tab 3 – Addresses

- At least one address must be created by a new supplier.

WyoCloud

Company Details | Contacts | **Addresses** | Business Classifications | Bank Accounts | Review

Register Supplier: Addresses

Enter at least one address.

Actions View Format **+ Create** Edit Delete Freeze Detach Wrap

Address Name	Address	Phone	Address Purpose	Edit	Delete
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- To create a new address, select **Create**.

WyoCloud

Register Supplier: Addresses

Enter at least one address.

Actions View Format **+ Create** Edit

Address Name	Address
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- You can search for your desired address on the supplier registration as shown below:

Search

- Simply type in the address you are looking for and it will auto populate the fields below

Search 1000 E University Ave

Address Name	1000 E University Ave Des Moines IA 50316-2352	Address Purpose
* Country	1000 E University Ave Laramie WY 82071-2000	
Address Line 1	1000 E University Ave Georgetown TX 78626-6111	1000 E University Ave Laramie WY 82071-2000
Address Line 2	1000 E University Ave Urbana IL 61802	
Address Line 3	1000 E University Ave Las Cruces NM 88001	Fax
* City	1000 E University Ave Ann Arbor MI 48104-3473	Mail
* County	1614 E University Ave Guthrie OK 73044-5852	
* State	1714 E University Ave Guthrie OK 73044-5850	
	1720 E University Ave Guthrie OK 73044-5850	

- If you elect not to use the search option, fill in all required fields (and any applicable optional fields).

- **Special Instructions – Please enter your data in the following order:**

1. Address Name (e.g. City, State, Month/Year).
2. Country.
3. Address Line 1.
 - *Optional:* Address Lines 2 & 3.
4. Enter your Zip/Postal Code (before entering your City, County and State).
5. Select Tab and a dialog box will appear with the City, County and State combinations available for the entered Postal Code.

Postal Code
82225, Lusk, Niobrara, WY
82225, Lusk, Niobrara, Wyoming
82225, Node, Niobrara, WY
82225, Node, Niobrara, Wyoming
82225, Hat Creek, Niobrara, WY
82225, Hat Creek, Niobrara, Wyoming

1. Select the appropriate Postal Code, City, County and State combination.
2. Select **OK** and the remaining City, County and State information will autofill.

- For Address Purpose, please select **Ordering** and **Remit to**.

Create Address

* Address Name: Lusk, WY 3/2021

* Country: United States

* Address Line 1: 14 Main St

Address Line 2:

Address Line 3:

* City: Lusk

* County: Niobrara

* State: WY

* Postal Code: 82225

* Address Purpose: Ordering, Remit to, RFQ or Bidding

Phone: 1

Fax: 1

* Email: test_supplier@test.com

Address Contacts
Select the contacts that are associated with this address.

Actions View Format Freeze Detach Wrap

Name	Job Title	Email	Administrative Contact	User Account
No data to display.				
Columns Hidden 4				

Create Another OK Cancel

- To add an Address contact, select the **plus sign** below the Address Contacts header.

Address Contacts
Select the contacts that are associated with this address.

Actions View Format Freeze

Name

No data to display.

Columns Hidden 4

- The two listed contacts will appear. Select the appropriate contact, then select **Apply**, then **OK**.

Select and Add: Contacts

Search

Name: Job Title:

Search Reset

View Format Wrap

Name	Job Title	Email	Phone
McTest, Test		test_supplier@t...	
Smith, John	Accountant	jsmithtest22@te...	

Columns Hidden 1

Apply OK Cancel

- The selected contact will now also serve as the contact for that specific address. Then select **OK**.

Create Address

* Address Name

* Address Purpose Ordering
 Remit to
 RFQ or Bidding

* Country

* Address Line 1

Address Line 2

Address Line 3

City

County

State

Postal Code

Phone

Fax

* Email

▲ Address Contacts
 Select the contacts that are associated with this address.

Actions ▾ View ▾ Format ▾ ✕ Freeze Detach Wrap

Name	Job Title	Email	Administrative Contact	User Account
McTest, Test	Supervisor	test_supplier@t...	✓	✓

Columns Hidden 4

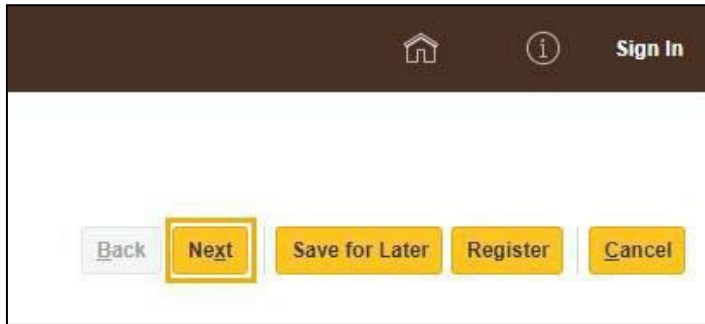
Create Another **OK** Cancel

Create as many addresses as necessary using the **Create Another** button (above) or **Create** button (below). Either button will generate the intended results.

Email	Administrative Contact	User Account
test_supplier@t...	✓	✓

Create Another **OK** **Cancel**

- When finished creating an address(es), select **Next** to move to the fourth tab (Business Classifications).



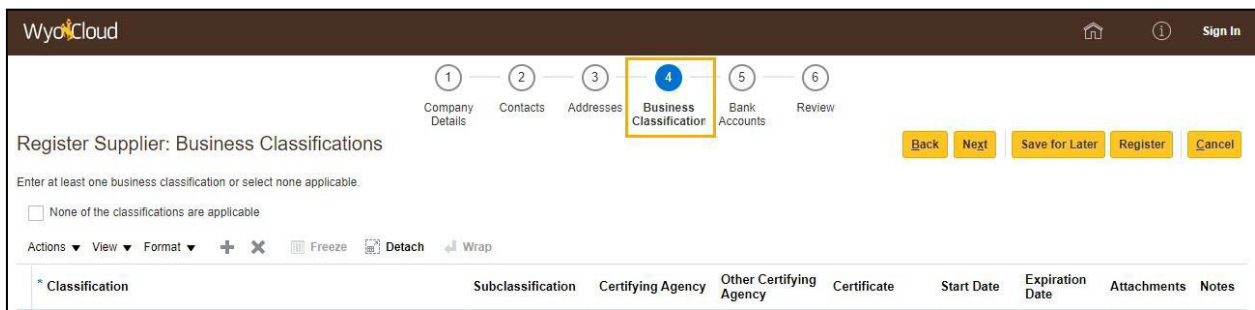
Step Five

Tab 4 – Business Classifications

New suppliers have one of **two options**:

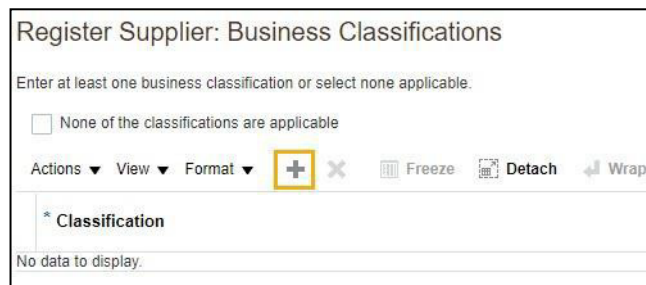
Option 1: Select a business classification from the list provided under Classification

Option 2: Select the checkbox next to “None of the classifications are applicable” if no classification is applicable.



Option 1 Steps

- To select a classification from the list of values, select the **plus** sign.



- Under Classification, select the **dropdown arrow** and select the appropriate classification.

Register Supplier: Business Classifications

Enter at least one business classification or select none applicable.

None of the classifications are applicable

Actions ▾ View ▾ Format ▾ + X Freeze Detach

* Classification

▼

- Veteran Owned Business
- Foreign Supplier
- HUBZone (Historically Underutilized Business Zone) Small Business
- Large Business
- Large SBA Certified Disadvantaged Business
- Minority Owned Business
- Minority Women-Owned Business
- Native American Business
- Non-Profit
- Service-Disabled Veteran Owned Small Business
- Small Business

- If applicable, select **Other** in the Certifying Agency list of values.

Certifying Agency	Other Certifying Agency	Certificate	Start Date
▼			mm/dd/yy
Other	Other Certifying Agency		
Search...			

- Lastly, fill in/attach the remaining necessary information and documentation – **there is no requirement for attachments, but any amplifying information is helpful for verification.**

Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	Notes
Other	Department of the	77889977	01/25/20	mm/dd/yy	cation.jpg + X	

Option 2 Steps

- If you have no classification, select the checkbox next to “None of the classifications are applicable.”

Register Supplier: Business Classifications

Enter at least one business classification or select none applicable.

None of the classifications are applicable

Actions ▾ View ▾ Format ▾ + X Freeze Detach

- When finished, select **Next** to move to the fifth tab (BankAccounts).

Home ⓘ Sign In

Back Next Save for Later Register Cancel

Step Six

Tab 5 – Bank Accounts



If you wish to receive payment via check, please leave all banking information blank and proceed to the Review tab.

Foreign businesses/individuals wishing to receive a wire to an international account: Please leave all fields blank in Tab 5 and contact your UW representative after submission to facilitate your wire payment.

If you wish to receive payment via ACH, please enter all requisite banking information.

- To enter a bank account, select the **+ Create** button.

WyoCloud

Company Details Contacts Addresses Business Classifications **Bank Accounts** Review

Register Supplier: Bank Accounts

If you wish to receive payment via ACH, please enter all requisite banking information. If you wish to receive payment via check, please leave all banking information blank and proceed to the Review tab.

Actions ▾ View ▾ Format ▾ **+ Create** Edit X Delete Freeze Detach Wrap

Account Number	IBAN	Currency	Bank	Edit	Delete
No data to display.					
Columns Hidden 8					

Back Next Save for Later Register Cancel



If your routing number does not appear in the Bank Routing Number/Branch list, please contact Procurement Services (new-supplier-request@uwyo.edu).

- **Special Instructions – Please enter your banking information in the following order:**

1. Select the drop-down arrow next to the **Country** field.
 - Select **Search**
 - Enter the appropriate country (e.g. United States) in the **Name** field.
 - Select **Search**
 - Select the correct country
 - Select **OK**.
 2. Select the drop-down arrow next to the **Bank Routing Number/Branch** field.
 - Select **Search**
 - Enter your routing number in the **Branch Number** field.
 - Select **Search**
 - Select the correct **Branch Name** and **Branch Number**.
 - Select **OK**.
1. The **Bank** field will autofill.
 3. Enter your account number in the **Account Number** field.
 4. Enter a description of the bank account in the **Account Name** field (e.g. John Smith checking).
 5. Select the account type from the **Account Type** drop-down (e.g. checking or savings).

Create Bank Account

Enter account number or IBAN unless account number is marked as required.

* Country IBAN

* Bank Currency

* Bank Routing Number/Branch

* Account Number

Additional Information

* Account Name Agency Location Code

Alternate Account Name * Account Type

Account Suffix Description

Check Digits

Comments

Note to Approver

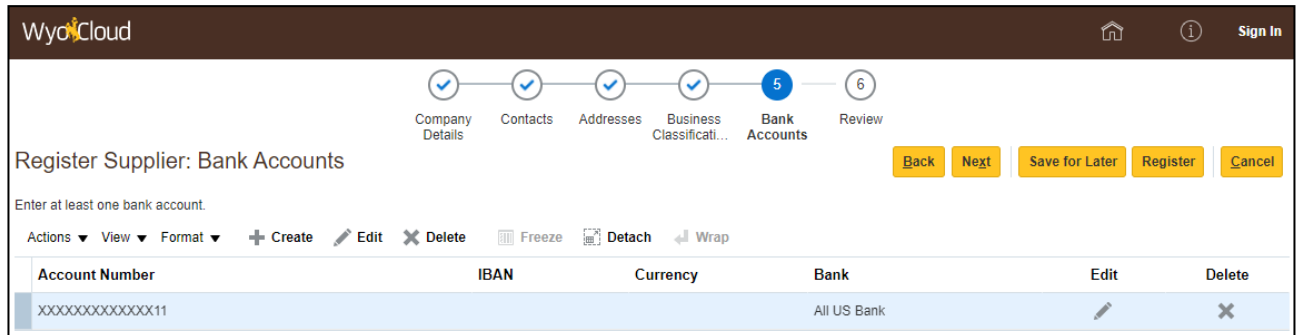
Create Another

- If another bank account is required, select Create Another and follow the same process. Otherwise, select OK.

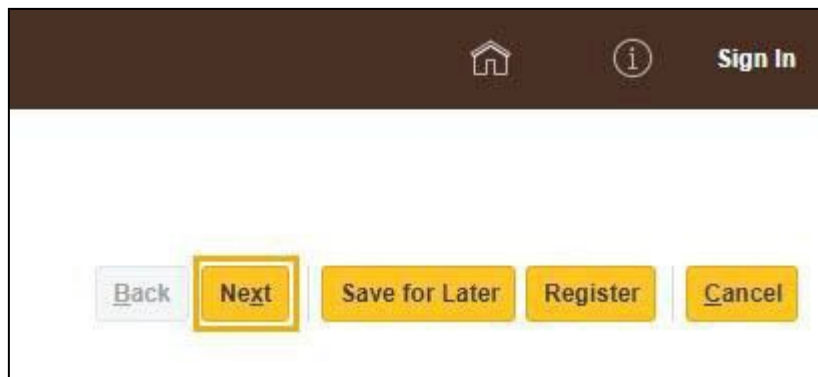
- The bank account number will now be masked.



If you wish to change the bank account number before submission, you must delete the entered bank account and re-enter with the correct information.



- Once the bank account(s) have been successfully entered, select **Next** to move to the sixth tab (Review).



Step Seven

Tab 6 – Review

- Please review all entered information to make sure it is accurate and correct.

WyoCloud

Company Details Contacts Addresses Business Classificati... Bank Accounts **Review**

Review Supplier Registration: TEST University Supplier

Back Next Save for Later Register Cancel

Company Details

Company TEST University Supplier D-U-N-S Number

Tax Organization Type LLC - C Corporation Tax Country United States

Supplier Type Taxpayer ID 11-11111111

Corporate Web Site Tax Registration Number Note to Approver

Attachments

Actions View + X

Type	File Name or URL	Title	Description	Attached By	Attached Date
File	TEST W-9.pdf	TEST W-9.pdf		anonymous	02/03/2021 15:56

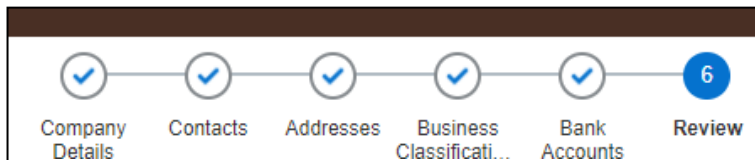
Columns Hidden 1

Contacts

View Format Freeze Detach Wrap

Name	Job Title	Email	Administrative Contact	Request User Account	Details
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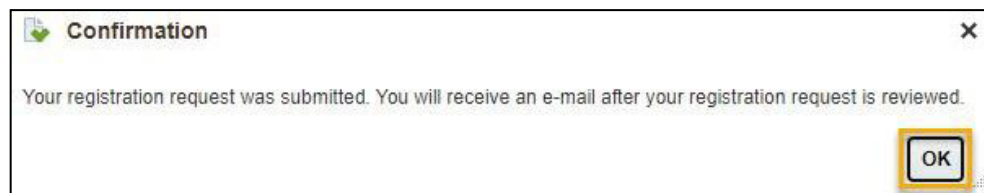
- If any changes are required, simply click on the appropriate tab and modify the information.



- Once the information has been satisfactorily reviewed, select the **Register** button.



- Click **OK**.



- You have completed all steps to register.

Final Steps

These steps have completed the process to submit your information to the University of Wyoming for review.

You will receive an email notification confirming your information has successfully been submitted. The Procurement Services department must review and approve the information before you become a registered supplier.

Procurement Services will be in touch with next steps after this review. The typical response time is 1-2 business days, but the response time may vary depending on Procurement operational requirements.

Upon approval from the Procurement Services department, you will receive another final email stating your registration approval. Once you receive this email, it is recommended you notify the university's department personnel you are working with regarding this approval so they can begin the purchase process.