



Procurement & Payment Services

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Phone (307) 766-5233

Email: new-supplier-request@uwyo.edu

The University of Wyoming maintains a Supplier database, which includes information regarding Suppliers that do business with the University. To maintain current and accurate information, all prospective Suppliers wishing to do business with the University must complete the online Supplier Self-Registration.

Below is a summary of actions and steps to become a supplier with the University of Wyoming:

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

1. Access the [Supplier Self-Registration system](#).
2. Enter all required information.
 - a. If you require assistance, Quick Reference Guides are available below.
 - b. Ensure your submission includes the IRS Form W-9 (available below) with an original handwritten signature or authenticated Adobe digital signature or authenticated DocuSign electronic signature with validation envelope intact.
3. Submit the Supplier Self-Registration application via the online system.
4. After submission, you will receive an email from the Procurement and Payment Services Department within 1-2 business days (may vary based on operational requirements) regarding your registration status.
 - a. Provide follow-up information (if required, you will be notified via email).
5. Upon receiving the registration confirmation email from Procurement and Payment Services, please communicate with your University of Wyoming departmental contact regarding the purchase of goods and/or services.

Resources:

- [Supplier Self-Registration Quick Reference Guide for Businesses](#)
- [Supplier Self-Registration Quick Reference Guide for Businesses without Screenshots](#)
- [Supplier Self-Registration Quick Reference Guide for Individuals](#)
- [Supplier Self-Registration Quick Reference Guide for Individuals without Screenshots](#)
 - These guides provide screenshots and commentary to assist with the Supplier Self-Registration Process.
- [IRS Form W-9](#) : This document is required for each prospective Supplier submission, and it must contain an authorized and original handwritten signature or authenticated Adobe digital signature or authenticated DocuSign electronic signature with validation envelope intact.

We look forward to working with you!