



Procurement & Payment Services  
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Email: [new-supplier-request@uwyo.edu](mailto: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:

1. Access the [Supplier Self-Registration system](#).
2. Enter all required information.
  - a. If you require assistance, a Quick Reference Guide is available below.
  - b. Ensure your submission includes the Substitute W-9 (available below) with an authorized and original handwritten signature.
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:

- [Quick Reference Guide \(QRG\)](#): This guide provides screenshots and commentary to assist with the Supplier Self-Registration Process.
- [Supplier Form / Substitute W-9 Form](#): This document is required for each prospective Supplier submission, and it must contain an authorized and original handwritten signature.

We look forward to working with you.