

# How to Do Business



with the  
UNIVERSITY OF WYOMING

## Becoming a Supplier

### **Welcome to UW!**

The first step is to register as a supplier.

Supplier Resources can be found on our [website](#).



## Solicitations & BidNet

UW Procurement Services posts Competitively Sealed Bids and RFP's on [BidNet Direct](#).

Suppliers **must** register with BidNet Direct to access and respond to solicitation documents. Registration is free.

While registering, select the commodity categories that best represent your products or services.

When UW posts solicitations, these categories are used to match solicitations with potential suppliers through automatic email notifications.

## Resident Preference

Per Wyoming statute, resident companies receive a 5% pricing preference (10% for printed goods).

Printing operations must be in Wyoming and produce at least 75% of the printed materials.

Suppliers must have a current Wyoming residency certification on file with the [Wyoming Department of Workforce Services](#) at the time of bid submission to qualify for the preference.

## Quote & Bid Threshold Policy

All purchases, regardless of funding source, are subject to the thresholds outlined below.

### **\$0 - \$10,000**

Micro Purchase

(1 quote required)

### **\$10,000 - \$99,999.99**

Simplified Acquisition

(2 quotes required)

### **\$100,000 and above**

Sealed Bids or RFP's

(publicly posted on [BidNet Direct](#))

\*See [Operations Website](#) for Capital Construction

## Contracts

Some purchases, such as professional services, software, or maintenance may require a contract.

Services from \$5,000 to \$9,999 require completion of a [Statement of Work](#) or the review of a supplier provided agreement.

Services above \$10,000 require completion of a UW [Agreement for Services](#) or the review of a supplier provided agreement.

More information on UW contract requirements can be found on the [Office of General Counsel](#) website.

## Procure to Pay Process

Purchases under \$4,999 may be paid with a university credit card (P-Card), check, or ACH.

**Purchases of \$5,000 and above require the issuance of a Purchase Order (PO).**

**Once the PO is created goods and services may be provided.**

Upon delivery of goods and services submit an invoice to your university contact for payment processing.

Payment method is determined by selection made at the time of supplier registration.



Procurement and  
Payment Services

## **Questions?**

You can reach us here:

(307) 766-5233 • [procurement@uwyo.edu](mailto:procurement@uwyo.edu) • [new-supplier-request@uwyo.edu](mailto:new-supplier-request@uwyo.edu) • [accounts-payable@uwyo.edu](mailto:accounts-payable@uwyo.edu)