



## NEW SUPPLIER REQUESTS AND UPDATED QRGs

Greetings,

Please see below information:

### New Supplier Requests Email

A new email address has been created for new supplier requests. Please send all new supplier requests to [new-supplier-request@uwyo.edu](mailto:new-supplier-request@uwyo.edu) going forward.

In order for a new supplier to be created in the WyoCloud system, a supplier application form must be completed, signed, dated and emailed to the address mentioned above. The following two versions of the form can be found on the [Financial Affairs webpage](#) > Forms > Procurement and Payment Services > Procurement.

- University of Wyoming Supplier Application Form
- University of Wyoming Supplier Application Form for Faculty, Staff, and Students

For accurate tax reporting, it is important the correct Federal Tax Classification is selected; therefore, the supplier must complete all applicable information on the form. Verify all information has been completed prior to emailing the request.

### Updated Quick Reference Guides (QRGs)

We are continually updating and creating new Quick Reference Guides (QRGs) for both HCM and finance-related transactions to better suit the needs of campus. The QRGs provide step-by-step procedures for completing a transaction in WyoCloud. We recommend to always view the QRGs in the [Knowledge Base](#) if you aren't familiar with completing a specific transaction.

The following QRGs are either new or have been updated:

Quick Reference Guide Name	Description	Link
Approvals Process <b>(UPDATED)</b>	Overview of how to take an approval action on a transaction, including Approve, Reject, Reassign, Request Information, and Adhoc Route.	<a href="#">Quick Reference Guide</a>

<p>Approval Process for Financial Transactions <b>(NEW)</b></p>	<p>A more specific approvals process guide on finance-related transactions including expense reports, requisitions, and non-PO invoices.</p>	<p><a href="#">Quick Reference Guide</a></p>
<p>Time Card Approvals <b>(NEW)</b></p>	<p>A more specific look at the approvals process specific to time cards. This includes how to read the contents of the approval notice as well as what supervisors whose employees have multiple assignments should expect to see when approving time.</p>	<p><a href="#">Quick Reference Guide</a></p>

Best,

The WyoCloud Team

#### Contact Information

The WyoCloud Team  
 Email: [wyocloud@uwyo.edu](mailto:wyocloud@uwyo.edu)  
[www.uwyo.edu/wyocloud](http://www.uwyo.edu/wyocloud)

**Need help with WyoCloud?**  
 Contact the UW Help Desk  
 766-4357, Option #1  
[userhelp@uwyo.edu](mailto:userhelp@uwyo.edu)