



## NEW PAYMENT PROCESS FOR CONTRACTS

Greetings,

In order to create a more efficient, user-friendly process, the WyoCloud team has adjusted how we process payments on contracts. Previously, when you created a contract that required payment, you also created a Blanket Purchase Agreement (BPA) and filled out the fulfilment tab as part of your contract. In order to expedite the contracts and payment process, instead of filling out a BPA, you will now complete a contract as normal without completing the fulfilment tab. Once you have the fully signed contract, you will then create a requisition through the non-catalog requisition process. The Quick Reference Guides for how to [create a contact](#) and a [non-catalog requisition](#) have both been updated with this new information.

This transition affects all contracts in the system, as you will not be able to see the fulfilment tab on the contract or the BPA number. If you had previously written down the BPA number and have not yet started a BPA you may do so. However, if you have not started a BPA for a fully signed contract or do not remember the BPA assigned to you, you are able to complete a non-catalog requisition instead.

We hope this transition will ease your use of the contracts system and create for more efficient processing of payment. If you need assistance, please contact the UW Help Desk and submit a ticket. The UW Help Desk is your first resource and quickest response for questions. You can contact the Help Desk by emailing [userhelp@uwyo.edu](mailto:userhelp@uwyo.edu) or by calling 766-4357 and selecting option #1.

Best,

The WyoCloud Team

**Contact Information**

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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)

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