

## **How do suppliers register or update their information with Montgomery County?**

The Central Vendor Registration System (**CVRS**) is maintained on contract to Montgomery County as the portal for new suppliers to self-register in order to do business with Montgomery County. It is also used by existing suppliers who have registered on the CVRS to update their information i.e. address, contact information etc. This information is then interfaced to the Oracle Financial system each business day. The CVRS system is not the Oracle system. The supplier must first register on the CVRS system; then their registration, either new registration or a registration with updates interfaces over to the Oracle Financial system daily at 5:05AM. Again, even if they are an existing supplier in the Oracle system, if they do not have a CVRS record, they must register themselves on the CVRS system. Once the supplier registers or updates their information on CVRS, it takes three business days for the data to load into Oracle. If there is any error in the data being loaded into Oracle Financial (such as an invalid or mismatched Tax ID number), the process will take longer to complete. Accounts Payable must resolve the issue first and often will need to reach out to the supplier to get the issue resolved.

**The link to CVRS is [www.mcipcc.net](http://www.mcipcc.net)**

There is a back-up process for setting up suppliers (in case of emergencies or if for a legitimate reason the supplier is unable to self register on the CVRS). The supplier is required to submit a completed **Oracle Supplier Table Maintenance Form** which can be obtained from the Accounts Payable section AND a current complete, signed and dated **IRS form W-9** by e-mail to the Outlook mailbox Finance, AP Supplier Maintenance or by fax to 240-777-8852. The supplier must indicate the reason why they are unable to access CVRS.

Please note: Accounts Payable will no longer accept requests to update or set up supplier records from county employees. All submission must come directly from the supplier.

You can direct any questions regarding this process to the Outlook mailbox listed above.