

Process for Vendor Registration Set-Up and Submitting Invoices

What is the Montgomery County Inter-Agency Central Vendor Registration System?

This website is a collaborative effort from Montgomery County Government, Montgomery College, Montgomery County Public Schools, and Housing Opportunities Commission. It is the one-stop registration system for companies (and individuals) who are interested in providing goods and services to all 4 county agencies' procurement offices. It allows potential vendors to create and maintain their subscriptions at no financial cost, ensuring county agencies always have up-to-date vendor information. Only the listed agents will receive your registration information. If you would like to register with other Montgomery County agencies, please register with them directly.

Each vendor must self-register. We recommend that this be done as soon as possible prior to submitting an invoice for payment. All vendor information included on the invoice must match the information in the system.

Go to the following link to register in the system: <http://www.mcipcc.net/>

If you are not sure you are registered. Please use the Vendor Self-service Log-in. If you do not remember or cannot find a record of your CVRS Vendor ID / VIN combination, you can retrieve it on-line.

If you encounter problems. Please use the "Live Support Off Line" option on the *lower left of the screen*.



Submitting the Invoice

The vendor should submit an official invoice to the Department representative upon delivery of goods and services. The Administrative Services Office for the Department will process the invoice.

Important - payment will be delayed if the information on the invoice does not match the information in the Registration System.