

Montgomery County Vendor Registration System

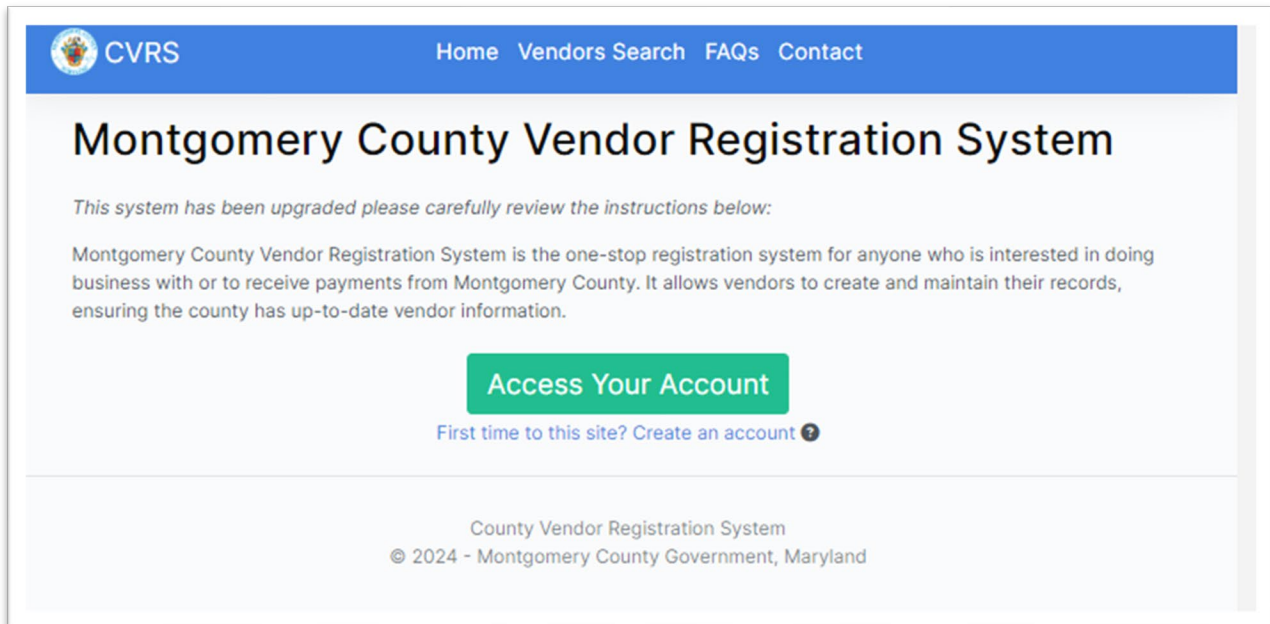
USER GUIDE

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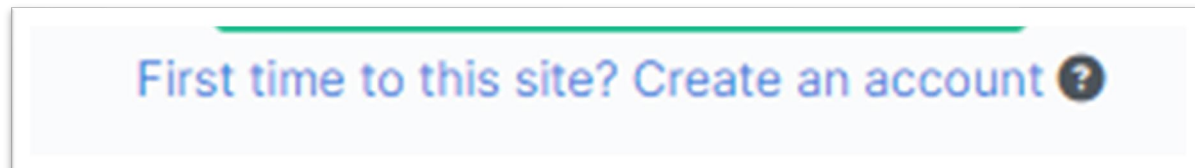
Access Montgomery County Vendor Registration System:

<http://www.montgomerycountymd.gov/VendorRegistration>

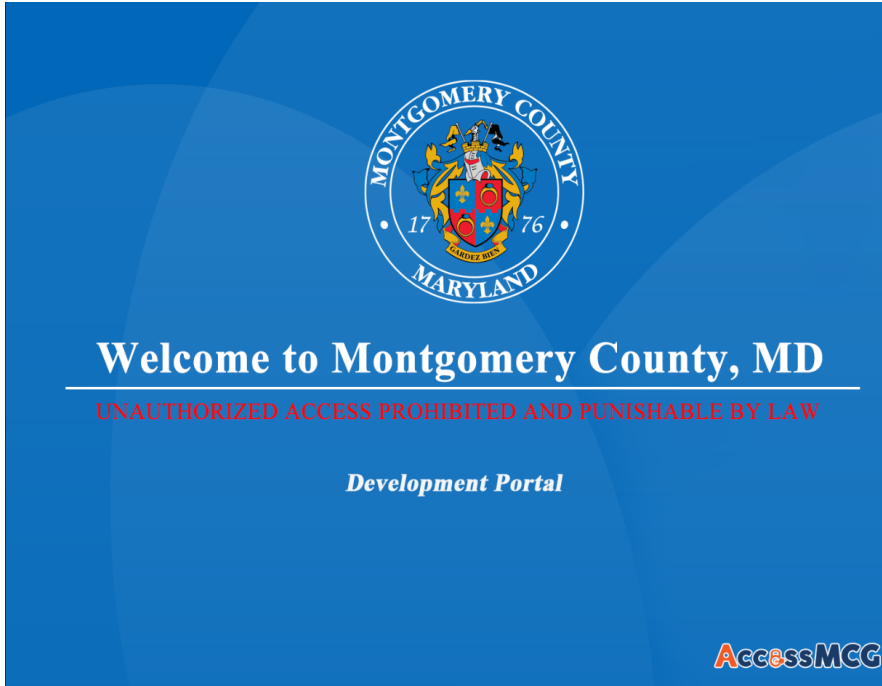


The screenshot shows the homepage of the Montgomery County Vendor Registration System (CVRS). At the top, there is a blue navigation bar with the CVRS logo on the left and links for Home, Vendors Search, FAQs, and Contact on the right. Below the navigation bar, the main heading reads "Montgomery County Vendor Registration System". A sub-heading states, "This system has been upgraded please carefully review the instructions below:". The main body of text explains that the system is a one-stop registration system for vendors interested in doing business with or receiving payments from Montgomery County. It allows vendors to create and maintain their records, ensuring the county has up-to-date vendor information. A prominent green button labeled "Access Your Account" is centered on the page. Below this button, there is a link that says "First time to this site? Create an account" with a question mark icon. At the bottom of the page, it says "County Vendor Registration System" and "© 2024 - Montgomery County Government, Maryland".

If you are new to this site, you need to create an account first. Click on “First time to this site? Create an account”. **If you had an account on the old CVRS system**, but this is the first time you come to this new system, please select “Create an account” first. You will be able to link to your old account later.



This is a close-up of the link mentioned in the text above. It features a blue text link that reads "First time to this site? Create an account" followed by a circular icon containing a question mark. A green horizontal line is positioned above the text.



AccessMCG

User Details

Verification is necessary. Please click Send button.

Email Address *

abc.def@gmail.com

[Send verification code](#)

New Password *

New Password

Confirm New Password *

Confirm New Password

First Name *

First Name

Last Name *

Last Name

Street Address

Street Address

City

City

State/Province

State/Province

Zip Code

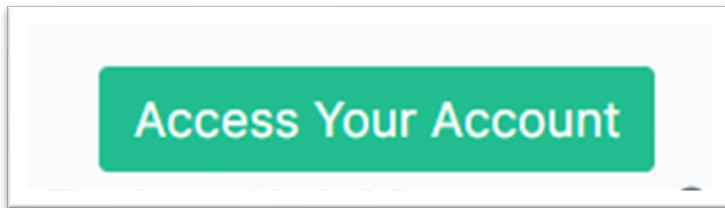
Zip Code

[Create](#)


[Cancel](#)

Put in your email address, then click “Send verification code” button. Get the code from your email, then return to fill out the rest of the information on this page. Your account is created.

Then go back to the Homepage, and click on “Access Your Account”:




Sign in with the credentials you just created.



Welcome to Montgomery County, MD

UNAUTHORIZED ACCESS PROHIBITED AND PUNISHABLE BY LAW

Development Portal



AccessMCG

Sign in


Sign in with your email address

Email Address
abc.def@gmail.com

Password [Forgot your password?](#)
.....

Sign in

Don't have an account? [Sign up now](#)



CVRS

Home > My Vendors

My Vendors

[Link Vendor Profile](#) ? [Register New Vendor](#) ?

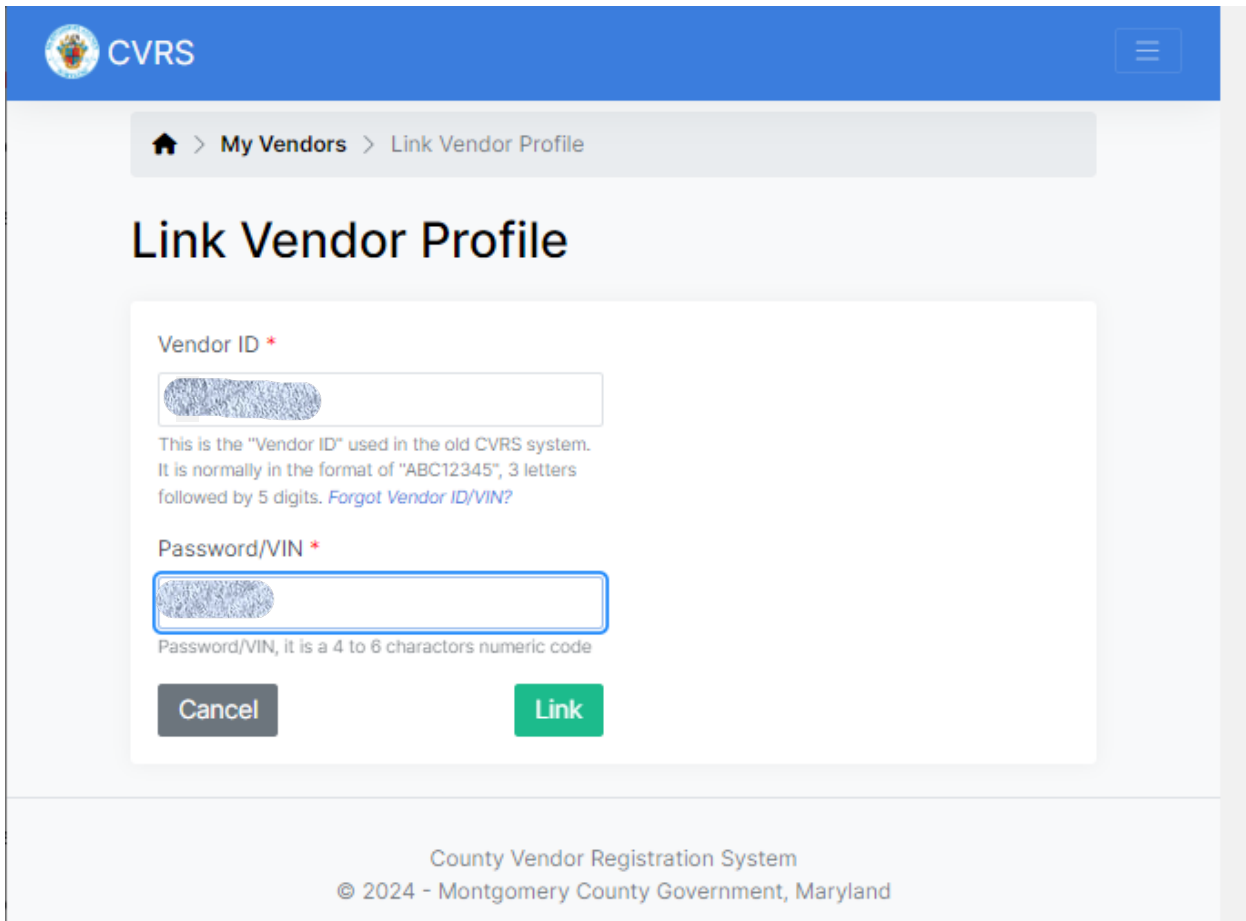
You currently do not have any registered vendor profiles linked to your account. You can use the button **Link Vendor Profile** on the top to link the existing vendor profiles to your account. Or you can use **Register New Vendor** button to register new vendor profile.

County Vendor Registration System
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If you had an account with the old Central Vendor Registration System, click on “Link Vendor Profile”



Then use the CVRS ID and password you used for the old system, to find your profile from the old registration system, then click “Link”.



CVRS

Home > My Vendors > Link Vendor Profile

Link Vendor Profile

Vendor ID *

This is the "Vendor ID" used in the old CVRS system. It is normally in the format of "ABC12345", 3 letters followed by 5 digits. [Forgot Vendor ID/VIN?](#)

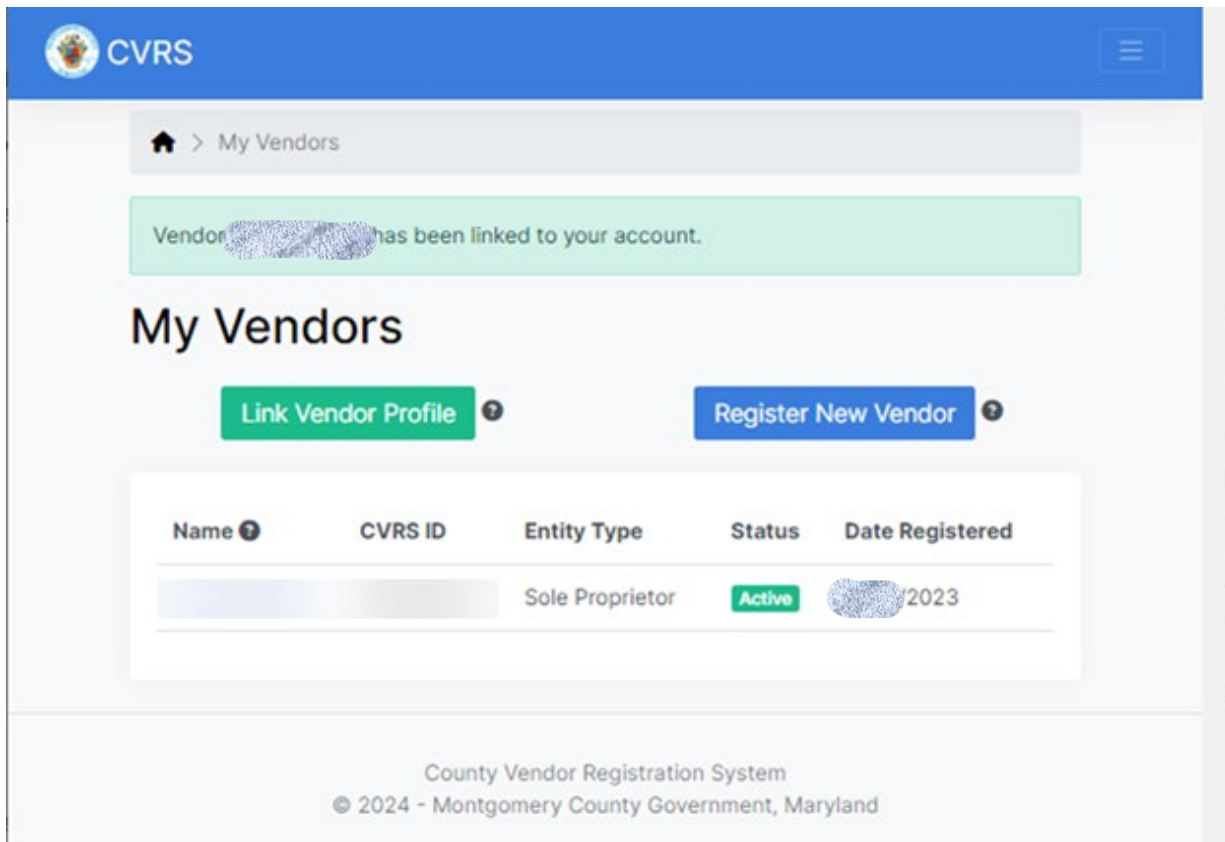
Password/VIN *

Password/VIN, it is a 4 to 6 characters numeric code

Cancel Link

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Then you should find your existing vendor profile listed under “My Vendors”.



If you forgot your Vendor ID and password for the old system, please click on “Forgot Vendor ID/VIN”:

This is the “Vendor ID” used in the old CVRS system. It is normally in the format of “ABC12345”, 3 letters followed by 5 digits. [Forgot Vendor ID/VIN?](#)

Forgot Vendor ID/VIN

By providing Tax ID and the email address you used to register the vendor in the old CVRS application, you will receive the Vendor ID and VIN by email, which will allow you to link your existing vendor profile to your account. If you do not know your Tax ID or email address, Please contact APSupplierRequest.Finance@montgomerycountymd.gov

Tax ID *

 ✓

Tax ID of the vendor you are trying to link to your user account.

Email Address *

 ✓

The email address associated with the vendor profile.

Cancel

Submit

Click "Submit". You will receive an email containing your credentials with Vendor ID and VIN (password) information. Use this information to link to your vendor profile.

From: CVRS@app.montgomerycountymd.gov
Date: August 28, 2024 at 3:01:50 PM EDT
To: abc.def@gmail.com
Subject: Your CVRS ID and VIN

Your CVRS ID and VIN

VENDOR ID **MCG00000**

VIN **1234**

CVRS

My Vendors

Vendor [REDACTED] has been linked to your account.

My Vendors

Link Vendor Profile [?] Register New Vendor [?]

Name [?]	CVRS ID	Entity Type	Status	Date Registered
[REDACTED]	[REDACTED]	Sole Proprietor	Active	[REDACTED] 2023

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Click on the vendor name, you can view your vendor profile summary.

CVRS My Vendors Vendors Search FAQs Contact

My Vendors > [REDACTED]

[REDACTED] Setup Direct Deposit (ACH)

INFORMATION

Entity Type: Sole Proprietor

Legal Name: [REDACTED]

Alternate Name:

Tax ID: XX-XX [REDACTED]

D-U-N-S:

Email: [REDACTED]@gmail.com

Phone: [REDACTED]

Website:

State Of Incorporation/Registration: MD

Form 1099-MISC Category: Box 7: Non-Employee Compensation

SYSTEM INFORMATION

Status: Active

CVRS ID: [REDACTED]

Date Registered: [REDACTED] 2023 8:54:06 PM

Date Updated by User: [REDACTED] 2023 11:37:16 PM

Date Updated by MCG: [REDACTED] 2023 9:03:03 AM

ADDRESS / CONTACTS

MAIN [REDACTED] MD US

Site Contact: [REDACTED]

BUSINESS CLASSIFICATION CERTIFICATES

⚠ This business does not have any certificates on file.

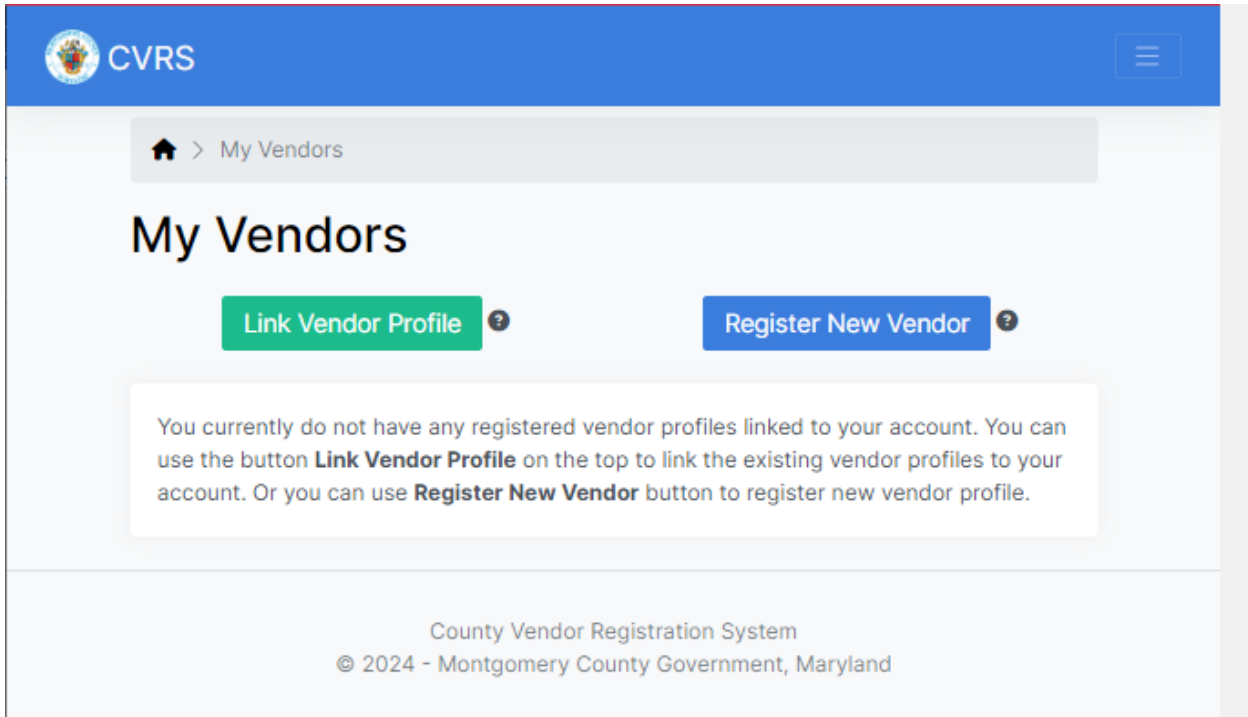
BUSINESS LICENSES

⚠ Data is INCOMPLETE. Please click on the button to add data.

BUSINESS DOCUMENTS

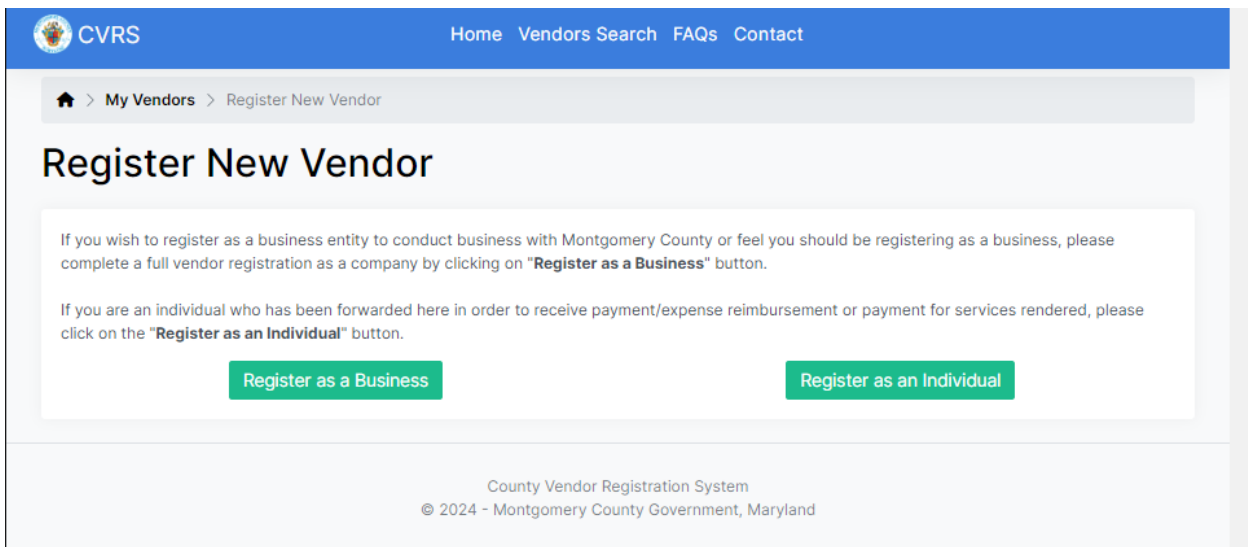
⚠ There are no documents available. Click on the button to upload documents.

If you are a new vendor and has never registered with Montgomery County before, please click on "Register New Vendor"



If you wish to register as a business entity to conduct business with Montgomery County or feel you should be registering as a business, please complete a full vendor registration as a company by clicking on "**Register as a Business**" button.

If you are an individual who has been forwarded here in order to receive payment/expense reimbursement or payment for services rendered, please click on the "**Register as an Individual**" button.



Registering as an Individual requires you to provide the below information:



Program-If you are registering to participate in a County Program choose the appropriate program, if not then you may leave this blank.

IRS Form 1099-MISC Category-This is how your payments are reported to the IRS (Rents, Other Income, Medical Healthcare Payments or Non-Employee Compensation).

Legal Name-Should be the legal name of the individual.

SSN/TIN-Social Security Number/Tax Identification Number of the individual.

Address-Address for the individual

My Vendors Vendors Search FAQs Contact

[Home](#) > [My Vendors](#) > Register as an Individual

Register as an Individual

Please note that the **Individual Name** MUST MATCH the Legal Name on file with the IRS for the **Social Security Number (SSN)** or **Individual Taxpayer Identification Number (ITIN)**. Your registration may not be processed if they do not match.

Program	IRS Form 1099MISC Category *
<input type="text" value="Choose..."/>	<input type="text" value="Box 7: Non-Employee Compensation"/>

First Name *	Middle Name	Last Name *
<input type="text" value="Jane"/>	<input type="text" value="Middle Name"/>	<input type="text" value="Doe"/>

SSN/ITIN *	Confirm SSN/ITIN *
<input type="text" value="111111111"/> ✓	<input type="text" value="111111111"/>

Social Security Number or Individual Taxpayer Identification Number

Phone *
<input type="text" value="00000000"/>

Best phone number to reach you

Address *
<input type="text" value="1 MAIN STREET"/>

Address Line 2	Address Line 3
<input type="text" value="Apartment, studio, or floor"/>	<input type="text"/>

City *	State *	Zip/Post Code *
<input type="text" value="ROCKVILLE"/>	<input type="text" value="Maryland"/>	<input type="text" value="20850"/>

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Click on "Register", you will see your vendor profile summary.

To be paid by ACH (Direct Deposit) click on the Setup Direct Deposit (ACH) button and fill out the secure form.

CVRS My Vendors Vendors Search FAQs Contact KS

Home > My Vendors > Jane Doe

Vendor has been created.

Jane Doe [Setup Direct Deposit \(ACH\)](#)

INFORMATION

Entity Type: Individual
Legal Name: JANE DOE
Tax ID: XXX-XX-1111
Email: Karen.K.Smith@comcast.net
Phone: 00000000
Program: Services Rendered - Non-Procurements
Form 1099-MISC Category: Box 7: Non-Employee Compensation
Address: 1 MAIN STREET
ROCKVILLE, MD, 20850
United States

SYSTEM INFORMATION

Status: **Pending Verification**
CVRS ID: MCG51591
Date Registered: 9/6/2024 2:37:03 PM
Date Updated by User: 9/6/2024 2:37:03 PM
Date Updated by MCG:
Date Synchronized:

DOCUMENTS

[Upload W-9](#)

CORRESPONDENCE

To	Subject	Date Sent
Karen.K.Smith@comcast.net	New CVRS Vendor Profile	9/6/2024 2:37:03 PM

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Questions: APSupplierRequests.Finance@montgomerycountymd.gov

Registering as a Business requires you to provide the below information:

Business Type-This is the entity/individual Federal tax classification. (Sole Proprietor, Corporation, Partnership, Limited Liability Company, Government Agency, Non-Profit

and Foreign Individual/Business Entity.

IRS Form 1099-MISC Category-This is how your payments are reported to the IRS (Rents, Other Income, Medical Healthcare Payments or Non-Employee Compensation).

Legal Name-Should be the legal name of the business entity.

TIN-Tax Identification Number of the business entity.

Business Address-Address for the business entity

Business Contact information-The person responsible for the registration

NIGP Codes-Based on the type of service or goods.

Register as a Business

Please note that the **Legal Name** MUST MATCH the company name on file with the IRS for the **Taxpayer Identification Number (TIN)**. Your registration may not be processed if they do not match.

Business Type *	IRS Form 1099-MISC Category *
Corporation	Box 3: Other Income
Legal Name *	
ABC Corp	
Legal Name of this entity.	
TIN *	Re-Enter TIN *
91	91
Tax Identity Number	

Business Address *			
1234 Main Street			
Address Line 2	Address Line 3		
Apartment, Suite, or Floor			
City *	State *	Zip/Post Code *	County *
Rockville	Maryland	20850	Montgomery
Business Contact First Name *	Business Contact Last Name *		
John	Smith		
Business Phone *	Business Fax		
2405558383			
Company Website			
http://www.abc.com			

NIGP Codes *
318-40 Locks and Keys

I understand and acknowledge that by registering as a County vendor, my business name, address, telephone number, email address, MFD status, local/small business status, and categories of commodities/services provided will be publicly available through the County's Central Vendor Registration System database.

Cancel

Register

Click on "Register", you will see your vendor profile summary.

To be paid by ACH (Direct Deposit) click on the Setup Direct Deposit (ACH) button and fill out the secure form.

CVRS My Vendors Vendors Search FAQs Contact

Home > My Vendors > ABC Corp

Vendor has been created.

ABC Corp [Setup Direct Deposit \(ACH\)](#)

Your business might be eligible for LSBRP/LBPP certifications. To apply, click [here](#).

ABC Corp

INFORMATION

Entity Type: Corporation

Legal Name: ABC Corp

Alternate Name:

Tax ID: XX-XXX7891

D-U-N-S:

Email: [redacted]@gmail.com

Phone: 2405558383

Website: <http://www.abc.com>

State Of Incorporation/Registration:

Form 1099-MISC Category: Box 3: Other Income

BUSINESS LICENSES

⚠ Data is **INCOMPLETE**. Please click on the [button](#) to add data.

PRODUCTS / SERVICES

318-40 Locks and Keys

CORRESPONDENCE

To	Subject	Date Sent
[redacted]@gmail.com	New CVRS Vendor Profile	8/30/2024 12:48:32 PM

SYSTEM INFORMATION

Status: **Pending Verification**

CVRS ID: MCG107877

Date Registered: 8/30/2024 12:48:31 PM

Date Updated by User: 8/30/2024 12:48:31 PM

Date Updated by MCG:

ADDRESS / CONTACTS

MAIN 1234 Main Street, Rockville, MD, 20850 US

Site Contact John Smith 2405558383 grace.denno@gmail.com

BUSINESS CLASSIFICATION CERTIFICATES

⚠ This business does not have any certificates on file.

BUSINESS DOCUMENTS

⚠ There are no documents available. Click on the [button](#) to upload documents.

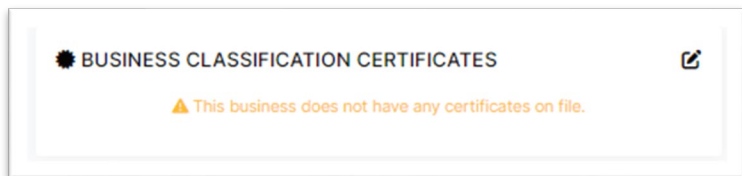
Questions: APSupplierRequests.Finance@montgomerycountymd.gov

MFD certificate:

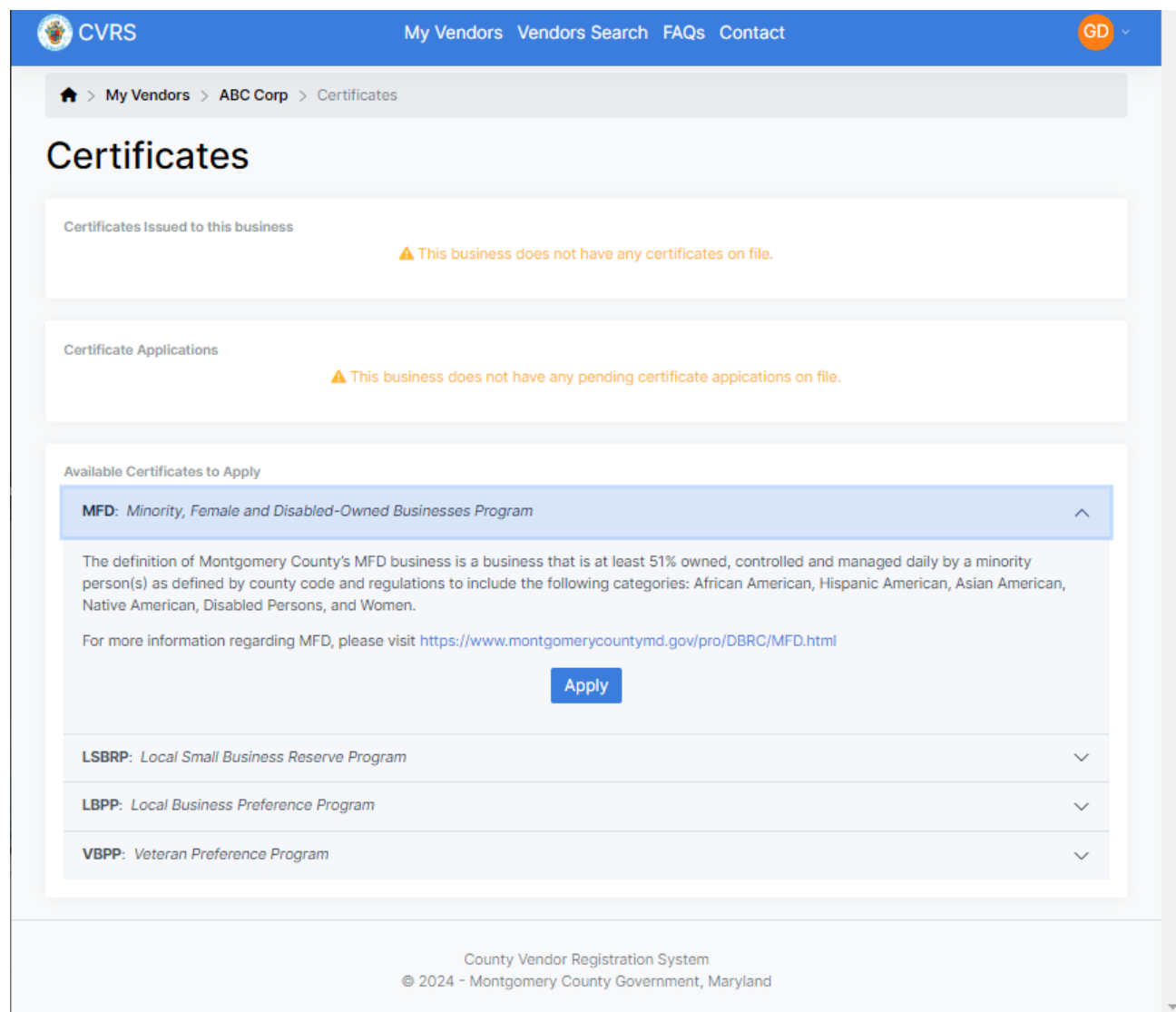
To apply for Minority, Female, Disabled persons owned business (MFD) program certificate, from your



vendor profile, click in the “Business Classification Certificates” section:



Select the MFD certificate and click “Apply”.

A screenshot of the County Vendor Registration System (CVRS) interface. The top navigation bar includes the CVRS logo, 'My Vendors', 'Vendors Search', 'FAQs', 'Contact', and a 'GD' dropdown menu. The breadcrumb trail shows 'My Vendors > ABC Corp > Certificates'. The main heading is 'Certificates'. There are three sections: 'Certificates Issued to this business' with a warning message, 'Certificate Applications' with a warning message, and 'Available Certificates to Apply'. The 'Available Certificates to Apply' section is expanded to show the 'MFD: Minority, Female and Disabled-Owned Businesses Program' certificate. Below the title, there is a description of the MFD business definition and a link for more information. An 'Apply' button is visible. Other certificates listed include 'LSBRP: Local Small Business Reserve Program', 'LBPP: Local Business Preference Program', and 'VBPP: Veteran Preference Program'. The footer contains the text 'County Vendor Registration System © 2024 - Montgomery County Government, Maryland'.

Select the MBE/WBE/DBE and fill out the information. Upload the certificate document issued by the certifying agency. This certification document is required. Then click "Submit".

CVRS My Vendors Vendors Search FAQs Contact

My Vendors > ABC Corp > Apply for MFD Certification

Create MFD Certificate Application

Select Type

Minority Owned Women Owned Disabled Owned

Minority Owned

Ethnicity *
African American

Certifying Agency *
Maryland Dept of Transportation

Certification Document *
Choose File MDOT certificate.pdf

Certification Number
MDOT123

Expiration Date
06/23/2027

Comments

comments...

Cancel Submit

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On your "Certificates" screen, you will see that the MFD is under "Pending" status. The Procurement Office MFD Program Manager will review your application and Approval/Deny/Request more information.

Home > My Vendors > ABC Corp > Certificates

Your application has been submitted.

Certificates

Certificates Issued to this business

⚠ This business does not have any certificates on file.

Certificate Applications

Name	Status	Date Applied
Minority, Female and Disabled-Owned Businesses Program	Pending	8/30/2024 1:41:51 PM

Available Certificates to Apply

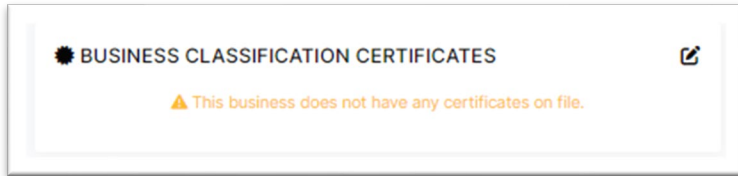
- LSBRP: Local Small Business Reserve Program
- LBPP: Local Business Preference Program
- VBPP: Veteran Preference Program

LSBRP/LBPP certificate:

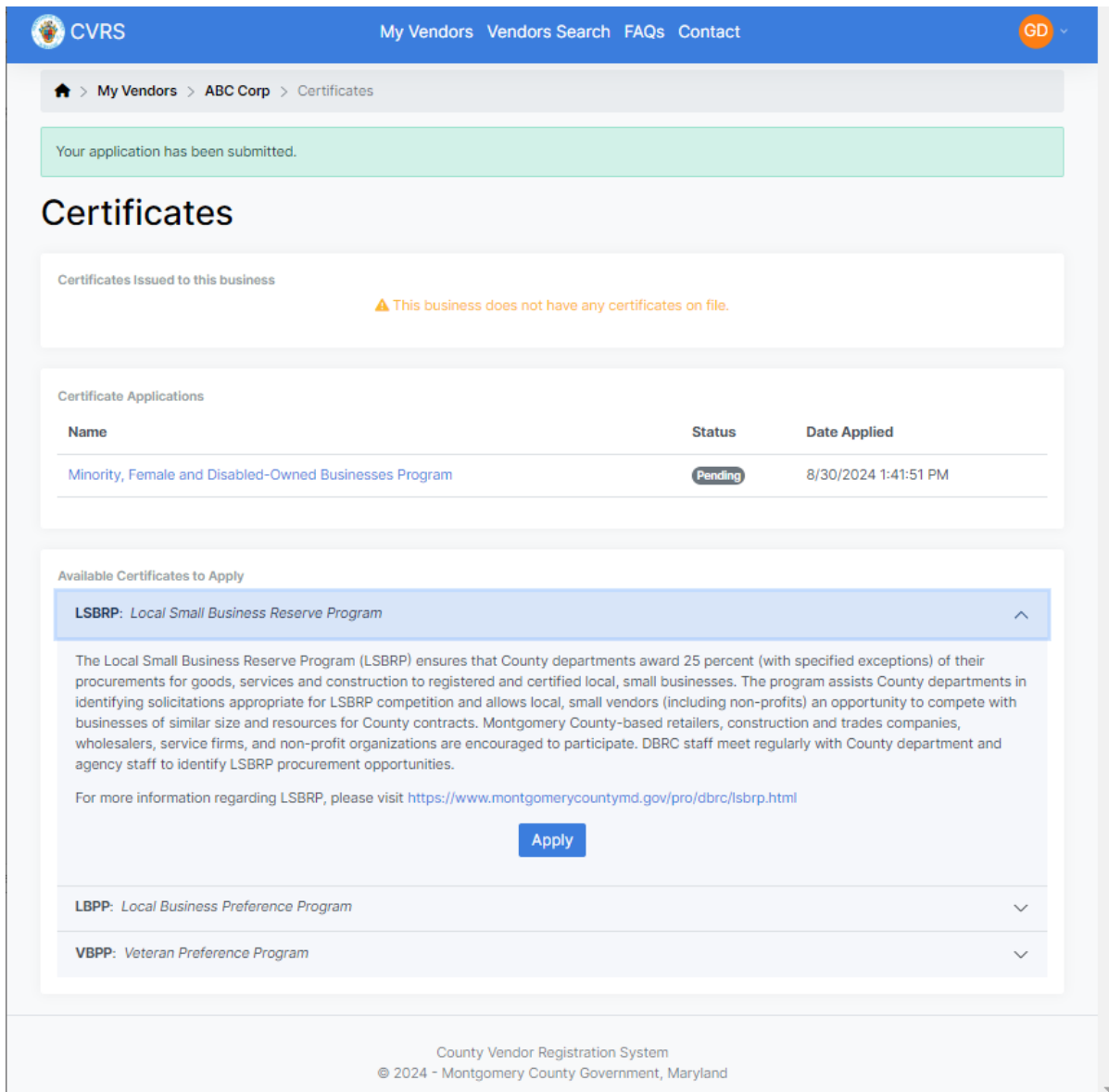
To apply for Local Small Business (LSBRP) or Local Business (LBPP) program certificate, from your vendor



profile, click in the “Business Classification Certificates” section:



Select the LSBRP/LBPP certificate, click “Apply”.



CVRS My Vendors Vendors Search FAQs Contact GD

My Vendors > ABC Corp > Certificates

Your application has been submitted.

Certificates

Certificates Issued to this business

⚠ This business does not have any certificates on file.

Certificate Applications

Name	Status	Date Applied
Minority, Female and Disabled-Owned Businesses Program	Pending	8/30/2024 1:41:51 PM

Available Certificates to Apply

LSBRP: Local Small Business Reserve Program ^

The Local Small Business Reserve Program (LSBRP) ensures that County departments award 25 percent (with specified exceptions) of their procurements for goods, services and construction to registered and certified local, small businesses. The program assists County departments in identifying solicitations appropriate for LSBRP competition and allows local, small vendors (including non-profits) an opportunity to compete with businesses of similar size and resources for County contracts. Montgomery County-based retailers, construction and trades companies, wholesalers, service firms, and non-profit organizations are encouraged to participate. DBRC staff meet regularly with County department and agency staff to identify LSBRP procurement opportunities.

For more information regarding LSBRP, please visit <https://www.montgomerycountymd.gov/pro/dbrc/lbrp.html>

Apply

LBPP: Local Business Preference Program v

VBPP: Veteran Preference Program v

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Create LSBRP Application



My Vendors > ABC Corp > Certificates > Create LSBRP Application

Create LSBRP Application

About this Business

Business Classifications * Wholesale Retail Manufacturing Service Construction

Are you a Broker other than real estate, investment, or insurance sales? * Yes No

Is the Business independently owned and operated? * Yes No

Is the Business a subsidiary of another firm? * Yes No

Is the physical Business location(s) only in Montgomery County Maryland? * Yes No

Business Inception Date *

Payroll & Revenue

	Total #	Total \$
Number of employees on payroll *	<input type="text" value="25"/> ✓	
Annual Gross Sales for the following years *		
2023	<input type="text" value="1000000"/> ✓	
2022	<input type="text" value="860000"/> ✓	
2021	<input type="text" value="500000"/> ✓	

Tax Return

Tax Return of Last 3 Years * ✓ I am not able to provide this document

First Page of latest 3 years of tax returns - 1120, 1120S, 1065 or Schedule C from personal 1040

Unemployment Insurance

State of Maryland Employer Unemployment Insurance Contributions * ✓ I am not able to provide this document

Lease

Lease for your Montgomery County, Maryland business location * ✓ I am not able to provide this document

Fill out all the required fields, and upload available documents, click "Submit".

Tax Return

Tax Return of Last 3 Years * I am not able to provide this document

First Page of latest 3 years of tax returns - 1120, 1120S, 1065 or Schedule C from personal 1040

Unemployment Insurance

State of Maryland Employer Unemployment Insurance Contributions * I am not able to provide this document

Lease

Lease for your Montgomery County, Maryland business location * I am not able to provide this document

Comments

Owners, Partners or Proprietors

Name *	<input type="text" value="John Smith"/> <input checked="" type="checkbox"/>	Name	<input type="text" value="Jane Smith"/> <input checked="" type="checkbox"/>
Name	<input type="text"/> <input checked="" type="checkbox"/>	Name	<input type="text"/> <input checked="" type="checkbox"/>
Name	<input type="text"/> <input checked="" type="checkbox"/>	Name	<input type="text"/> <input checked="" type="checkbox"/>

Signature

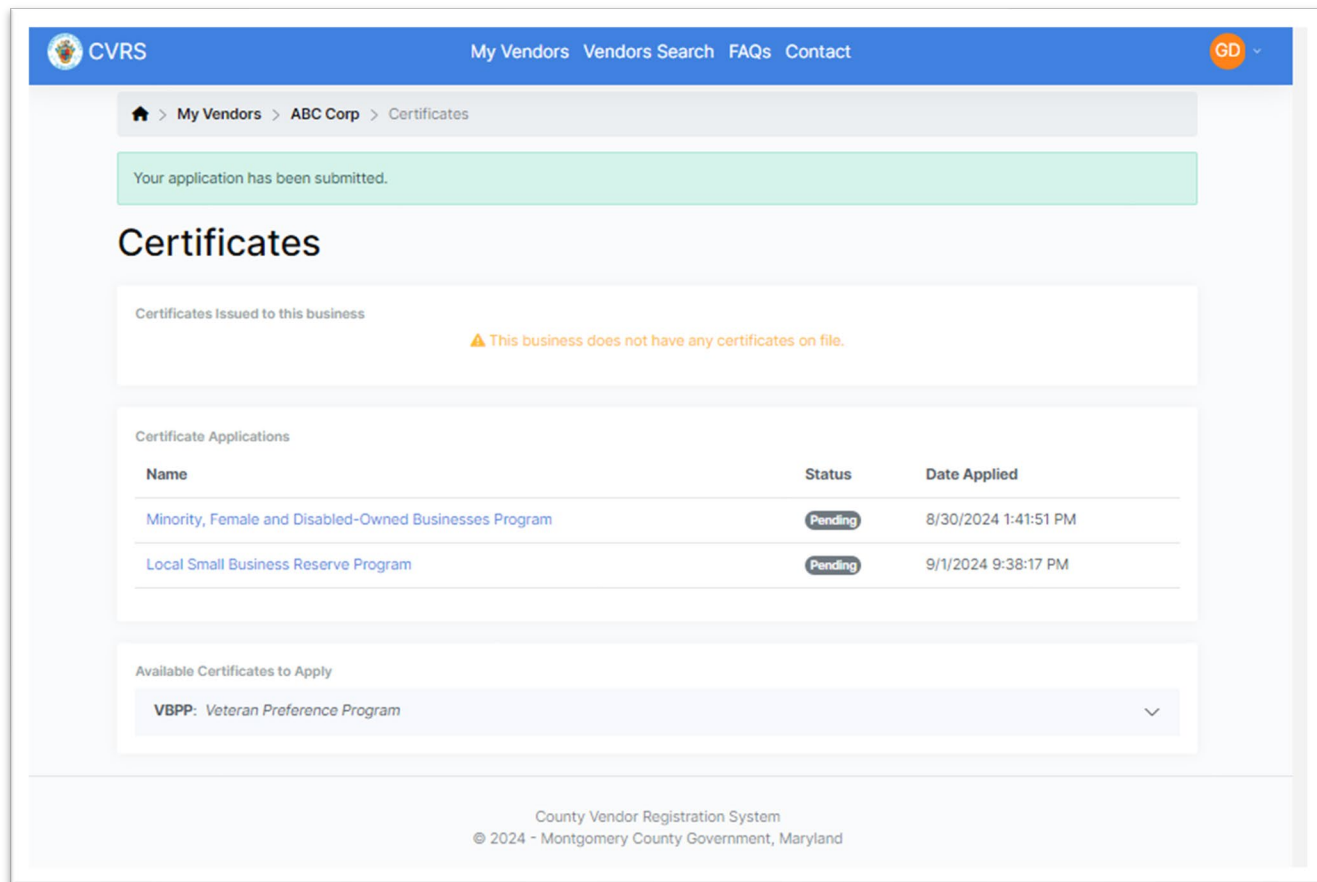
Name of Applicant *

Business Title *

Phone *

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From your “Certificate” screen, you can see that you have applied for two certificates: MFD and LSBRP, both pending for approval from the Office of Procurement.



Contacts:

Local Business Program Registration and Certification questions:

LSBRP@montgomerycountymd.gov

Minority, Female, Disabled persons owned business Program Certification questions:

MFD@montgomerycountymd.gov