HOW TO SEARCH FOR HUB VENDORS USING THE CENTRALIZED MASTER BIDDERS LIST (CMBL)

Access the CMBL by visiting https://mvcpa.cpa.state.tx.us/tpasscmblsearch/index.isp

Dollar Thresholds:

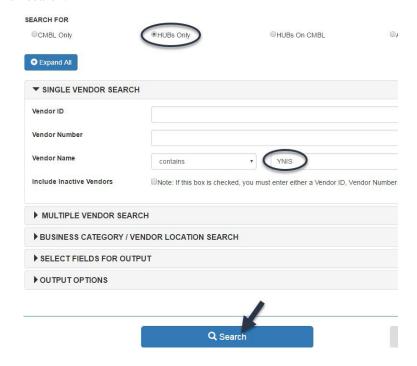
Only Federal Funds	Only Non Federal Funds	HUB Requirement
\$0 - \$3,000.00	\$0 - \$5,000.00	HUB usage is encouraged
\$3,000.01 - and UP	\$5,000.01 - and UP	Must solicit quotes from at least 2 HUB vendors

There are mutiple ways to search for HUB vendors:

- > Search by Vendor Name/Vendor Number- Generally used when you already have the vendors information and want to verify the vendors HUB status.
- Search by NIGP Code- Used when searching for mulitiple vendors. Agencies use class-item numbering and descriptions to properly code products or services on their requisitions and purchases, so informal and formal invitations for bid will reach vendors that have indicated they are capable of furnishing the required materials, equipment, supplies, and services.
- Business Catergory- Used when searching for mulitiple vendors offering a particular good and/or service.

SEARCH BY VENDOR NAME/VENDOR NUMBER

 The search page automatically defaults to CMBL Only. When doing a HUB vendor search, Select HUBs Only. Enter the vendor name or a portion of the vendor's name, in the appropriate box. Click search.



2. Results from your search will appear. Select the vendor name, for example "YNIS,INC".



3. The "HUB Vendor Detail" screen appears. Vendor contact information and a brief description of services is provided. Pay close attention to the HUB Status, provided that the Vendor Identification Number (VID) was HUB certified/active during the current fiscal year's reporting period, the university will receive HUB credit for payments made to VID numbers displaying the HUB status codes below:

HUB Status Codes				
Α	Active			
D	Decertified			
G	Graduated			
О	Old VID Number			
M	Return Mail			
V	Vendor Requested Removal			
X	Audit Removal			
I	Inactive			



SEARCH USING NIGP CLASS CODE

Access the NIGP Code home page by visiting https://comptroller.texas.gov/purchasing/nigp/

The user will be prompted to the NIGP Code homepage on the Texas Comptrollers Website. Select 1. Commodity Listing by Class.





NATIONAL INSTITUTE OF GOVERNMENTAL PURCHASING COMMODITY BOOK

The National Institute of Governmental Purchasing (NIGP) Commodity Book has been prepared for the use of bidders, vendors, and state agency personnel.

NIGP Codes have been revised effective April 2016. Codes have been added, deleted and or merged with other codes please use the Commodity book to review your Codes. For assistance please contact the CMBL Help Desk at 512-463-3459 or via email.

Resources



A listing of products and service class codes will appear. To narrow your search Select "Alpha 2. Index".

State of Texas NIGP Commodity Book Numeric Index

(Revised January, 2016)

NOTE: The official NIGP Commodity Book is copyrighted material to be used for reference purposes only and may not be



Click on a class code to see the items for that class

Class Code	Description
005	ABRASIVES
010	ACOUSTICAL TILE, INSULATING MATERIALS, AND SUPPLIES
015	ADDRESSING, COPYING, MIMEOGRAPH, AND DUPLICATING MACHINE SUPPLIES: CHEMICALS, INKS,
019	AGRICULTURAL CROPS AND GRAINS, INCLUDING FRUITS, MELONS, NUTS, AND VEGETABLES
020	AGRICULTURAL EQUIPMENT, IMPLEMENTS, AND ACCESSORIES (SEE CLASS 022 FOR PARTS)
022	AGRICULTURAL EQUIPMENT AND IMPLEMENT PARTS

3. Type in the product or service. Select "Submit Search". -

State of Texas Commodity Code Search

(Revised January, 2016)

NOTE: Search results represent NIGP's search-friendly keyword data set and not official code descriptio Periscope Holdings, Inc.

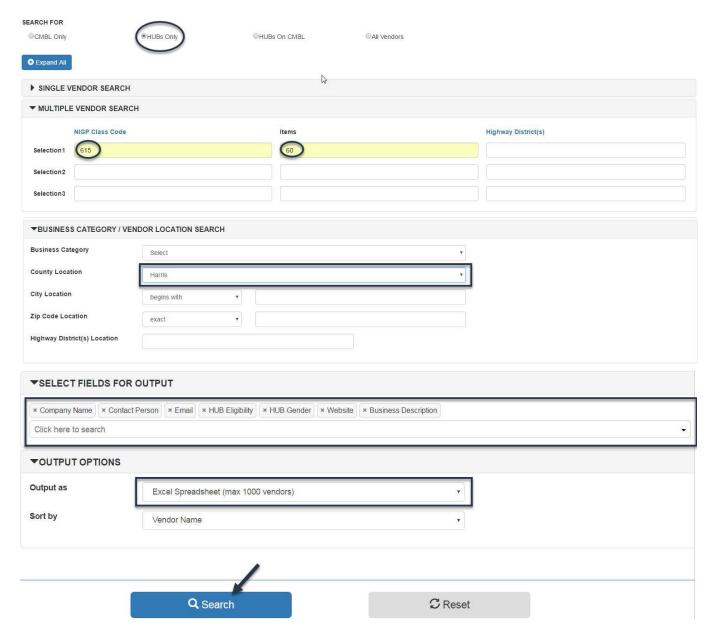
Enter a word or words to match. Matches will contain all words entered. Search keywords: Office Supplies OR Search by Class: (3 digits required) Submit Search Reset

4. Search results will appear, with the appropriate class and item code. In the example below a search for Office Supplies was ran. For Office Supply the **class code is 615, the item code is 60.**



Once you have obtained both the class and item code, access the CMBL at https://mvcpa.cpa.state.tx.us/tpasscmblsearch/index.isp

- **5.** Once on the CMBL website, follow the steps outlined below:
 - i. The search page automatically defaults to CMBL Only. When doing a HUB vendor search, **Select HUBs Only**.
 - ii. Enter the Class and Item Code. Using our Office Supply example enter- class code 615 item code 60.
 - iii. You may enter a county location if you are searching for local vendors, if not leave this section blank.
 - iv. Select your fields for output. Choose basic contact information however; always include "Business Description" within your search fields.
 - v. Select the Excel Spreadsheet Option from the drop down and sort by Vendor Name. Click Search.



6. A pop up menu appears, prompting you to open the excel file. Click "Open".



7. A listing of vendors for your specific search criteria will appear. C:tvIBL and HUB status information will be provided as a default.

Company Name	Contact Person	Email	Website	Business Description	HUB Eligibility	HUB Gender	CMBL Status	HUB Status
3RD I PROCUREMI	E Gwen Mitchell	gmitchell@3rdipr	http://www.fouring	General merchandise	BL	F	No	Yes
AA DOLLAR CITY L	L Owner/Augusta G. 0	aotukelu@yahoo.	com	Dollar store selling do	BL	F	No	Yes
ADVANCE WORLD	Patricia Jackson	rnpj@msn.com	http://www.advwor	OFFICE SUPPLIES.	BL	F	No	Yes
BUTLER BUSINESS	Stacy Duke	sduke@butlerbus	http://www.butlerb	Office Supplies, Furni	HI	F	Yes	Yes
CHIZITO OIL & GA	S Christian Ndulaka	chizitoservices@g	http://www.cogesir	Oil & Gas Equipment !	BL	F	No	Yes
CLRDEALS LLC	Camoi Musgrove	camoi@clrdeals.c	http://www.cirdeals	Provide Computer ne	BL	M	Yes	Yes
COMPUTER WHO	L <mark>i Michelle Kalkhoff/V</mark>	marketing@cwpa	http://www.cwpa.co	RESELLER OF GENERAL	wo	F	Yes	Yes
COVER 1 SUPPLY	Joaquin D. Garcia	joaquindgarcia@g	mail.com	General Merchandise	HI	M	Yes	Yes
CROSBY OFFICE SI	U Owner/Judith A. Sir	sales@crosbyoffic	esupplies.com	Office Supplies, Offic	wo	F	No	Yes
DCF SUPPLIES & E	C Danielle Frazier	dcf.suppliesanded	quipment@gmail.com	TO Provide supplies a	BL	F	No	Yes
ELP ENTERPRISES,	Martha Ceballos	martha@elpenter	http://www.mcbusi	Sales of toner/inkjet	HI	F	Yes	Yes
ERIZON SOLUTION	N Scoey Morris	ErizonCentralSup	olyCompany@gmail.	General merchandise	BL	M	No	Yes
EXORDIUM GOVE	R Robert E. Sells, II	exordiumgovernn	nentsupply@gmail.c	General line supplier	BL	M	No	Yes
FIDELITY SUPPLY	Dundee Davis	fidelitysupply@at	t.net	General merchanidse	BL	M	No	Yes
GEAN'S SUPPLY C	C Gloria J Baptiste	gjeanbaptiste55@	gmail.com	General merchandise	BL	F	No	Yes
HARE HOLDINGS,	L joseph hare	josephthare@yah	oo.com	inspirational merchar	BL	M	No	Yes
INSIGHTFUL RESO	Leslie Nwankwo	insightfulresource	@gmail.com	General commodities	BL	F	No	Yes
JDR SUPPLY	Charlotte Rosette	jdrsupply9@gmai	l.com	General merchandise	BL	F	Yes	Yes
LONDON & BARN	E Lemuel Barney	lem@londonbarn	na	Durable goods reselle	BL	M	Yes	Yes
LSAGRACE SUPPLY	Y Lilla S. Allen	Isagrace7@gmail.	com	General merchandise	BL	F	No	Yes
OFFICE EQUIPMEN	N CEO / Clara Arias Ba	clarabaumgarten (http://www.office	We support eco-frien	HI	F	Yes	Yes
ON THE GO MEDIC	C Nicole Wilson	onthegomedicals	upply14@gmail.com	General Lines Supplie	BL	F	No	Yes
OPTIMAL SUPPLY	S Jacqueline Miller	optimalsupply@s	bcglobal.net	General merchandise	BL	F	No	Yes
QUALITY PRODUC	T Cynthia Roberts	cynthia@qpsuppl	http://www.Quality	General merchandise	BL	F	No	Yes
RECLAIM ENTERP	R Manager/Nicole A. 7	nicolet@reclaime	nterprises.com	Multifaceted compan	HI	F	No	Yes
SIMTEMA INCORP	Evelyn Jaja	simtemainc@out	ook.com	Office supplies, comp	BL	M	Yes	Yes
SUPERIOR SUPPLY	/ Ruth	hearne_ruth@yah	ioo.com	General commodities	BL	F	No	Yes
VELOCITY BUSINE	S J.D. Pedigo	jdp@velocitybp.c	http://www.velocity	Office Supplies, Offic	DV	M	Yes	Yes

SEARCH BY BUSINESS CATEGORY

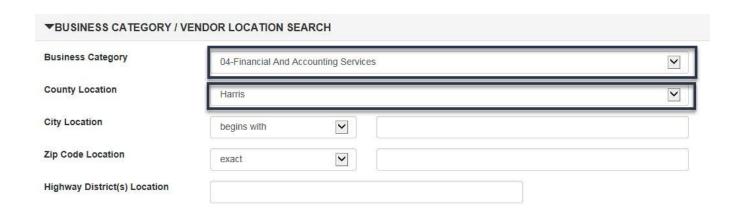
1. The search page automatically defaults to CMBL Only. When doing a HUB vendor search, **Select HUBs Only**.



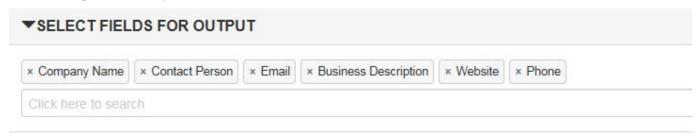
- 2. Using the drop down menus select the appropriate business category. You may enter a county location if you are searching for local vendors or vendors with their principle place of business in a specific area, if not leave this section blank.
 - 02- Building Construction- Listing of general contracts
 - 03-Special Trade- Plumbers, electricians, etc.
 - 04- Financial & Accounting Services
 - 05- Architectural/Engineering and
 - **Surveying Services**

- 06- Other Services including legal
- 07-Commodities Wholesale/Reseller
- 08- Commodities Manufacture
- 09- Medical Services- Services and equipment

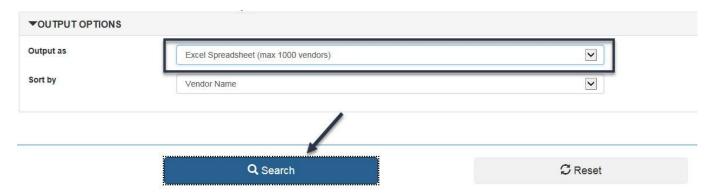
Caveat-business category 6 is a catch all category (promotional items, caterers, etc.)



3. Select your fields for output. Choose basic contact information however; always include "Business Description" within your search fields.



4. Select the Excel Spreadsheet Option from the drop down and sort by Vendor Name. Click Search.



5. A pop up menu appears, prompting you to open the excel file. Click "Open".



6. A listing of vendors for your specific search criteria will appear. CMBL and HUB status information will be provided as a default.

