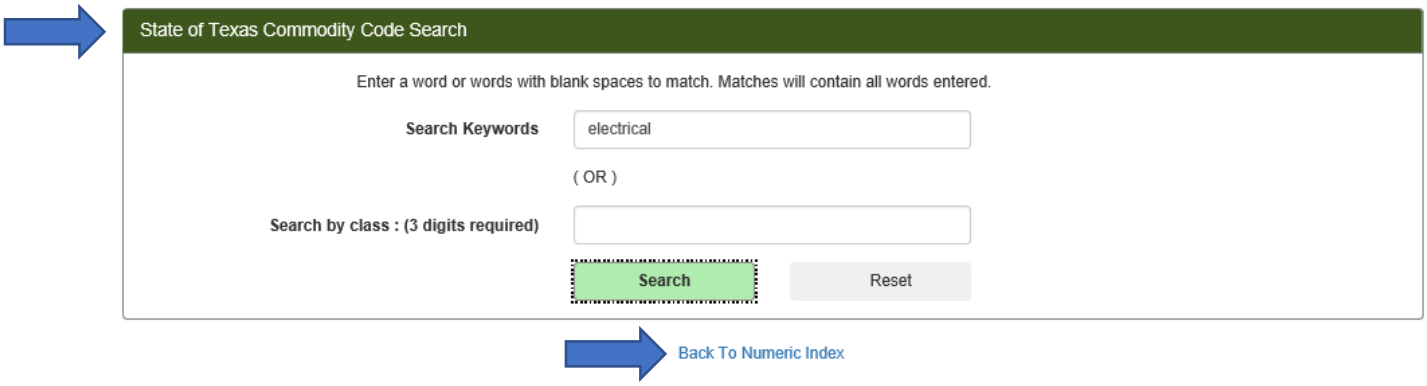
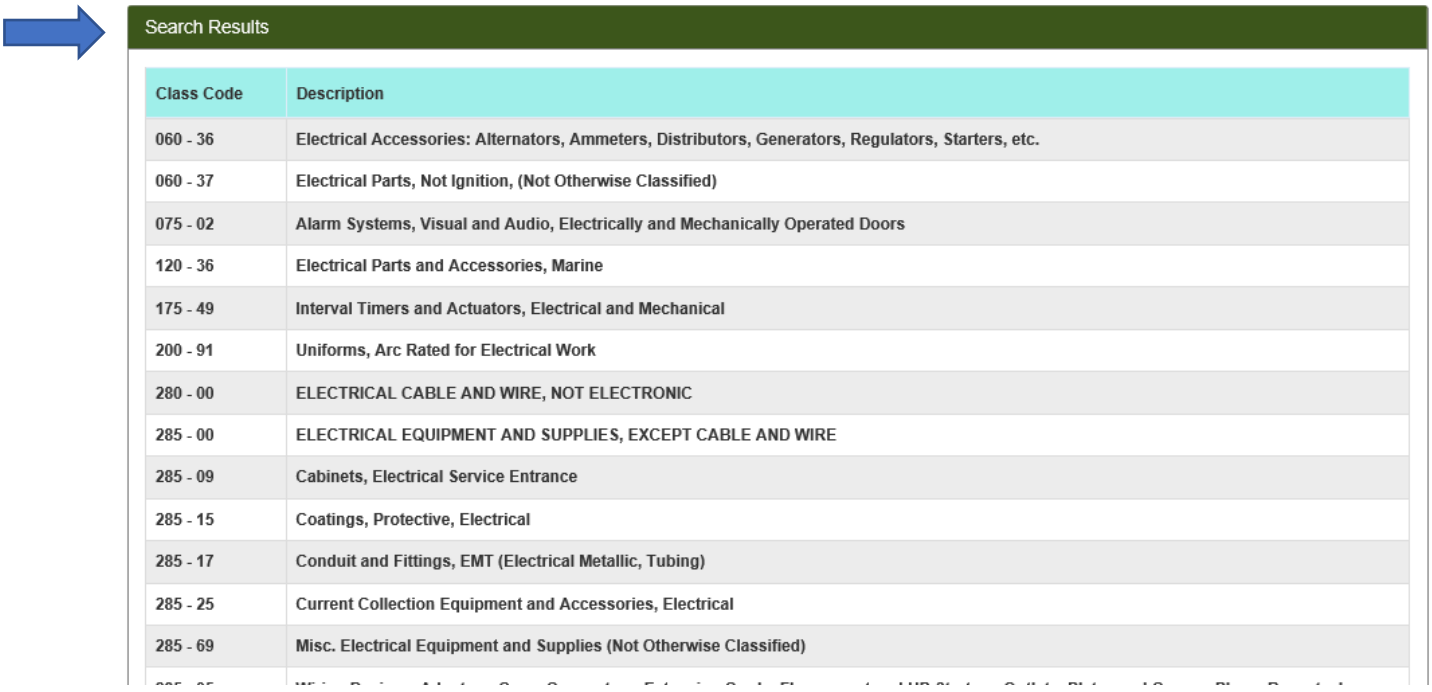
Searching for Historically Underutilized Businesses (HUBs) on the Centralized Master Bidders List (CMBL)

Commodity Code:

In order to select the vendors that can provide the goods or services that you require, you will need to know what the commodity code is. The State of Texas Comptroller's office uses the National Institute of Governmental Purchasing (NIGP) Commodity Book. You can search for the commodity code with a keyword or by class number. The first three digits of the commodity code is the classification (e.g., electrical, plumbing, HVAC, etc.). The last two digits are the item code. These two digits will further narrow down the search to the different components (e.g., electrical-parts, electrical-inspection services, etc.). Choose the class and item number that best describes what you need. The 900 class is for services and the rest are for commodities. This is the Website for NGIP codes Website: https://mycpa.cpa.state.tx.us/commbook/indexSearch





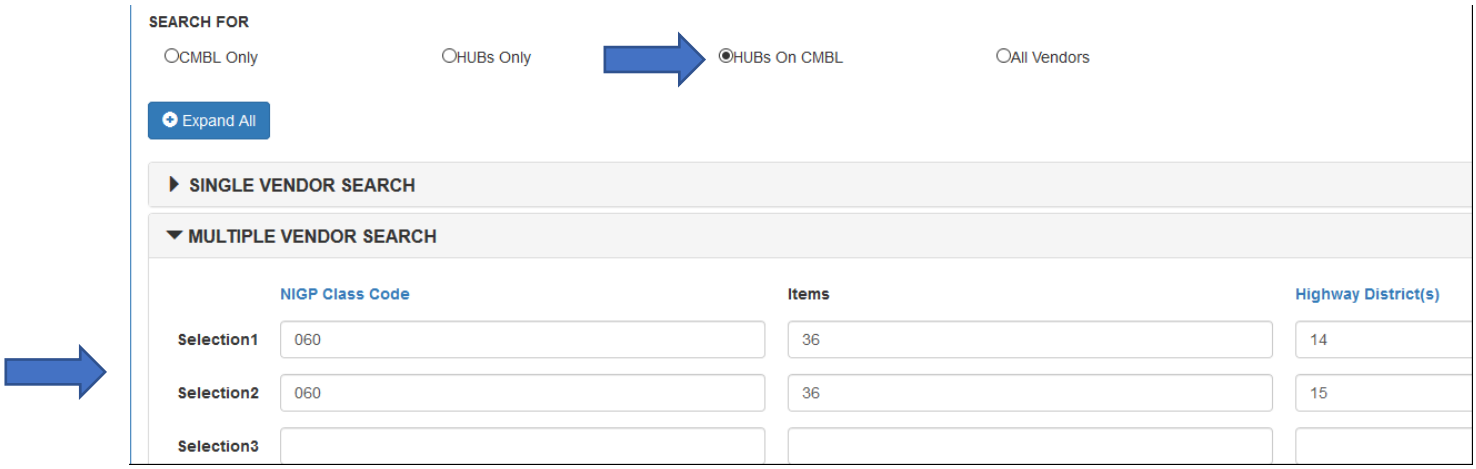
CMBL

Once you have your NIGP code, you will then search the CMBL for a list of HUBs

Website: https://mycpa.cpa.state.tx.us/tpasscmblsearch/tpasscmblsearch.do?

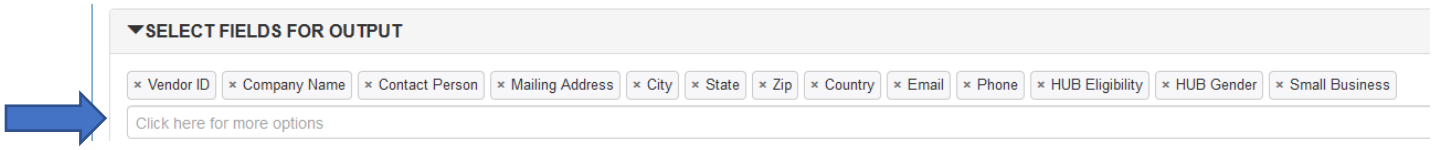
Select a radial button for HUBs On CMBL. You can use these instructions for non-HUB vendors also. Just click on the appropriate radial button.

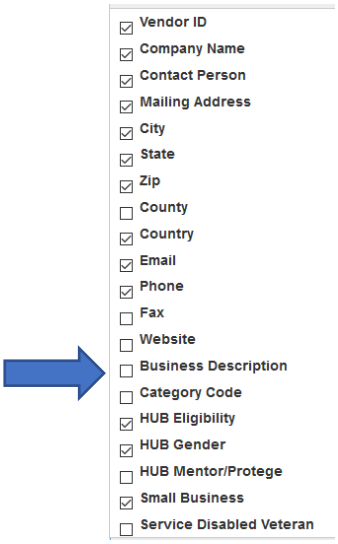
Click the arrow next to the "Multiple Vendor Search" row and enter the class and item (if item code is needed). Texas State University is in Highway District 14, but it is helpful to broaden the search by using Highway Districts 14 & 15 as San Marcos is in the middle of San Antonio and Austin. This will cover the Austin/San Antonio corridor. Click on the "Search" button. You do not need to limit your search using any highway district.



You can use the "Select Fields for Output" to add or remove fields you want or do not want to see. Sometimes a vendor could inadvertently register under an incorrect class and item number. If you add the "Business Description" you will be able to tell if vendors whose business description is not in line with what you are wanting.

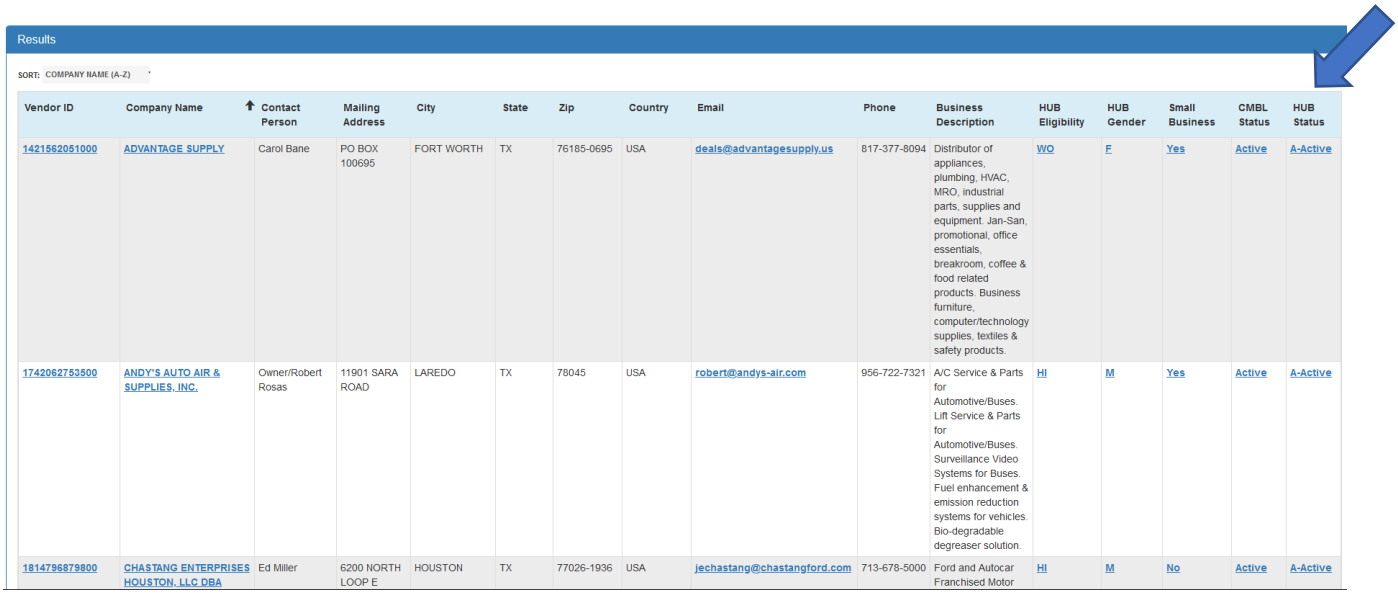
To do this, click on the arrow next to "Select Fields for Output". Click in the field "Click here for more options". A list of fields will come up. Check the "Business Description" box. You can also check and/or uncheck fields as desired.





Click on the “Search” Button

A list of HUB vendors matching your parameters will appear. You can copy and paste the results into Excel or export the results into Excel using the “Output Options” section (see below). Make sure that the HUB status is “Active”. Keep a copy of your solicitation to submit with your HUB Subcontracting Plan or your requisition.



Vendor ID	Company Name	Contact Person	Mailing Address	City	State	Zip	Country	Email	Phone	Business Description	HUB Eligibility	HUB Gender	Small Business	CMBL Status	HUB Status
1421562051000	ADVANTAGE SUPPLY	Carol Bane	PO BOX 100695	FORT WORTH	TX	76185-0695	USA	deals@advantagesupply.us	817-377-8094	Distributor of appliances, plumbing, HVAC, MRO, industrial parts, supplies and equipment. Jan-San, promotional, office essentials, breakroom, coffee & food related products. Business furniture, computer/technology supplies, textiles & safety products.	WO	F	Yes	Active	A-Active
1742062753500	ANDY'S AUTO AIR & SUPPLIES, INC.	Owner/Robert Rosas	11901 SARA ROAD	LAREDO	TX	78045	USA	robert@andys-air.com	956-722-7321	A/C Service & Parts for Automotive/Buses. Lift Service & Parts for Automotive/Buses. Surveillance Video Systems for Buses. Fuel enhancement & emission reduction systems for vehicles. Bio-degradable degreaser solution.	HI	M	Yes	Active	A-Active
1814796879800	CHASTANG ENTERPRISES HOUSTON, LLC DBA	Ed Miller	6200 NORTH LOOP E	HOUSTON	TX	77026-1936	USA	jechastang@chastangford.com	713-678-5000	Ford and Autocar Franchised Motor	HI	M	No	Active	A-Active

Click on the down arrow to the right of the “Output As” field. If the list is more than 1,000 vendors, you will need to export as a comma delimited or pipe (|) delimited text.

If you have any questions regarding how to search for HUB vendors on the CMBL, please contact the HUB Specialist at hub@txstate.edu or 512.245.2521.

Search tips from the Comptroller's office.

COMPTROLLER.TEXAS.GOV

Glenn Hegar
Texas Comptroller of Public Accounts

Purchasing

CMBL/HUB Directory Search Tips

Use the various search selection criteria to create lists of potential vendors as well as retrieve specific vendor information. The help sections below explain the search criteria options.

After selecting desired search criteria, click on the **"Search"** button to begin the search.

To print search results, please click on the printer icon in the pop-up window.

Do not use the "ctrl-p" or "print preview" function in the browser.

Clicking on the **"Clear Search"** button will remove all information you have entered or selected, and thereby defaulting back to the original settings.

Specific vendor data options

Use the following optional fields to refine vendor-specific search results:

"Search For" - This feature is used to specify whether you want to search for vendors who are registered on the CMBL, and/or vendors who are a Texas certified HUB.	
CMBL Only	Search results will consist of active vendors who are registered on the CMBL regardless of whether they are a Texas certified HUB.
HUBs Only	Search results will consist of active vendors who are a Texas certified HUB, regardless of whether they are registered on the CMBL.
HUBs on CMBL	Search results will consist of active vendors who are a Texas certified HUB registered on the CMBL.
All Vendors	Search results will consist of active vendors that are registered on the CMBL, and active vendors who are a Texas certified HUB.
"Single Vendor Search" - This feature may be used to narrow your search to a specific vendor.	
Vendor ID (VID) Number	Enter at a minimum, the first 10-digits of the company's 13-digit VID Number you are searching for. Example: 199999999900. Search results will consist of vendor

	profiles matching the VID Number you entered based on the "Search For" criteria you selected.
Vendor Number	Enter the 5 or 6-digit Vendor Number of the company you are searching for. Example: 99999 or 999999. Search results will provide the vendor profile matching the Vendor Number you entered based on the "Search For" criteria you selected.
Vendor Name	Enter a portion of the company's name you are searching for. Example: ABC Logistics Company. In the example given, it is recommended that you enter "Logistics" because "ABC" may have spaces or periods between them. The search results will provide the vendor profiles that have a company name containing "Logistics" based on the "Search For" criteria you selected.
Include Inactive Vendors	This feature can be used to include inactive vendor profiles to the search results based on the "Search For" criteria you selected, and the VID Number, or Vendor Number or Vendor Name you entered.

"Multiple Vendor Search" - This feature can be used to narrow your search to vendors who can provide goods and/or services based on the National Institute of Governmental Purchasing codes they have identified in their company's CMBL/HUB vendor profiles.

NIGP Class Code	NIGP Class Codes are 3-digit numbers that represent a general description of the goods or services vendors may provide. As referenced in the NIGP Commodity Code Book, the general description for 3-digit Class Code "005" is "Abrasives" whereas the general description for 3-digit Class Code "010" is "Acoustical Tile, Insulating Materials, and Supplies."
Items	Item codes are 2-digit numbers that represent a more defined description of the goods or services vendors can offer. As referenced in the NIGP Commodity Code Book, the 2-digit Item code "05" represents "Abrasive Equipment and Tools" within Class Code "005" whereas the 2-digit Item code "14" represents "Abrasives, Coated: Cloth, Fiber, Sandpaper, etc." within Class Code "005." Note: You must use a comma to separate multiple Item codes. Example: Item = 05,14,21
Highway District(s)	The State of Texas is divided into 25 Highway Districts which include designated counties. Vendors specify within their CMBL/HUB vendor profiles the highway districts to which they can provide their goods and services. Note: You must use a comma to separate multiple Highway District codes. Example: 01,03,22

Business Category/Vendor Location Search" - This feature may be used to identify vendors within a general Business Category and/or located within a specific County, City, Zip Code or Highway District.

Business Category	For the purposes of CMBL/HUB registration, vendors are grouped into one of the following categories:

	• 01 - Heavy Construction other than Building Contracts • 02 - Building Construction, including General Contractors and Operative Builders • 03 - Special Trade Construction • 04 - Financial and Accounting Services • 05 - Architectural/Engineering and Surveying Services • 06 - Other Services including Legal Services • 07 - Commodities Wholesale • 08 - Commodities Manufacturers • 09 - Medical
County Location	Texas County in which the vendor is located based on the mailing address in its CMBL/HUB vendor profile.
City Location	City in which the vendor is located based on the mailing address in its CMBL/HUB vendor profile.
Zip Code Location	Zip code in which the vendor is located based on the mailing address in its CMBL/HUB vendor profile. Specify 5-digit zip codes like “78701” or 9-digit zip codes like “78701-1234”.
Highway District(s) Location	The State of Texas is divided into 25 Highway Districts which include designated counties. Vendors specify within their CMBL/HUB vendor profiles the highway districts to which they can provide their goods and services. Note: You must use a comma to separate multiple Highway District codes. Example: 01,03,22

“Select Fields For Output” - Select the fields of information that you would like to have displayed in the search results. Some fields are preselected and may be unchecked if desired.

“Output Options” - Select the format in which you would like the information to be displayed. Note: If the search results exceed 1,000 vendors, you will have to select “Comma Delimited List” or “Tab Delimited List” which you can save and import into another median such as Excel.