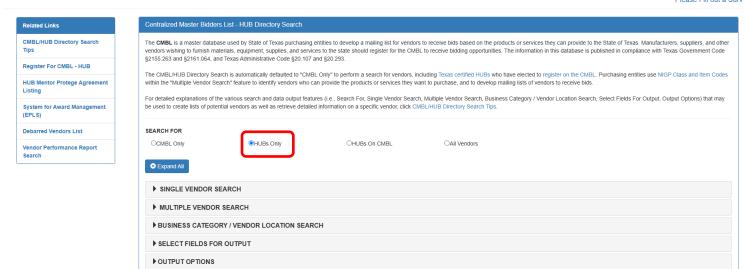
How to search for HUB Vendors on the Centralized Master Bidders List (CMBL)

Texas CMBL Website: https://mycpa.cpa.state.tx.us/tpasscmblsearch/

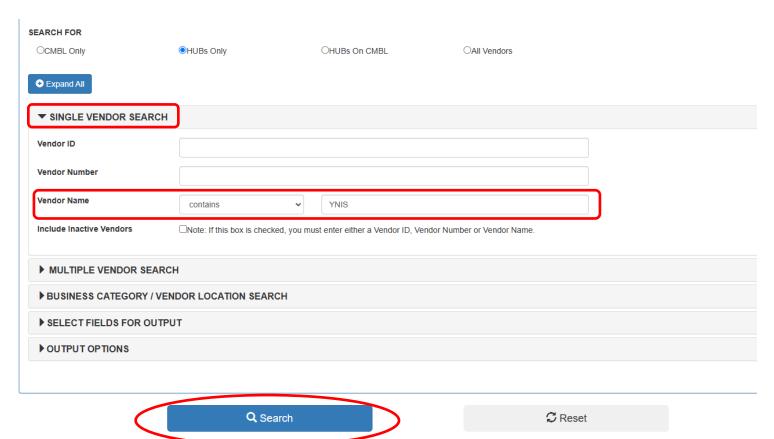
Click on the radio button next to HUBs Only. This will bring up only HUB vendors when you search. Check after each search that this is selected.

Q Search For Vendors

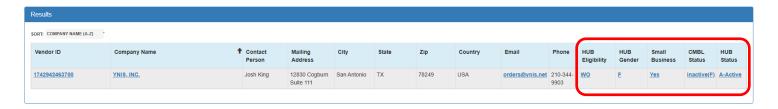
Please Fill out a Sun



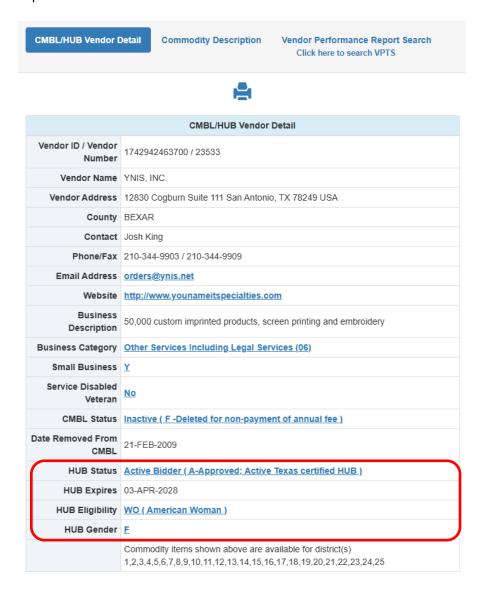
To search by Vendor Name to see if they are a HUB Vendor. Select "Single Vendor Search" Type in the Vendors Name and hit Enter or Search at the bottom of the page.



Review the results. If the Vendor is not an active HUB, they will not show up. If they are active, then they will show up like the screenshot below.



Click on the company name and more information will come up about the company including when their HUB Eligibility Expires.

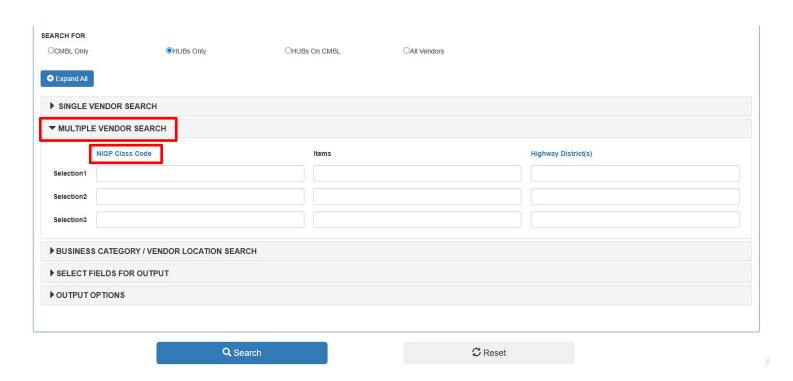


If you are looking for HUB Vendors that sale certain types of items or services, there are two ways you can search.

(Be sure to delete any information that was entered in the Single Vendor Search.)

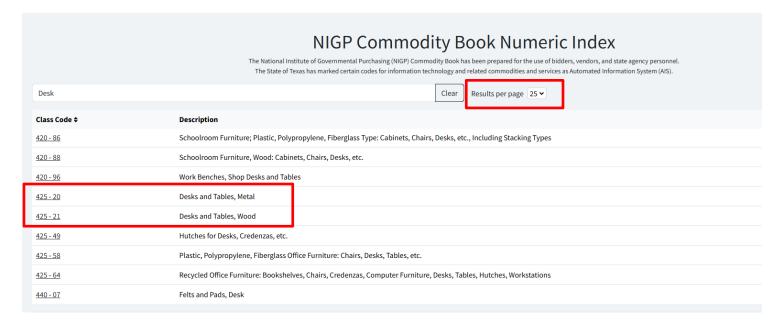
The first way is by a MULTIPLE VENDOR SEARCH using NIGP Class Codes

To search for NIGP Class Code and Items number Click on "NIGP Class Code"



A new tab will open. Type in the keyword (In this instance I used Desk). Scroll until you find the Description that works best. Results per page will show up next the search.

Write down these numbers and go back to the Search for Vendors tab.



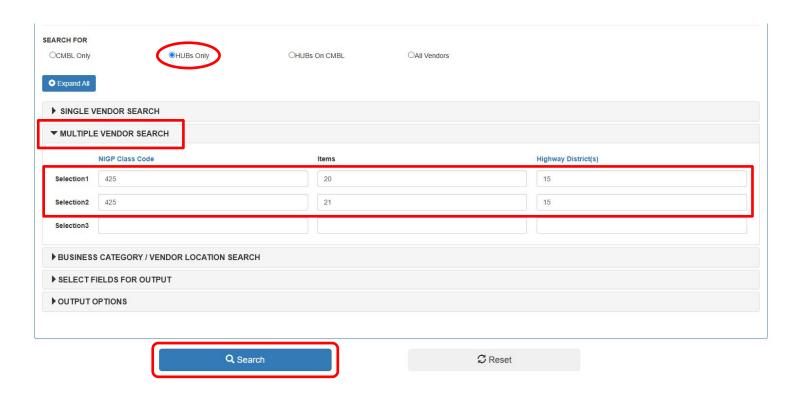
Check the HUBs Only radio button

Click "Multiple Vendor Search" if not already opened

Type in the NIGP Class Code and Items number found in the search from the NIGP Commodity Book, and type in the highway district. (San Antonio is highway district 15).

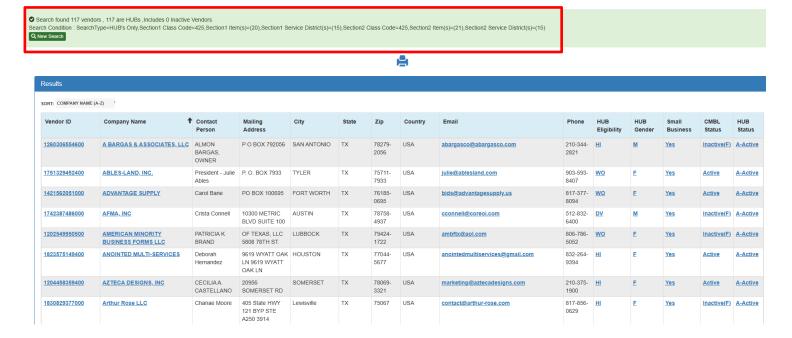
Searches can be done one Class Code at a time or up to three Class Codes at a time.

Click "Search"



The search results will show the number of HUB Vendors found. Go through the list and find the HUB vendor(s) that will work for the items/services you are searching for.

Click on the Company Name to see more information about them.



The second way to search will be by Business Category or Vendor Location. (Be sure to delete any information that was entered in the Multiple Vendor Search.)

Click on BUSINESS CATEGORY/VENDOR LOCATION SEARCH (make sure "HUBs Only" is selected)

Click into the Business Category box. The choices will be:

- 01-Heavy Construction Other Than Building Construction
- 02-Building Construction, Including General Contractors And Operative Builders
- 03-Special Trade Construction
- **04-Financial And Accounting Services**
- 05-Architectural/Engineering And Surveying
- 06-Other Services Including Legal Services
- 07-Commodities Wholesaler/Reseller
- 08-Commodities Manufacturer
- 09-Medical Services

Click into the County Location box. These choices will be all the County's in Texas. Select one or leave it blank.

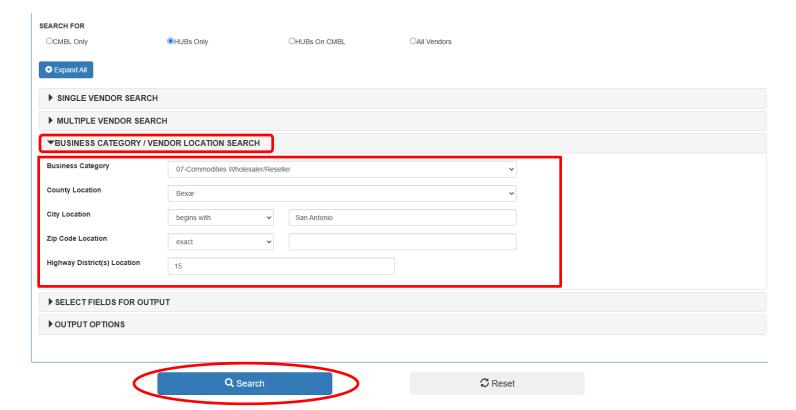
Click into the City Location box to type in a City for the search.

Click into the Zip Code Location to type in a Zip Code

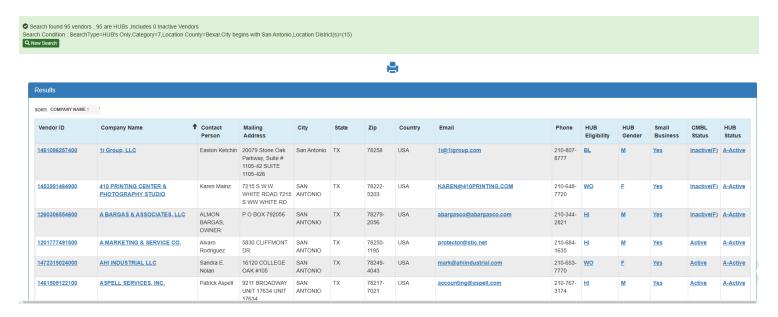
Click into the Highway District(s) Location to enter in San Antonio's District (15)

Searches can be done with all of these filled in or just a few. The narrower the search is the less overwhelming the results will be.

Once everything is selected, Click Search.



This search resulted in 95 HUB Vendors found in San Antonio that have the Business Category 07-Commodities Wholesaler/Reseller.



The last two items, **SELECT FIELDS FOR OUTPUT and OUTPUT OPTIONS**, are used to select what type of data the search results produce and what type of Output is needed.

SELECT FIELDS FOR OUTPUT:

Select which fields are needed in the Results. It is always a good idea to include the following: Vendor ID, Company Name, Contact Person, City (if you need it), Email, Phone, HUB Eligibility, HUB Gender, Website, Business Description, and Service Disabled Veteran. After each search it will reset to its standard Fields.

Here are all the Fields you can select:



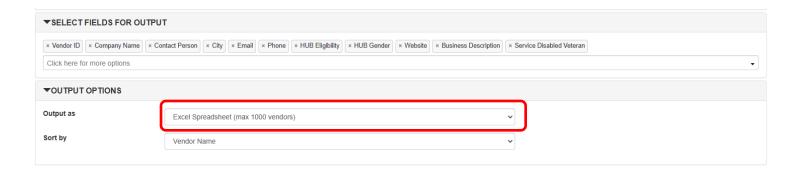
Here are all the standard Fields:



OUTPUT OPTIONS:

Unless there is a need to have the search results downloaded this section can be left alone.

If search results need to be downloaded the best way is by selecting Excel Spreadsheet. It will only allow 1000 vendors.



Downloaded Search Results



If you run into any problems or need help, please contact:

Cindy Gillar HUB Coordinator cgillar@tamusa.edu 210-784-4293