
FINDING AN NIGP CODE AND VENDORS ON THE CENTRALIZED MASTER BIDDERS LIST

FINDING AN NIGP CODE

1. Go to the Comptroller's State Purchasing website: <http://comptroller.texas.gov/procurement/>
2. From the left hand side, click on [Look up NIGP Class/Item codes](#)
3. Search for code using the [Commodity Code Listing by Class](#) or the [Search the Commodity Book Alpha Index](#) options. (ex. Select Commodity Book Alpha Index and type keyword: promotional)
4. Select proper Class (3 digit) and/or Item (2 digit) Code from the list.
 - Searches using both the Class and Item Codes will provide a more refined search result.
 - A Class Code is always required, Item Code is optional.

FINDING A VENDOR ON THE CMBL

1. From the Comptroller's Purchasing website, click on the blue box (right side) that reads: [Search for CMBL/HUB Vendors](#)
2. Select the "All Vendors" option before beginning your search.
(If you are looking for HUB Vendors specifically, select "HUBs Only")
3. Enter your NIGP Class Code and/or Item Code in the indicated boxes.
4. For Highway District always enter 22. (Webb is district 22).
This will limit search to vendors who provide goods/services in our county.
5. Click the "Search" button.
 - Look through results and select vendors to reach out to. You can get more vendor information by clicking on their Vendor ID or Company Name.
 - The list provides both HUB and non-HUB vendor information (look for HUB Status and HUB Eligibility and Gender columns).
 - Departments should price items with several vendors, at least 2 of which should be HUB certified.