Centralized Master Bidders List - HUB Directory Search
https://mycpa.cpa.state.tx.us/tpasscmblsearch/index.jsp

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. 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 & 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**
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“Select Fields For Output” - Select the fields of information that you would like 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.