

How to Search the HUB and CMBL Databases

Identifying HUB Subcontractors

To access these options, use the drop down menu located after the words “Output as” near the bottom of the search screen.

Detail List	User can select output fields from a menu. Default fields have been pre-selected, but can be customized
All Contact Information	Produces a list of complete contact information for each vendor, including address, phone, fax, contact name and business description
User Defined Output	Plain Text information for use with word processing programs, databases, etc to create labels, form letters, etc.

Identifying HUB Vendors

HUB vendors can be identified in a number of ways:

- By selecting the “HUBs on the CMBL” search option
- By selecting the “HUBs not on the CMBL” search option
- By selecting the “HUB Directory”

Commodity codes can be used to search both the “HUBs on the CMBL” and “HUBs not on the CMBL”. However, the “HUB Directory” search screen only allows a search by general categories.

Searching by Commodity Codes

The following table outlines procedures for locating HUB Vendors who are listed by commodity class and item codes. Lists of commodity codes can be found at the following links:

By NIGP Class: http://www.window.state.tx.us/procurement//com_book/index.html

Alphabetical listing: http://www.window.state.tx.us/procurement//com_book/alpha_index.html

Step	Action
1.	Select a search option. You may select either “HUBs on the CMBL” or “HUBs” not on the CMBL”.
2.	Select the desired output for the list
3.	Select the desired sort option for the list
4.	In the field labeled “Selection 1”, enter the appropriate class and item codes. You may enter up to three sets of codes for a consolidated list. NOTE: You may view the Commodity Code List by using either the “Class Code” or “Item Code” blue hot keys
5.	If you choose to limit the list by district, enter the district number. NOTE: You may view District information by using the “District” blue hot key
6.	If you choose to limit the list by County, City or Zip Code, enter the appropriate information. If you have already limited by district, this additional information is not necessary.
7.	Press the “Search” button in the bottom left hand corner of the screen

Searching the HUB Directory

<http://www.window.state.tx.us/procurement//cdbl/hubonly.html>

Vendors listed in this database are HUBs who are not on the CMBL, and are listed by general categories only. This database cannot be searched by using commodity codes.

Step	Action
1.	Use the blue hot key on the right side of the screen to access the “HUB Directory”
2.	Select the desired output for the list (from this screen you may choose “Detail List”, “All Contact Information”, “Mailing labels” or “as tab delimited”).
3.	Select the desired sort option for the list. (Sort options for this database differ from the CMBL. They include Name, City, Ethnicity/Gender and Status).
4.	Enter a category number in the “Categories” field. NOTE: To view a descriptive list of the category numbers use the “07, 08” blue hot keys
5.	If you choose to limit the list by County, City or Zip Code, enter the appropriate information. From this database, there is not option to limit the list by district.
6.	Press the “Submit Search” button in the bottom left hand corner of the screen.

Tips for Using the HUB Directory

The “HUB Only” search generates a more general list than the other searches. It requires that you scroll through the list in order to identify appropriate vendors or to do a key word search using “Control F”. Once a vendor is identified, you can view their complete information by using the vendor hot key from the on-line list.

Viewing Information by Vendor

In all databases, you may view complete individual vendor information by choosing, “All Contact Information” as the search output, then entering the specific vendor name or vendor ID number and submitting the search.

CMBL and HUB Codes

CMBL and HUB codes may be viewed on-line by clicking on the “HUB Status” and “Reason Off CMBL” hot keys. NOTE: Currently active vendors have a status of “A”.