Modifying NIGP Codes to HUB Certification

The purpose of this guide is to assist Historically Underutilized Business (HUB) Certified vendors on inserting, updating or deleting NIGP codes to the HUB Certification and Vendor Profile within the Texas Statewide HUB System using a computer/laptop.

The National Institute of Governmental Purchasing (NIGP) Commodity Book has been prepared for the use of bidders, vendors, and state agency personnel.

Bidders are encouraged to become familiar with the format and contents of the NIGP Commodity book as they apply to the Historically Underutilized Business (HUB) search and vendor profiling. It is extremely important to potential bidders that bidder class-item selections are correct. Please do not select classes or items for which you CANNOT do business.

Note: Class codes 005-899 are products, and 901-999 are services. Codes that have only 3 digits are place holders. These codes are not valid NIGP codes. The class code must be accompanied with an item code 01-99, **not 00**.

VENDOR UPDATE CERTIFICATION RECORDS:

Editing codes on vendor profile; Applicable for all firms that hold a HUB certification across all Memorandum of Agreement (MOA) agencies.

1. *Vendors will locate their certification and under the "**Actions**" column click the "**View**" link.*

2. *At the top of the page click the "**Add/Update Commodity Codes**" button.*

3. *Click the "**Add Commodity Codes**" button.*

4. *Click the "**Browse Codes**" button to browse through the entire NIGP code list.*

5. Under the **"Actions"** column you will have the ability to **"Drill Down"** to more granular code sets for each option or simply **"Add"** the code to your record.

6. **"Return"** to the certification record page and scroll down to the **"Business Capabilities"** section to see a full listing of all the codes added to your certification record.