



# 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.

The screenshot displays the 'Vendor Profile: Certifications' page. On the left is a navigation menu with 'View' highlighted. The main content area shows the vendor's name 'AL Test Vendor' and system number '20454348'. Below this are buttons for 'Renew/Apply for Certification', 'Submit Change Request', and 'Request Missing Certification'. A table titled 'Current Certifications' contains one row for a HUB certification. The 'Actions' column for this row has a 'View' link highlighted with a red box and a red arrow.

Type	Action	Effective	Renewal	Organization	Actions
HUB	New	11/30/2023	11/30/2027	Texas Comptroller of Public Accounts	<a href="#">View</a> <a href="#">Add Date Alert</a>



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

**Certification: View** Help & Tools

Certification List Submit Change Request **Add/Update Commodity Codes** Add Date Alert

**Vendor Information**

BUSINESS NAME	AL Test Vendor
SYSTEM VENDOR NUMBER	20454348
PRIMARY OWNER'S NAME	test first Name test last name
ETHNIC GROUP	Black American
GENDER	Female

**Certification Information**

CERTIFYING AGENCY	Texas Comptroller of Public Accounts
CERTIFICATION TYPE	HUB - Historically Underutilized Business
EFFECTIVE DATE	11/30/2023
RENEWAL DATE	11/30/2027

3. Click the **“Add Commodity Codes”** button.

**Add/Update Commodity Codes** Close

To **ADD** codes to your record, click **Add Commodity Codes** below and then search or browse for applicable codes. Add each code desired and then click **Return** to save the additions.

**Add Commodity Codes** Close

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

**Commodity Codes: Search** Help & Tools

Search for codes by code number or keyword. Click **Browse Codes** to browse through the entire code list. If multiple code lists are available, you can change the selected list in the drop down list under the search box.

Search **Browse Codes** Return

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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.

**Commodity Codes: Browse** Help & Tools

Browse the code list clicking **Drill Down** or the linked code number (available if there are lower tier codes). Click **Search** to search by code number keyword. If multiple code lists are available, you can change the selected list in the drop down list under the search box. Click any **Add** link to select a code; when finished, click **Return** to return to the record.

Search Codes Return

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Actions	Code Type	Code	Code Description
<a href="#">Drill Down</a> <a href="#">Add</a>	NIGP	<a href="#">005</a>	Abrasives
<a href="#">Drill Down</a> <a href="#">Add</a>	NIGP	<a href="#">010</a>	Acoustical Tile, Insulating Materials, and Supplies
<a href="#">Drill Down</a> <a href="#">Add</a>	NIGP	<a href="#">015</a>	Addressing, Copying, Mimeograph, and Duplicating Machine Supplies: Chemicals, Inks, Paper, etc.
<a href="#">Drill Down</a> <a href="#">Add</a>	NIGP	<a href="#">019</a>	Agricultural Crops and Grains, Including Fruits, Melons, Nuts, and Vegetables
<a href="#">Drill Down</a> <a href="#">Add</a>	NIGP	<a href="#">020</a>	Agricultural Equipment, Implements, and Accessories (See Class 022 for Parts)
<a href="#">Drill Down</a> <a href="#">Add</a>	NIGP	<a href="#">022</a>	AGRICULTURAL EQUIPMENT AND IMPLEMENT PARTS
<a href="#">Drill Down</a> <a href="#">Add</a>	NIGP	<a href="#">025</a>	Air Compressors and Accessories
<a href="#">Drill Down</a> <a href="#">Add</a>	NIGP	<a href="#">031</a>	AIR CONDITIONING, HEATING, AND VENTILATING EQUIPMENT, PARTS AND ACCESSORIES
<a href="#">Drill Down</a> <a href="#">Add</a>	NIGP	<a href="#">035</a>	AIRCRAFT AND AIRPORT EQUIPMENT, PARTS, AND SUPPLIES
<a href="#">Drill Down</a> <a href="#">Add</a>	NIGP	<a href="#">037</a>	AMUSEMENT, DECORATIONS, ENTERTAINMENT, GIFTS, TOYS, etc.
<a href="#">Drill Down</a> <a href="#">Add</a>	NIGP	<a href="#">040</a>	ANIMALS, BIRDS, MARINE LIFE, AND POULTRY, LIVE, (INCLUDING ACCESSORY ITEMS)
<a href="#">Drill Down</a> <a href="#">Add</a>	NIGP	<a href="#">045</a>	Appliances and Equipment, Household Type
<a href="#">Drill Down</a> <a href="#">Add</a>	NIGP	<a href="#">050</a>	Art Equipment and Supplies
<a href="#">Drill Down</a> <a href="#">Add</a>	NIGP	<a href="#">052</a>	Art Objects
<a href="#">Drill Down</a> <a href="#">Add</a>	NIGP	<a href="#">055</a>	AUTOMOTIVE ACCESSORIES FOR AUTOMOBILES, BUSES, TRAILERS, TRUCKS, etc.
<a href="#">Drill Down</a> <a href="#">Add</a>	NIGP	<a href="#">060</a>	AUTOMOTIVE AND TRAILER EQUIPMENT AND PARTS
<a href="#">Drill Down</a> <a href="#">Add</a>	NIGP	<a href="#">065</a>	AUTOMOTIVE AND TRAILER BODIES, BODY ACCESSORIES, AND PARTS
<a href="#">Drill Down</a> <a href="#">Add</a>	NIGP	<a href="#">070</a>	AUTOMOTIVE VEHICLES AND RELATED TRANSPORTATION EQUIPMENT (INCLUDING TRAILERS) (EFFECTIVE 1-1-06 THIS CLASS INACTIVATED, REFER TO CLASSES 071, 072 AND 073)
<a href="#">Drill Down</a> <a href="#">Add</a>	NIGP	<a href="#">071</a>	AUTOMOBILES, SCHOOL BUSES, SUVS, AND VANS, INCLUDING DIESEL, GASOLINE, ELECTRIC, HYBRID, AND ALL OTHER FUEL TYPES

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.

**Business Capabilities**

BUSINESS CERTIFIED FOR

FULL DESCRIPTION OF CAPABILITIES/PRODUCTS

COMMODITY CODES

NIGP 005      Abrasives

Add/Update Commodity Codes