



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. The left sidebar contains navigation links: Home, View (highlighted with a red arrow), My Alerts, My Certifications (highlighted with a red arrow), My Contracts, My Contract Audits, My Workforce Audits, My Concessions, My Concession Audits, and My Utilization Plans. The main content area shows the vendor's name 'AL Test Vendor' and 'System Vendor Number: 20454348'. Below this are three buttons: 'Renew/Apply for Certification', 'Submit Change Request', and 'Request Missing Certification'. The 'Current Certifications' table is as follows:

Type	Action	Effective	Renewal	Organization	Actions
HUB	New	11/30/2023	11/30/2027	Texas Comptroller of Public Accounts	View Add Date Alert



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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- 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 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.

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

- “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](#)