

Purchasing Training

June 22, 2023

Central Masters Bidders List (CMBL)

- The CMBL is the Central Masters Bidders List that is managed by the State of Texas. Any vendor wishing to do business with an agency of the state is required to register as a bidder. When searching the CMBL, you search by using the National Institute of Government Purchasing (NIGP) code, which is broken down by commodity or service. The CMBL also tracks if the vendor is designated as a State of Texas certified HUB vendor. Vendors are required to pay a \$70 registration fee annually.



CMBL Demo

- <https://comptroller.texas.gov/>
- Top ribbon – select “Purchasing”
- Under Vendor Resources – select “Centralized Master Bidders List (CMBL)”
- Under “Related Links” (right of screen) – Select “Search the CMBL/HUB vendors”
- Brings the page to “Search for Vendors”

CMBL Demo

There are four (4) different search for options.

- CMBL Only – only vendors that have paid to be on the CMBL
- HUBs Only – HUB vendors that have elected to not pay the registration fee
- HUBs on CMBL – only HUB vendors that have paid to be on the CMBL
- All Vendors – all vendors options – this is the one most utilized.

If you were only seeking HUB vendors, then you would pick just HUBs only and HUBs on CMBL.



CMBL Demo

- Then you have options to select –
 - Single Vendor Search
 - Multiple Vendor Search
 - Business Category/Vendor Location Search
 - Select Fields for Output
 - Output Options

CMBL Demo

Single Vendor Search – ability to search by

- Vendor ID
- Vendor Number
- Vendor Name
- Include Inactive Vendors

Multiple Vendor Search – ability to search by the NIGP code and District

- Need the NIGP Code Class Code and/item
- District is optional

CMBL Demo

NIGP Class Code - [NIGP Class Code](#)

- Use the Filter search to search for you code – example – chair (nothing comes up) furniture – you receive options.
- Click on the Class Code to search the item number
- Item number gives a break down. This is where you see chair. Is it metal or wood? 425-06 or 425-07

Highway District(s) - [Highway District\(s\)](#)

- Select “City and County List”
 - San Antonio – Bexar County – District 15



CMBL Demo

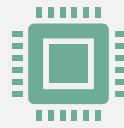
- Business Category/Vendor Location Search – you can narrow your search by using these options -
 - Business Category
 - County Location
 - City Location
 - Zip Code Location
 - Highway District(s) location



CMBL Demo

- Fields of Output
 - Vendor ID
 - Company Name
 - Contact Person
 - Mailing Address
 - City
 - State
 - Zip
 - Country
 - Email
 - Phone
 - HUB
 - HUB Gender

CMBL Demo



Output Options – this will determine how you receive the information. The best option is an Excel file, but you can elect to receive a text file, detailed list, Comma Delimited List. It just depends what you are needing to do with the information.



Sort By – How do you want it sorted – Vendor Name, HUB status, HUB Eligibility, etc.



Then click “Search”



The system will return a listing of the vendors within your search criteria. NOTE: if you have more than 1000 vendors, you can only request a comma delimited or pipe delimited type file.



Cost Receipt – when you elect to receive based on dollar value of the invoice against a purchase order. You have a purchase order that has been issued as 1 LOT 100,000.00 – you can receive invoices based on dollar value up to \$100,000.00.



Cost Receipt cannot exceed the total value of the purchase order without making a change to the purchase order, which will route through Procurement Services for approval.



UOM for Cost Receipt is not important – FAMIS only sees the “1” as the quantity and the total dollar amount. The UOM can be EA, Box, JOB, Lot, etc. NOTE: You cannot change the UOM once you have made your first receipt on the PO.

Cost Receipt and Unit of Measure (UOM)



Cost Receipt and Unit of Measure (UOM)

- Cost Receipt is something that should be used rarely. It is a better business practice to itemize your purchase order, so you know exactly what you are paying for. The invoice needs to match the purchase order – NOT the purchase order needs to match the invoice.
- There are two methods of receiving – Cost and Quantity. You can only perform one method against a purchase order – not both. If your first receipt is a quantity receipt, you cannot switch to a Cost Receipt. You also cannot have one item as a cost receipt and another as quantity receipt.



Cost Receipt and Unit of Measure (UOM)

- Unit of Measure (UOM) – you need to select the best option for each line item. USD – US Dollar is not a unit of measure. This is a type of currency. The better selections would be EA – each, LO – Lot, BX – Box, etc.
- If there is a UOM that you need that is not there, we can request it be added. Until it is added, you can add to the description 1 EA = 1 (your needed UOM).
- Your purchase requisition can have multiple UOMs.

Questions????

