

# Electronic State Business Daily (Texas Marketplace) Search Instructions

Type of Searching – by Agency; by Procurement Type; by Agency Requisition; by Commodity Code; by Order

1. By Agency – drop down window and select Agency (in alphabetical order)
2. By Procurement Type – drop down window and select type of opportunity
3. By Agency Requisition – fill-in blank with agency requisition number
4. By Commodity Code – fill-in blank with proper NIGP commodity code number
5. By Order – drop down window and select Agency

Once search type is chosen, click “Find” button, then click on bid opportunity and follow instructions.

See below for examples.

Texas Building And Procurement Commission  
**Electronic State Business Daily**  
State Procurement Section of Texas Marketplace

**View** most recent postings  
[View Newest Postings](#)

**Browse**  
Agency: Sort pulldown list by [Name](#), [Number](#) | [Lookup Agency](#)  
Name:   
Search Type:   
Agency Requisition Number:   
NIGP Class - Item Number:  -  (Item Number NOT Required)  
Order Results By:

**Search** by keyword  
 Search Bid / Procurement Opportunity's Title and Notes Sections

**Text Search Examples**  
Using " " for Specific words :To find a specific string or phrase enclose it in quotes.  
Ex. "computer printer"  
Using Plus(+) and Minus(-) :To find a computer printer for a pc but not a mac, try  
computer printer+pc-mac  
Using wildcards \* :Typing comp\* would find computer, compartment, and compactor.

**Administration Menu** ( Authorized State Users )

**Vendor "How to" Information**  
[How to buy from the State](#)  
[How to sell to the State](#)  
[How to get on the CMRL](#)  
[How to become HUB certified](#)  
[How to become QISV certified](#)  
[How to view Bid Tabulations](#)

**Business Resources**  
[Find Vendors](#)  
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[EOF Schedule](#)  
[Bid Tabulations and Awards](#)

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**Texas Marketplace**

(All Agencies)  
(All Agencies)  
(SEE #601) MOTOR VEHICLE BOARD - 470  
(SEE #655-) SAN ANTONIO STATE HOSP. - 681  
10TH COURT OF APPEALS - 230  
11TH COURT OF APPEALS - 231  
12TH COURT OF APPEALS - 232  
13TH COURT OF APPEALS - 233  
14TH COURT OF APPEALS - 234  
1ST COURT OF APPEALS - 221  
2ND COURT OF APPEALS - 222

Search Type:   
Agency Requisition Number:   
NIGP Class - Item Number:  -  (Item Number NOT Required)  
Order Results By: