

# Citi Program Management Tools

---

Texas HUB Reporting

# Agenda

---

- Texas HUB Overview
  - Purpose
  - Timing
- HUB Setup
  - Company Site Configuration
  - Enabling the Report
  - Accounting Code Setup
- Review Enhanced Merchant Data
- Run the Texas HUB Report



# Overview

---

- Global Card Management System (GCMS)
- Texas HUB Report
  - Purchasing programs desiring credit for using Historically Underutilized Businesses (HUB)
  - Report complies with state regulations for HUB reporting
- Report Timing
  - HUB merchant designations compiled and applied to transactions by 10<sup>th</sup> of each month
  - Reports can be run at that point for previous month HUB reporting



# Steps

---

- Company Configuration
  - Display Enhanced Merchant Data
  - Ensure Texas HUB Report visible
- Accounting Code Setup
  - Object Code
  - Default Values for Cardholders
- Ensure Merchant is Texas HUB Merchant
- Reprocessing former transactions
- Run Texas HUB Report

# Enhanced Merchant Data

ENHANCED MERCHANT INFORMATION			
D&B DUNS Number:	806308953	D&B Business Legal Status:	CORPORATION
D&B Legal Name:	Cuevas Distribution, Inc.	D&B Business Size:	S
D&B Primary DBA Name:		D&B Primary SIC Code:	50990300
D&B Sole Proprietor Name:		D&B Primary SIC Description:	Safety equipment and supplies
D&B Federal Tax ID:	752808168	D&B Primary NAICS Code:	423990
D&B Address Line 1:	3719 N Main St	D&B Primary NAICS Description:	Other Miscellaneous Durable Goods Merchant Wholesalers
D&B Address Line 2:		D&B Primary USNSPSC Code:	46000000
D&B City:	Fort Worth	D&B Primary USNSPSC Description:	Defense and Law Enforcement and Security and Safety Equipment and Supplies
D&B State/Province:	TX	D&B Texas HUB Indicator:	Y
D&B Postal Code:	761062715	D&B Texas HUB Vendor ID:	1752808168400
D&B Phone:	8176267110	D&B SBA HUBZone Small Business Concern:	
D&B E-mail Address:			
D&B Minority Owned Business:	Y	D&B SBA Small Disadvantaged Business Concern:	Y
D&B Minority Owned Business Enterprise:	Y	D&B Service Disabled Veteran Owned Business Enterprise:	
D&B Minority Classification:	HSP	D&B Small Business:	Y
D&B Alaskan Native Corporation Code:		D&B Veteran Owned Business:	

# Texas HUB Report

```
Texas-HUB-Report.txt - Notepad
File Edit Format View Help
1234512345678901TCD TTA-RESEARCH &CP7204000000645.04H
1234512345678901STOCKBUGGY LLC 7204000000394.11H
1234512345678901ACFE 7204000000858.76H
1234512345678901AICPA AICPA 7204000000250.00H
1234512345678901STOCKBUGGY LLC 7204-00000394.11H
```

Texas-HUB-Report.txt - Notepad

1234512345678901	TCD	TTA-RESEARCH &CP	7204000000	645.04H
1234512345678901	STOCKBUGGY LLC		7204000000	394.11H
1234512345678901	ACFE		7204000000	858.76H
1234512345678901	AICPA	AICPA	7204000000	250.00H
1234512345678901	STOCKBUGGY LLC		7204-00000	394.11H

Agency Code

Payee / Vendor Identification

Vendor Name

State Object Code

Dollar Amount

Type of Record







***IRS Circular 230 Disclosure: Citigroup Inc. and its affiliates do not provide tax or legal advice. Any discussion of tax matters in these materials (i) is not intended or written to be used, and cannot be used or relied upon, by you for the purpose of avoiding any tax penalties and (ii) may have been written in connection with the "promotion or marketing" of any transaction contemplated hereby ("Transaction"). Accordingly, you should seek advice based on your particular circumstances from an independent tax advisor.***

Any terms set forth herein are intended for discussion purposes only and are subject to the final terms as set forth in separate definitive written agreements. This presentation is not a commitment or firm offer and does not obligate us to enter into such a commitment, nor are we acting as a fiduciary to you. By accepting this presentation, subject to applicable law or regulation, you agree to keep confidential the information contained herein and the existence of and proposed terms for any Transaction.

We are required to obtain, verify and record certain information that identifies each entity that enters into a formal business relationship with us. We will ask for your complete name, street address, and taxpayer ID number. We may also request corporate formation documents, or other forms of identification, to verify information provided.

[TRADEMARK SIGNOFF: add the appropriate signoff for the relevant legal vehicle]

© 2015 Citibank, N.A. All rights reserved. Citi and Citi and Arc Design are trademarks and service marks of Citigroup Inc. or its affiliates and are used and registered throughout the world.

© 2015 Citibank, N.A. London. Authorised and regulated by the Office of the Comptroller of the Currency (USA) and authorised by the Prudential Regulation Authority. Subject to regulation by the Financial Conduct Authority and limited regulation by the Prudential Regulation Authority. Details about the extent of our regulation by the Prudential Regulation Authority are available from us on request. All rights reserved. Citi and Citi and Arc Design are trademarks and service marks of Citigroup Inc. or its affiliates and are used and registered throughout the world