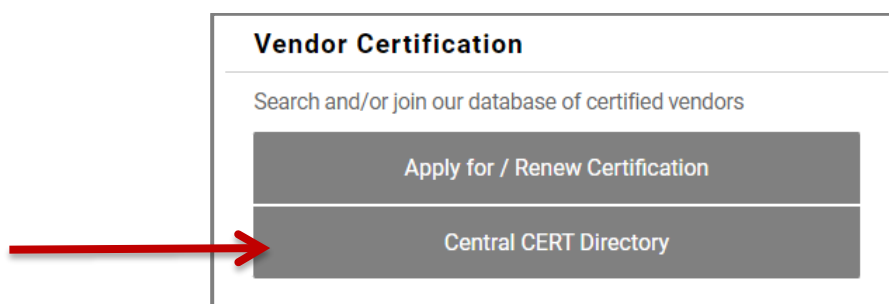


How to Access the Current CERT Directory

1. Visit <https://cert.smwbe.com/>, click on “Central CERT Directory” button in the left column in the “Vendor Certification” section.



2. In the pop-up window, you can search for items including: business name, description, commodity code, or location. For example, search for a cleaning company by entering “clean” in the business description field. **TIP:** keep search terms short. *Example:* searching for “plumb” will return results for both “plumber” and “plumbing”.

A screenshot of a search form titled "Search by Business Description". It has a label "BUSINESS DESCRIPTION" and a text input field containing the word "clean". Below the input field is a small tip: "Tip: Try just a few letters of a keyword."

3. Once you have entered your search fields, scroll to the bottom of the window, complete the reCAPTCHA, and click the “Search” button. (Or you can choose to download the entire business directory without entering any search terms.)

A screenshot showing two buttons: "Search" and "Download Entire Directory".

4. To download your filtered search results, click the “Download Search Results” button.

5. Check the “Include Commodity Codes in download” box. Click “Download to Excel” or “Download to CSV” button.

A screenshot showing a checkbox labeled "Include Commodity Codes in download" which is checked. Below it are two buttons: "Download to Excel" and "Download to CSV".

6. Save file to a location on your computer that you can find, and then open the file to view the list filtered by your defined criteria. If you chose to download the entire directory, you can also search directly in the downloaded list.

For further assistance finding CERT certified vendors for a certain scope of work, contact a CERT specialist at cert@ci.stpaul.mn.us or call 651-266-8966. Choose the option for “CERT” to speak with a CERT specialist.