

CNS FARM PRODUCT MONTHLY LIST USER INSTRUCTIONS

Data Report (PDF Text format)

Revised 1/10/2025

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System Requirements

Minnesota Business & Lien System Requirements document can be accessed using link below:

<https://www.sos.state.mn.us/business-liens/ucc-cns-tax-liens-help/online-filing-system-requirements/>

The instructions and examples provided in the Data File document used Microsoft Excel 2013. The CSV format (comma separate values) can also be opened by using other spreadsheets and database applications.

STEP 1: CNS Buyer Receives Email

CNS Buyer receives an email from the business.services@state.mn.us (Office of the Secretary of State) with order detail and link to access and download data file.

You are receiving this message, because your email address was provided as the contact for notification of this completed transaction.

Order [REDACTED] has been received and processed.

Please be advised you will not receive any documents by mail.

To view or print your completed order click on the following temporary* link: <https://mblsportal.sos.mn.gov/Document/DownloadInventory?orderid=>

*All order download links are temporary and expire soon after the order is processed.

Note: If the link does not open the window for this transaction, you can access the information by copying and pasting the link into your browser address bar, then hit enter.

Thank you for your order.

Office of the Minnesota Secretary of State

Should you need further assistance please contact:

- Business Services: business.services@state.mn.us
- UCC or CNS: ucc.dept@state.mn.us

STEP 2: Order Status

Click on the link in the email and window opens to Order Status.

Order Status »

Order Number: [REDACTED]

Your order has been processed. To view or print your items, click Refresh. Your items will display below Link(s).
Note: you will also receive an email with a link to access your completed items.

Items

Item Number	Product	Link(s)
[REDACTED]	CNS Farm Product Monthly List	<ul style="list-style-type: none">• Data Report - 1/1/2025• Data File - 1/1/2025• Acknowledgement
		<ul style="list-style-type: none">• Receipt

[Return to Home Page](#)

STEP 3: Access Data Report

Double click on “Data Report – (date created)”

• [Data Report - 1/12/2015](#)

STEP 4: Open Data Report

Receive message:

Do you want to open or save **CNSMonthly_1_1.pdf.pdf** (13.5 MB) from **mblsportal.sos.state.mn.us**?

OR

The Data Report will download and display in the lower left corner.



STEP 5: Data Report Displays

Clicking on link will open in new window. Data Report starts with a debtor name index (alpha-numeric order) and includes the Debtor and Filing Number for the lien notification.

A screenshot of a web browser window. The title bar shows 'File Edit View Window Help'. The address bar shows '1 / 5279'. The page content is centered and features the title 'CNS MONTHLY BUYERS LIST' in bold. Below the title is a table with two columns: 'DEBTOR INDEX' and 'FILING NUMBER'. The table lists several debtors and their corresponding filing numbers.

DEBTOR INDEX	FILING NUMBER
1 STOP REALTY INC	201436353310
29 SWINE LLP	201436612932
3 JS FARM PARTNERSHIP	201332588702
5 CENT PLUS INC	201437632650
5-L FARMS PARTNERSHIP	201126321072
5L FARMS	200516181386
A & D FARMS INC	201330936893
A & E ANDERSON ACRES	201123781740

STEP 6: Data Report ability to Search/Find

To Search for specific information (debtor, filing number, etc.), press the Ctrl and the letter F on the keyboard OR click Edit and select Find on the menu and the find box will display.

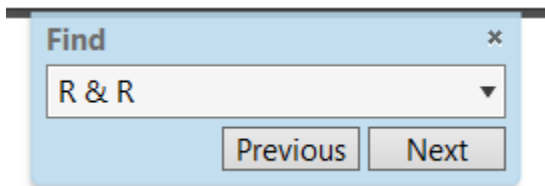
CNS MONTHLY BUYERS LIST

DEBTOR INDEX

DEBTOR	FILING NUMBER
1 STOP REALTY INC	201436353310
29 SWINE LLP	201436612932
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5 CENT PLUS INC	201437632650
5-L FARMS PARTNERSHIP	201126321072
5L FARMS	200516181386
A & D FARMS INC	201330936893
A & E ANDERSON ACRES	201123781740

STEP 7: Using Find*

Enter name or filing number in the Find box and click Next. Search starts and a status bar will display search progress.

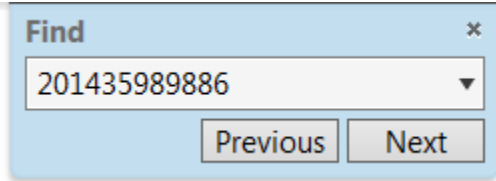


STEP 8: Find Results

Results returned are based on the criteria entered. (See Example: R&R Farms highlighted in blue). If find is correct, then enter filing number and click Next, the filing number is highlighted in blue, click Next a second time, and search resumes to locate lien notification filing. If no results returned or is not correct, click Next until correct match is found.

**The find feature may display differently based on users operating system and browser settings.*

R & L FARMS	201334695500
R & L RUDNIK FARMS	6487
R & R FARMS	201435989886



STEP 9: Additional Results

Result is found for criteria entered and filing number is highlighted in blue. Filing shows all data entered into the Central Notification System database. The entire file history, including the original filing and any amendments (Continuation or Termination), will display under **Amendment Filing #**.

<u>Filing Office</u>	<u>Original Filing #</u>	<u>Filing Type</u>
88 Office of the Minnesota Secretary of State	201435989886	Effective Financing Statement

<u>Filing Date/Time</u>	<u>Lapse Date</u>
03/26/2014 11:30 AM	03/26/2019 11:59 PM

Debtor: R & amp
R FARMS 10286 CO RD 23, HOFFMAN, MN 56339 USA(ID=15373)
Secured: STAR BANK PO BOX 219, BARRETT, MN 56311 USA

<u>Products</u>	<u>Counties</u>	<u>Years</u>	<u>Quantities</u>	<u>Unit Of Measure</u>
100 All Crops	21 Douglas			Other
100 All Crops	26 Grant			Other
100 All Crops	75 Stevens			Other

<u>Amendment Filing #</u>	<u>Filing Type</u>	<u>Filing Datetime</u>
201435989886	Original Filing	03/26/2014 11:30 AM

STEP 10: Print Option

You may print one or more pages of the Data Report. Right clicking within the Data Report will enable the Print feature.

STEP 11: Save File Option

By right-clicking user can save the PDF to a location of their choice.

Example: "Save as" selected. User selects a folder on their C Drive and a sub-folder labeled CNS.