

**You can find certified M/WBEs online at [www.dgs.state.pa.us](http://www.dgs.state.pa.us), DGS Keyword: MBEs/WBEs.**

This path allows you to search for M/WBEs by name, county, description, or classification code. You can also display a copy of the complete list in a comma-delimited text format by clicking on the highlighted "vendor list" at the bottom of the page.

The complete list is a bit difficult to read in the comma-delimited format. You can convert it to a spread sheet format that you may find more useful. The instructions I have are only for converting the list to Excel. You may be able to follow a similar process for Lotus, QuattroPro, or Access.

Converting complete vendor list from comma-delimited text format to an Excel spreadsheet

1. Save file (web page) as a text file (\*.txt)
2. Open the file through Excel
  - a. Click the *Open Folder* button
  - b. Choose "All Files" for the *File of Type*
  - c. Find where ever you saved file and open it
3. When the *Text Import Wizard* comes up, choose "Delimited" as the *File Type* (should already be marked) and click *Next*
4. Under *Delimiters*, check "Other" and insert a comma (,) in the box; *Text Qualifier* should already be marked as a quotation mark ("")
5. Click *Finish*

If you decide to save, you can either save the worksheet as is or save it as *Type of File*, "Microsoft Excel Workbook"

**Or for further assistance contact:**

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