



# Minnesota Business and Lien System (MBLS)

CNS Buyer Implementation Guide

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## **Introduction**

The Office of the Minnesota Secretary of State (OSS) provides a Central Notification System (CNS) online data fulfillment service to registered farm product buyers. This is part of the Minnesota Business and Lien System (MBLS) objective to improve customer experience based on new technologies, and increase the effectiveness of obtaining and viewing list data.

Section Two of this document details the technical specifications. Section Three contains information on the data.

Prior to using MBLS to access this data, a customer must be registered as a CNS Buyer.

## **Section One - Administrative**

### **Registration**

New buyers may register at any time by accessing MBLS. Renewals are also completed online using the same process.

Process for new buyers to create an account:

- New buyer enters email address (user ID) and password (credentials).
- An email is sent to the email address provided with an embedded link
- New buyer validates registration by clicking on the link embedded in email and signing into MBLS

Once validated, a new buyer will

- Access "Subscriptions" on the MBLS
- Select CNS Farm Product Monthly List. This selection is for a 12-month subscription.
- Continue to US Bank to pay for annual subscription with credit card.

### **List Fulfillment**

The CNS monthly list is a complete list that includes new filings, all active filings, and updates to existing filings. Lapsed filings are not included in the monthly list. However, CNS filings where a Termination has been filed will be included for 2 years after the lapse date.

Monthly lists are available for download by the buyer each month. To access the list:

- A buyer may click the link in the email that is sent the following month in which registration takes place and every month thereafter, or
- A registered buyer may sign in to MBLS

- Select to “View Download Inventory”
- Click on the item “CNS Farm Product Monthly List.” (The list contents and formats are described in Section 2.)
  - CNS Data File Complete Master List (Excel)
  - CNS Data File Summary List (Excel)
  - Data Report (PDF Text)
    - Includes a Debtor Index
    - Allows buyer to conduct a find on either debtor name or filing number

## **CNS Standard Search**

The CNS Standard Search is a search of the central filing database that includes new lien filings, all active lien filings, and updates to existing lien filings. Terminated or Lapsed lien filings are not included in the search results.

CNS Standard Search applies the search logic of an exact match. For more information regarding search logic, see the Secured Search Logic Implementation Guide. Copies of CNS lien filings are not included with search results.

A CNS Standard Search or copies of specified lien records can be ordered through the Minnesota Business and Lien System (MBLS) online for a fee; ordering standard searches or copies requires registration. See Section One - Registration.

With a completed registration, user will

- Access “CNS” on the MBLS
- Select CNS Standard Search (\$20.00)
- Add Search Criteria: Individual or Organization Name
- Confirm Delivery Information
- Add Client Reference Information (optional)
- Review Summary
- Continue to US Bank to pay with credit card
- User will receive email with link of Completed Order
- Access CNS Standard Search results via email link or Transaction History

## **Contact Information:**

For issues related to data, formatting and technical issues (access, inability to open a file, or any other type of problem), user should contact our UCC Department at (651) 296-2803 and press option 4; or dial toll-free 1-877-551-6767; or email us at [ucc.dept@state.mn.us](mailto:ucc.dept@state.mn.us).

## Section Two – Complete File Specifications

### System Requirements

Minimum system requirements are available on the MBLs portal.

### CNS Bulk Order Data Format Overview – Master List

Data associated with a CNS bulk order will be provided in a single file. The file will be in a comma-delimited format (CSV). Each field will be encapsulated with double quotes regardless of the datatype. The file will contain records in five different formats: master data, filing data, CNS collateral data, party data and file header.

Master data contains key fields saved from the original filing plus additional fields regarding the current state of the lien such as lien status and the lapse date. Each lien will have one corresponding record in the bulk order file.

The monthly list is a complete list of filing data that contains a history of all filings for a lien, including the original filing. Each filing equates to one record in the bulk order file. There will be one or more filing data records per master data record. Lien status of “Active” or “Terminated” are included. Filings with a “Terminated” status will remain on the list for two years after the lapsed date.

CNS collateral data contains the farm product collateral for a lien filing. There will be one or more CNS collateral data records per original filing data record. Amendments do not contain CNS collateral data records.

Party data contains the name and address of each individual or organization listed in a lien filing. Each individual or organization will have a record in the bulk order file. There will be two or more party data records per original filing data record.

The file header will be the first row on the bulk order file. The first cell will be identified with a record type value of “0”. It will contain data regarding the contents of the file such as the run date and whether the file is a complete file of current liens or periodic subscription update file. Sample: "0","RUN\_DATE:2013-02-08 12:06:51","FILING\_CATEGORY:CNS","PRODUCT\_NUMBER:975","BEGIN\_DATE:1/1/2013","END\_DATE:1/31/2013","ITEM\_TYPES:5,69","UPDATES FILE"

The file header is used to aid in a quick identification of the file contents – it is not column headers. Each cell represents within the header a:

**Run Date** = Date and time the file was generated.

**Filing Category** = Identifies the category of liens to be retrieved from the database.

**Product Number** = Identifies the system number assigned to the liens.

**Item Types** = Identifies the item type number for retrieving the data.

**Complete File** = Indicates what type of data is included; complete.

For example, suppose the lien bulk order file returned data for 10 liens. Each of those 10 liens has 1 original filing plus 2 amendment filings. The original filings for each of those 10 liens have 1 debtor party, 1 secured party, and 2 CNS collateral records. In this example the bulk order file will consist of 81 records consisting of 1 file header, 10 master data, 30 filing data, 20 party data and 20 CNS collateral data records.

### Lien Master Data Format

The fields for the lien master data format are listed in the table below. Every lien will have one corresponding master record. The composite primary key fields associated with the master record are also contained in every other record type and are highlighted below.

Lien Master	Datatype	Definition
Record Type	char(1)	Value: 1
Lien Type	varchar(100)	Specific Lien Type. Examples are: CNS Statutory Lien Effective Financing Statement
Original Filing Office	varchar(100)	The filing office where the original filing was processed. The field will contain a two digit code a space then the name of the office. Examples: 06 Big Stone 88 Secretary of State
Original Filing Number	varchar(100)	The filing number of the original filing.
Lien Category	varchar(10)	Major grouping for lien types. Current Values Are: CNS
Lien Status	varchar(20)	Indicates the current status of the lien. Current values are: Active Terminated
Original FilingDate/Time	datetime	The date and time the original filing was accepted. yyyy-mm-dd hh:mi
Expiration Date	date	If the lien expires, this field contains

		the expiration date, also called the lapse date. mm/dd/yyyy
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## Lien Filing Data Format

The fields for the lien filing data format are listed in the table below. The key fields for lien filings are Filing Type, Filing Office and Filing Number.

Lien Filing History	Datatype	Definition
Record Type	char(1)	Value: 2
Lien Type	varchar(100)	See Lien Master Data Format
Original Filing Office	varchar(100)	See Lien Master Data Format
Original Filing Number	varchar(100)	See Lien Master Data Format
Filing Type	varchar(100)	Type of action. Examples: Original Filing Continuation Termination CNS Articles of Correction
Filing Office	varchar (100)	The filing office where the filing was processed. The field will contain a two digit code a space then the name of the office. Examples: 06 Big Stone 88 Secretary of State
Filing Number	varchar(100)	File number.
Filing Date/Time	datetime	The date and time the filing was accepted. yyyy-mm-dd hh:mi

## Lien CNS Collateral Data Format

The fields for the lien collateral record format are listed in the table below. The additional key field for this record is the Filing Number, as there may be more than one filing associated with a lien.

Lien Collateral	Datatype	Definition
Record Type	char(1)	Value: 5
Lien Type	varchar(100)	See Lien Master Data Format
Original Filing Office	varchar(100)	See Lien Master Data Format
Original Filing Number	varchar(100)	See Lien Master Data Format
Filing Type	varchar(100)	See Lien Filing Data Format
Filing Office	varchar (100)	See Lien Filing Data Format
Filing Number	varchar(100)	See Lien Filing Data Format
Product Code	varchar(10)	Farm product code (currently 3-digit)
Product Name	varchar(100)	Farm product name
County Code	char(2)	County code
County Name	varchar(100)	Name of county
Crop Year	varchar(4)	Crop year
Product Quantity	varchar(100)	Quantity
Unit of Measure	varchar(200)	Unit of Measure

## Lien Party Data Format

The fields for the lien party record format are listed in the table below. There may be more than one debtor and/or more than one secured party associated with a lien.

Lien Party	Datatype	Definition
Record Type	char(1)	Value: 3
Lien Type	varchar(100)	See Lien Master Data Format
Original Filing Office	varchar(100)	See Lien Master Data Format
Original Filing Number	varchar(100)	See Lien Master Data Format
Filing Type	varchar(100)	See Lien Filing Data Format
Filing Office	varchar (100)	See Lien Filing Data Format
Filing Number	varchar(100)	See Lien Filing Data Format
Lien Party Type	varchar(100)	Examples: Debtor Secured Party

Organization Name	varchar(250)	If the party is an organization, this field is populated and individual name fields should be empty.
First Name	varchar(100)	If the party is a person, this field is populated with the individual's first name and the organization name field should be empty.
Middle Name	varchar(100)	If the party is a person, this field is populated with the individual's middle name and the organization name field should be empty.
Last Name	varchar(100)	If the party is a person, this field is populated with the individual's last name and the organization name field should be empty.
Name Suffix	varchar(20)	If the party is a person, this field is populated with the individual's name suffix and the organization name field should be empty.
Address	varchar(200)	Street address.
City Name	varchar(100)	City Name.
Region Code	varchar(100)	Region code (state code in USA).
Postal Code	varchar(10)	Postal Code (For U.S. this is the 5 digit ZIP code).
Postal Code Extension	varchar(4)	Postal Code Extension (For U.S. this is the 4 digit ZIP extension).
Country	varchar(100)	Example: USA
CNS Party ID	varchar(20)	CNS Party ID Number (See Appendix II)

## Data File Column Mapping – Data File Complete Master List

The data file is equivalent to a complete list. Manipulation of the data within the file can be utilized to create a “partial” list. Filtering, sorting and searching can be easily done to the comma delimited file using a variety of available tools such as spreadsheets and word processing tools designed to handle files up to 250,000 rows in size. There are a number of resources available online regarding manipulations of comma delimited data.

The attached Excel file contains data that represents a sampling of CNS liens. The intended purpose of this data is for use within this document and should not be relied upon for any other purpose.

**Column and Data Key**

The data is based on Record Type so each column contains data that is related to the Record Type presented in the row.

The Record Types are: 1 = Lien Master; 2 = Lien Filing, 3 = Lien Party Data, and 5 = Lien Collateral

**Overview**

Column	Data
A	Record Type
B	Lien Type
C	Original Filing Office
D	Original Filing Number
E	Lien Category if Record Type = 1 Filing Type if Record Type = 2 Defaults to "Original Filing" if Record Type = 3 or 5
F	Lien Master Status if Record Type = 1 Filing Office if Record Type = 2, 3 or 5
G	Original Filing Date / Time if Record Type = 1 Filing Number if Record Type = 2 Original Filing Number if Record Type = 3 or 5
H	Expiration/Lapse Date if Record Type = 1 Filing Date if Record Type = 2 Party Type if Record Type = 3 Product Code if Record Type = 5
I	Lien Party Organization Name if Record Type = 3 Product Name if Record Type = 5
J	Lien Party First Name if Record Type = 3 County Code (Product) if Record Type = 5
K	Lien Party Middle Name if Record Type = 3 County Name (Product) if Record Type = 5

L	Lien Party Last Name if Record Type = 3 Crop Year if Record Type = 5
M	Lien party Suffix if Record Type = 3 Product Quantity if Record Type = 5
<i>Data for the following columns if Record Types = 3.</i>	
N	Lien Party Address if Record Type = 3 Unit of Measure if Record Type = 5
O	Lien Party Address City
P	Lien Party Address Region Code
Q	Lien Party Address Postal Code
R	Lien Party Address Postal Code Extension
S	Lien Party Address Country
T	CNS Party ID Number (See Appendix II)

## Section Three - Summary File Specifications

### System Requirements

Minimum system requirements are available on the MBLs portal.

### CNS Bulk Order Data Format Overview - Summary List

Data associated with a CNS bulk order will be provided in a single file. The file will be in a comma-delimited format (CSV). Each field will be encapsulated with double quotes.

The first row in the file contains column header titles.

The first column in the file is a system generated number that is used to indicate default sort of the records. The default sort order is: Filing Status (active, then terminated), then alphabetically by Debtor Organization Name, Debtor Last Name, Debtor First Name, Debtor Middle Name.

The CNS bulk order is a look-up aid that contains some, but not all, of the filing history for a lien. The CNS bulk order includes the original filing information, debtor and secured party name/address, CNS collateral and other summary information in one record type. There will be one or more filing data records per lien.

Lien status of “Active” or “Terminated” are included. Filings with an “Active” status will be listed first. Filings with a “Terminated” status will be listed after the “Active” filings. Filings with a “Terminated” status will remain on the list for two years after the lapse date.

**NOTE: CNS Buyers are responsible for information contained on the CNS Data File Complete Master List. The CNS Data File Summary List is a look-up aid. If questions or issues arise, the CNS Buyer should always consult the CNS Data File Complete Master List to review the lien data.**

## Summary List Data Format

The fields for the CNS Summary data format are listed in the table below.

Overview:

Lien Master	Datatype	Definition
Record Number	Numeric(8)	System generated number that indicates default sort order.
Lien Filing Type	varchar(100)	Specific Lien Type. Examples are: CNS Statutory Lien Effective Financing Statement
Original Filing Number	varchar(100)	The filing number of the original filing.
Original Filing Date	datetime	The date the original filing was accepted. mm/dd/yyyy
Filing Status	varchar(20)	Indicates the current status of the lien. Current values are: Active Terminated
Termination Filing Date	date	The date the Termination filing was accepted. mm/dd/yyyy
Debtor Organization Name	varchar(250)	If the party is an organization, this field is populated and individual name fields should be empty.
Debtor Last Name	varchar(100)	If the party is a person, this field is populated with the individual’s last name and the organization name field should be

		empty.
Debtor First Name	varchar(100)	If the party is a person, this field is populated with the individual's first name and the organization name field should be empty.
Debtor Middle Name	varchar(100)	If the party is a person, this field is populated with the individual's middle name or initial and the organization name field should be empty.
Debtor Suffix	varchar(20)	If the party is a person, this field is populated with the individual's name suffix and the organization name field should be empty.
Debtor Address 1 and 2	varchar(400)	Street address.
Debtor City	varchar(100)	City Name.
Debtor State	varchar(100)	Region code (state code in USA).
Debtor Zip Code	varchar(14)	Postal Code (For U.S. this is the 5 digit ZIP code) plus Postal Code extension.
Secured Organization Name	varchar(250)	If the party is an organization, this field is populated and individual name fields should be empty.
Secured Last Name	varchar(100)	If the party is a person, this field is populated with the individual's last name and the organization name field should be empty.
Secured First Name	varchar(100)	If the party is a person, this field is populated with the individual's first name and the organization name field should be empty.
Secured Middle Name	varchar(100)	If the party is a person, this field is populated with the individual's middle name or initial and the organization name field should be empty.
Secured Suffix	varchar(20)	If the party is a person, this field is populated with the individual's name suffix and the organization name field should be empty.
Secured Address 1 and 2	varchar(400)	Street address.
Secured City	varchar(100)	City Name.
Secured State	varchar(100)	Region code (state code in USA).
Secured Zip Code	varchar(14)	Postal Code (For U.S. this is the 5 digit ZIP code) plus Postal Code extension
CNS Party ID	varchar(20)	CNS Party ID Number (See Appendix II).
Product Name	varchar(100)	Farm product name
County Name	varchar(100)	County name associated with farm product provided on lien.

Year	varchar(4)	Year associated with farm product provided on lien.
Quantity	varchar(100)	Quantity associated with farm product provided on lien.
Unit of Measure	varchar(200)	Unit of measure associated with farm product provided on lien.

## List Comparison:

### Master List (Complete) vs. Summary List

DATA	MASTER LIST (Complete)	SUMMARY LIST
Record Type/Record Number	X	X
Lien Category	X	X
Lien Type	X	Original Filing only - X
Original Filing Office	X	
Filing Number	X	Original Filing Number only - X
Lien Status	X	X
Filing Date/Time	X	Original Filing/Termination only - X
Expiration/Lapse Date	X	
Filing History – Lien Type, Filing Number, Date and Time	X	
Debtor Organization Name/Address	X	X
Debtor Last, First, Middle, Suffix/Address	X	X
Secured Party Organization Name/Address	X	X
Secured Party Last, First, Middle, Suffix/Address	X	X
Lien Party Address Country	X	
CNS Party ID	X	X
CNS Collateral – Product Name, County Name, Years, Quantity, Unit of Measure	X	X

## Appendix I. Complete File Sample Data

This section provides sample data for each of the MBLs Lien record types.

### Lien Master Sample Data

Sample data for Lien Master.

Lien Master	Sample Data
Record Type	1
Lien Type	CNS Statutory Lien
Original Filing Office	02 Anoka
Original Filing Number	20091234567
Lien Category	CNS
Lien Status	Active
Original Filing Date	2009-01-14 16:59
Expiration Date	2019-01-14 16:59

### Lien CNS Collateral Sample Data

Sample data for Lien CNS Collateral.

Lien Address	Sample Data
Record Type	5
Lien Type	CNS Statutory Lien
Original Filing Office	02 Anoka
Original Filing Number	20091234567
Filing Type	CNS Statutory Lien
Filing Office	02 Anoka
Filing Number	20091234567
Product Code	157
Product Name	Onion
County Code	02
County Name	Anoka
Crop Year	2010
Product Quantity	100
Unit of Measure	Bushels

## Lien Filing History Sample Data

Sample data for Lien Filing.

Lien Filing History	Sample Data	Sample Data
Record Type	2	2
Lien Type	CNS Statutory Lien	CNS Statutory Lien
Original Filing Office	02 Anoka	02 Anoka
Original Filing Number	20091234567	20091234567
Filing Type	Original Filing	Termination CNS
Filing Office	02 Anoka	02 Anoka
Filing Number	20091234567	20101234567
FilingDate	2009-01-14 11:53	2010-03-12 13:36

## Lien Party Sample Data

Sample data for Lien Party (Individual).

Lien Party	Sample Data
Record Type	3
Lien Type	Effective Financing Statement
Original Filing Office	02 Anoka
Original Filing Number	20091234567
Filing Type	Original Filing
Filing Office	02 Anoka
Filing Number	20091234567
Lien Party Type	Debtor
Organization Name	NULL
First Name	John
Middle Name	NULL
Last Name	Doe
Name Suffix	Sr.
Address	241 Farmer Way
City Name	Blaine
Region Code	MN
Postal Code	55014
Postal Code Extension	NULL
Country	USA
CNS Party Id	3245734

## **Filtering and Sorting Tips**

To sort the data so it displays each specific Lien Master and related lien filings, parties and collateral first sort by the Filing Number column and add another level to sort by the Original Filing County.

You can add column headers to make it easier to filter and sort the data. Insert a line right after the header and enter in column names, the data contained within each of the columns are listed below. Note: Do not select the header when sorting.

### ***Sort by Filing Number***

Within the data select the column that contains the Original Filing Number. Use the sort tool to sort by that particular column using the levels.

### ***By Debtor Name***

Alphabetically sort by the debtor's last name or organization name by selecting the column that contains that data. You can also filter to show a specific debtor name by selecting the filter function, click on the filter tool within the column and unselect all but the specific debtor to be displayed.

### ***Filtered by Lien Type***

There are two Lien Types: 1) Effective Financing Statement and 2) Statutory Lien Notices. The data can be filtered to view the data for a specific lien type. Once it is filtered it can be sorted by selected columns.

### ***Filtered by County Code***

If the data you are looking for is in a specific county or counties you can filter the results by those specific counties. Note: This also applies to Product Code.

Once the specified filter is applied, the data can then be sorted alphabetically by debtor last name or by organization name; by county; by crop year(s), and so on.

## Appendix II. CNS Party ID Number

Pursuant to *Minnesota Statutes* 336A.03, subd. 2(a)(4), Effective Financing Statements must contain the Social Security number (SSN) of the debtor(s), or, if the debtor is doing business other than as an individual, the taxpayer identification number (TIN).

The lien party and collateral information, including the SSN/TIN number is data entered into the Minnesota Business & Lien System (MBLS). Upon filing acceptance a CNS Party ID number is system generated from the input of the SSN/TIN provided by the filing party.

### **EXAMPLE:**

#### **Accurate Debtor Information Data Entered into MBLs:**

Individual: John Q Public, 123 Any Street, Winona, MN 55987 **SSN: 123-45-6789**

Business: John Public Farms Inc., 123 Any Street, Winona, MN 55987 **TIN: 41-1234567**

#### **Acceptance into MBLs with system generated CNS Party ID based on accurate SSN/TIN:**

Individual: John Q Public, 123 Any Street, Winona, MN 55987 **CNS Party ID: 12345**

Business: John Public Farms Inc, 123 Any Street, Winona, MN 55987 **CNS Party ID: 98765**

The Office of the Secretary of State (OSS) recommends that the best use of the CNS buyers list data you receive is to search for debtors by their actual name and address. This is because the SSN or TIN listed on the Effective Financing Statement for debtor(s) is not always listed correctly by the filing party, which results in the generation of a different CNS Party ID number for the same individual or business. This is no different, than under the prior system when the actual SSN/TIN was provided on the buyers list as inaccurate. The inaccurate SSN/TIN provided for the debtor(s) would have resulted in the need to search by name and address.

### **EXAMPLE:**

#### **Inaccurate Debtor Information Data Entered into MBLs:**

Individual: John Q Public, 123 Any Street, Winona, MN 55987 **SSN: 123-55-6789**

Business: John Public Farms Inc., 123 Any Street, Winona, MN 55987 **TIN: 41-1234566**

**Acceptance into MBLs with system generated CNS Party ID based on inaccurate SSN/TIN:**

Individual: John Q Public, 123, Any Street, Winona, MN 55987 **CNS Party ID: 22579**

Business: John Public Farms Inc., 123 Any Street, Winona, MN 55987 **CNS Party ID: 33699**

OSS has identified certain situations in which we recommend that you should not search on the ID number generated from the SSN/TIN but should search on other data, for example, by the name and address of the debtor/farm products seller. These situations occur when the following ID numbers appear for the debtor/farm product seller:

**68177**

**80246**

**95010**

These CNS Party ID numbers were generated when a SSN/TIN that is all zeros, all 9s, or eight zeros and a blank were entered into the system. When you see these ID numbers, or when any computer program you are using to make payments detects these ID numbers, you should determine the proper secured parties to place on the check or other payment as co-payees by searching by other data, for example, by the name and address of the debtor/farm products seller.

Please note that statutory liens filed with OSS are not required to contain a SSN/TIN. As a result, a CNS Party ID number will not be generated for debtor(s) where the filing party has indicated that the document is to be filed as a statutory lien.