

Tips for Searching the Tennessee Diversity Business Directory

These tips are provided as a convenience for UT employees. The Tennessee Diversity Business Directory is owned and managed by the State of Tennessee, not the University.

Navigate to the directory.

- Go to: <https://www.tn.gov/generalservices/procurement/central-procurement-office--cpo-/governor-s-office-of-diversity-business-enterprise--godbe--/diversity-business-enterprise-directory.html>.
- Click on the directory link in the middle of the page to open the directory.

Search by criteria.

- Enter criteria in the appropriate fields. Fewer criteria yield more results.
- Scroll to the bottom of the page and work through the reCAPTCHA fields. If asked to enter a code, manually type the code. The system will not recognize the code if you copy and paste it.
- Click “Search.”
- From the resulting list, click on the company’s certification type to view the company record.
- Click the print link in the upper right-hand corner to save the record as a PDF or to print it.

Download the entire directory.

- Scroll to the bottom of the page and work through the reCAPTCHA fields. If asked to enter a code, manually type the code. The system will not recognize the code if you copy and paste it.
- Click “Download the Entire Directory” and select “Download to CSV.” The CSV version is formatted for easier sorting and filtering capabilities. After downloading the file, save it as an Excel spreadsheet.
- Click “Okay” if there is a pop-up alert.

Tips for Easier Searching

- Delete rows 1-5. Sort by “Business Category,” then by “Business Activity.”
- To search for a specific item or service, highlight the “Capability” column and use Excel’s Conditional Formatting feature to highlight rows containing key words relating to the search.

The image shows a screenshot of the Microsoft Excel interface. The 'Conditional Formatting' menu is open, and the 'Text that Contains...' option is selected and highlighted. A blue arrow points to this option from above. Below the menu, a spreadsheet is visible with the 'Capability' column header highlighted in green. A second blue arrow points to this header from above. The spreadsheet lists various business categories such as 'ACCOUNTING SERVICES', 'ACCOUNTING AND AUDITING SERVICES', and 'FINANCE, INSURANCE & REAL ESTATE SERVICE INDUSTRY'.