Minority Supplier Membership Application Steps

MSD China

MBE Applicant

Start Evaluation Process

Fill in application form and pay registration fee

After completing the application form, the MBE applicant should send the form and other relevant documents to MSD China via mail and pay the RMB￥ 800 registration fee.

Submit application form

MBE Applicant

Confirm application documents

Evaluation of MBE application form and other documents

MBE evaluation staff review application form and other documents to check if all required documents have already been submitted.

MBE evaluation staff

Arrange field survey

Conduct Field survey

MBE evaluation staff personally visit MBE applicant and carry out field survey.

MBE Applicant

MBE evaluation staff

Arrange for the evaluation of the MBE by the MSD China Evaluation Committee

MSD China's MBE Evaluation Committee evaluates the application material

MBE Evaluation Committee evaluates the submitted application and field survey forms and decides whether the MBE applicant can be recommended to MSD China's Board.

MBE evaluation staff

MBE Evaluation Committee of MSD China

Arrange evaluation by MSD China's Board

Application is evaluated by the MSD China Board

Final vote by MSD Board Members will decide whether the MBE applicant passes the evaluation process.

MSD China Board of Directors

Approval or Rejection

The Vote by MSD Board Members will finally decide whether an MBE applicant can be considered for MBE certification status. MBE applicants will receive written notification and a formal minority supplier membership certificate valid for one year upon approval.

If rejected, MBE applicants will receive a written letter specifying the reason(s) for rejection and details on how to reapply for minority supplier membership certification.