Bonjour [XXX],

Encore une fois, je vous souhaite la bienvenue dans ce programme DSP.

Comme discuté avec Gabriella / Benoit, je suis ravi de prendre en charge l’étape d’onboarding avec vous.

Following you can find the first 3 steps needed to initiate the process.

1. Complete the Business Registration. *Please attach a certificate of registration.*
2. Get your VAT linked to the new company and send to us the number.
3. Provide the following information:

|  |  |
| --- | --- |
| **Company Name** |  |
| **Key contacts** (Please include all directors) |  |
| **E-mail address** |  |
| **Address** |  |
| **Contact number** |  |
| **Company Number** |  |
| **Title Within Business** (Please include all directors) |  |
| **VAT Number** |  |
| **Delivery Station** | XXX |
| **DSPi date** | XXX |
| **Estimated launch date** | XXX |

Once you have provided all of your company details as outlined above, the official contract will be raised and you will received an email from our Docusign system which will allow you to review the contract and complete with an electronic signature.

In order to give you a better understanding of the overall onboarding process and what will be needed for you to do in the next weeks, I am also adding a table in which you can find the milestones and goals to achieve in all the phases.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **#** | **Milestones** | **Goal** | **POC** | **Place** |
| **1** | **Administrative & Technical Onboarding** | **Company establishment, concluding final contracts, submitting required documents and setting up important accounts** | **Onboarding Team (Michela Proietti)** | **Virtual** |
| 2 | DSPi - | Theoretical Understanding about all the operative processes | DSP Development Manager (Amandeep Kaur) | Virtual |
| 3 | Operational Onboarding | DA recruiting and Vans | Business Coach (depending on station) | Virtual |
| 4 | Operational Experience Week – Practical | Practical implementation of all operative processes | Business Coach (depending on station) | Delivery Station |
| 5 | Launch | Routes, Branded Vans, Uniforms, Fuel cards | Business Coach (depending on station) | Delivery Station |
| 6 | Ramp-up | Expansion of vehicle fleet and number of drivers | Business Coach & Account Manager (depending on station) | Delivery Station |

I will be in touch with you in the next days, as previously mentioned in the call.

Please, come back to me as soon as you have all of the needed information.

Best regards,

Michela