

WELCOME TO MDC

UPON ARRIVAL

Before arrival
Where should I go?
My badge & Access
Accommodation
Dress code
Machine setup


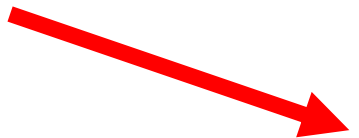
HELPUL INFO

Points of contact
Immigration
Amex/Forex
Mexican holidays

ABOUT MONTERREY

Monterrey
What to do
Services
Restaurants

BEFORE ARRIVAL

1. Book your **tickets**
2. Request your **credit card** (**important for your expenses in Mexico**)
3. Confirm **arrival dates** to Sergio A. Suarez from MDC
4. Raise your housing request [details](#) (2 weeks before your trip, make sure you get a confirmation email) 
5. Send [details](#) to local IT for your machine setup 

LINKS

- (1),(2) eTravel – [Plan Your Trip](#)
- (3) MDC Contact – [Sergio A. Suarez](#)
- (4) Housing team – [Irais K. Aguirre](#)
- (5) IT from Monterrey – [Mario Galán](#)

ATTACHMENTS - HOUSING DETAILS

Fill the form and send to the housing team. Please send your request **at least 2 weeks** prior to your arrival

Apartment Rental Questionnaire	
Enterprise ID	
Employee Number	
Level	
Nationality	
Accompanied by how many people	
Project	Cigna MDC
DTE	Accenture Technology
WBS	
Start and end date	

HOUSING - Housing Team
Irais K. Aguirre

Copyright 2017 Accenture. All rights reserved.

18

IT DETAILS

Fill the form and send to the IT team. Please send your request **at least 2 weeks** prior to your arrival

Machine setup details	
Name	
Accenture EID	
MID	
Employee #	
Arrival date	
Team	

CONTACT

IT for Monterrey - [Mario Galán](#)

Copyright 2017 Accenture. All rights reserved.

19

UPON ARRIVAL – MDC LOCATION

Accenture Mexico Delivery Center

Address - Oficinas en el Parque, Blvd. Antonio L. Rodríguez #1884, Col. Santa Maria, Monterrey

Phone – (01) 81 8048 0600

Work hours - 8:00am-5:30pm (1 hour lunch break). 43 hours per week

Google Maps - [Directions](#)



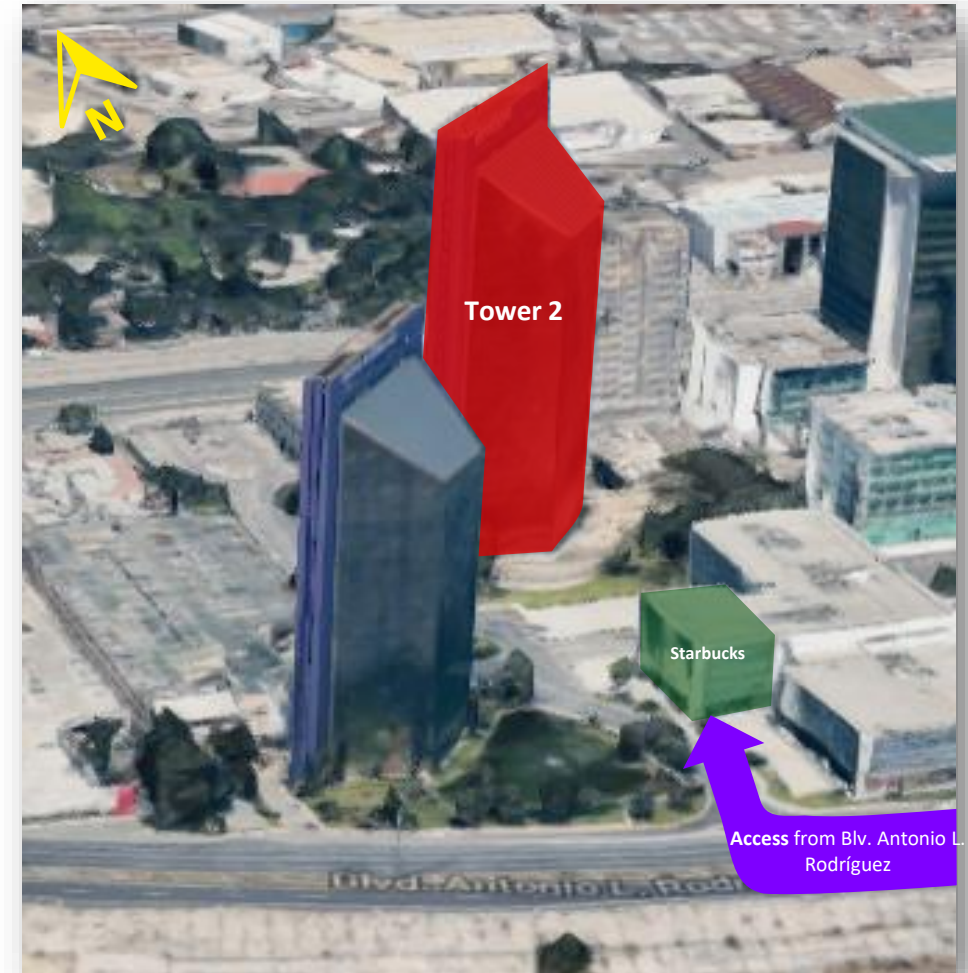
UPON ARRIVAL – MY BADGE & ACCESS

Upon arrival go to the lobby of tower 2 for a **temporary badge**, you'll need an ID

Go to Workplace at Tower 1, Floor 7 with Christian Taddei, she'll take your picture and give your badge later in the day

CONTACT

WORKPLACE - [Christian Taddei](#)



UPON ARRIVAL - ACCOMMODATION

P710 – Covered by Accenture, please let the housing team know when you plan on arriving so they can book your apartment. **Make sure you get a confirmation**, otherwise you'll need to book a hotel room.

GCP - While you are converted to GCP Accenture will cover your housing. Contact Alejandra for support and housing options

Please consider that you might be sharing an apartment with other team members

CONTACT

HOUSING - [Irais K. Aguirre](#)
GCP – [Alejandra Barbosa](#)

ATTACHMENTS - HOUSING DETAILS

Fill the form and send to the housing team. Please send your request **at least 2 weeks** prior to your arrival

Apartment Rental Questionnaire	
Enterprise ID	
Employee Number	
Level	
Nationality	
Accompanied by how many people	
Project	Cigna MDC
DTE	Accenture Technology
WBS	
Start and end date	

HOUSING - Housing Team
[Irais K. Aguirre](#)

UPON ARRIVAL – DRESS CODE

Women

- a) Blouses or shirts with neck
- b) Dresses (moderated, not above knee),
Jeans
- c) Neutral and discreet colors.
- d) Casual trousers (gabardine, cotton,
polyester or linen)
- e) Sport jacket, sweaters, (no stamping or
jean jackets)
- f) Casual shoes, boots, strappy sandals,
with heel

Men

- a) Shirts with neck, polos
- b) Neutral and discreet colors.
- c) Casual trousers or jeans
- d) Sport jacket, sweaters, (no stamping or
jean jackets)
- e) Shoes: moccasin, boots, etc. (no
sneakers or sandals)
- f) Moderate hair cuts

UPON ARRIVAL – MEXICAL CULTURE

Social tips

- a) Mexicans are warm and friendly (like most latinos).
- b) Men greet with handshake, women with a kiss on the cheek even if they have just met, after several meetings you may also be greeted with an embrace.
- c) Hispanics generally use two surnames, the first is the father's, and the second from the mother.
- d) Punctuality is not rigid **at social events**
- e) 15% tips are usually given at restaurants.

Cultural tips

- a) Mexican people care about personal image
- b) Shower everyday, cologne & perfume is used daily, clean cut hair and clean and iron clothes
- c) According to the SCA report, almost 90% of Mexicans shower at least once a day.
- d) Mexicans are highly collaborative and a collective culture
- e) Titles are important, but not everything, you can use first names.

UPON ARRIVAL – MACHINE SETUP

Make sure you have everything set and working

- Hardware – webcam, headphones, deskphone, keys
- Software – Access to your apps, working credentials, network
- You'll receive your phone code to your Accenture email

CONTACT

IT for Monterrey - [Mario Galán](#)
INFRA & SECURITY – [Sergio A. Suarez](#)

HELPFUL INFO – POINTS OF CONTACT

Name	Area	EID
Mario Galán	IT (software, hardware and network)	mario.d.galan.lara
Sergio A. Suarez	Infrastructure, Security and general inquiries	sergio.suarez.davila
Christian Taddei	Workplace (badge and Access to Bay)	c.taddei.dominguez
Irais K. Aguirre	Housing (requests, questions & payments)	irais.k.Aguirre hsa.housing
Alejandra Barbosa	Housing for GCP (help & questions)	a.barbosa.guerra
Jesús Daniel	Medical Insurance (questions, payments)	Jesus.daniel.flores.mora@anon.com
Joel Sanchez	Visa and permits (questions and help)	joel.e.sanchez.nunez
Raúl Lira	Workplace (facilities, lights, outlets, AC)	jose.lira.aleman

HELPFUL INFO – IMMIGRATION

P710

Business Visa, valid for up to 180 days, issued by the Mexican Consulate in India. Depending on the role, it can be extended for a total of 360 days (subject to approval)

CONTACT

People Mobility - [Joel Sánchez](#)
Portal - [People Mobility Portal](#)

GCP

Prior to getting your Work Visa, for the first 2-3 months you'll need a Business Visa.

During this time you will be considered P710 for housing and expenses.

If you have a valid US Visa, you will only need a Port of Entry letter upon arrival to Mexico.

HELPFUL INFO– MEXICAN HOLIDAYS

Date	Holiday	Applicable for
January 1st	New Year	Accenture SC, ATS, STPA
February 5th	Constitution Day	Accenture SC, ATS, STPA
March 19th	Birth of Benito Juárez	Accenture SC, ATS, STPA
April 15th-19th	Holy Week	Accenture SC, ATS
May 1st	Labor Day	Accenture SC, ATS, STPA
May 10th	Mothers Day	Accenture SC, ATS

[Accenture Policies](#)

Date	Holiday	Applicable for
September 16th	Independence Day	Accenture SC, ATS, ATS & STPA
November 18th	Mexican Revolution	Accenture SC, ATS, ATS & STPA
December 12th	Virgin Guadalupe's Day	Accenture SC, AT
December 24th	Half-day Christmas	Accenture SC, ATS & ATS
December 25-31th	Christmas Holiday	Accenture SC, ATS & HALF DAY (STPA)

When relocating as P710 you'll get your home country's holidays

ABOUT MEXICO

Mexico has a dynamic industrial base, vast natural resources, a wide-ranging service sector, and the world's largest population of Spanish speakers with 130 million people. It has a wide range of climates and is the 8th most visited country with a variety of touristic attractions.

Mexico is a democratic federation made up of 31 states, the capital is Mexico City. The currency is the Mexican Peso ([Exchange Rate](#))

Globe Smart - [Culture, Business Skills, Travel and General Info](#)



ABOUT MONTERREY

Monterrey is the second largest and third most populated city of Mexico with 4.4 million people. It's the industrial and economic epicenter on the north of Mexico, focused mainly in the commercial sector (62%).

Nuevo León is the 3rd richest region behind Mexico City and Estado de México and 2nd place on the Human Development Index at a national level





ABOUT MONTERREY – ATTRACTIONS

1. Museo del Acero – Museum
2. MARCO - Museum
3. Bioparque Estrella – Zoo
4. Paseo de Santa Lucía – Monterrey downtown
5. Bosque Mágico – Theme park
6. Pueblo de Santiago – Historic nearby town

Copyright 2017 Accenture. All rights reserved.





ABOUT MONTERREY – NATURAL PARKS

1. Estanzuela
2. Cola de Caballo
3. Grutas de García
4. Potrero Chico
5. Chipinque
6. Cerro de la Silla

Copyright 2017 Accenture. All rights reserved.



ABOUT MONTERREY - SERVICES

Mobile carriers

movistar

AT&T

telcel

Mobility apps

cabify

DiDi

UBER

taxify

ABOUT MONTERREY - RESTAURANTS

Restaurant	Type	Location
Curry Sultan	Indian Food	Google maps
Govinda	Vegetarian & Indian Food	Google maps
Tierra Libre	Vegetarian, Fresh Food	Google maps
Vegetarian	Vegetarian Food	Google maps
Trigo Limpio	Vegetarian Food	Google maps
EndZone Health Bar	Vegetarian Food	Google maps
TRUST Organic	Vegetarian, Fresh Food	Google maps
NectarWorks	Vegetarian, Fresh Food	Google maps

Yelp Recommendations - [LIST](#)

ATTACHMENTS - HOUSING DETAILS

Fill the form and send to the housing team. Please send your request **at least 2 weeks** prior to your arrival

Apartment Rental Questionnaire	
Enterprise ID	
Employee Number	
Level	
Nationality	
Accompanied by how many people	
Project	Cigna MDC
DTE	Accenture Technology
WBS	
Start and end date	

HOUSING - Housing Team
Irais K. Aguirre

IT DETAILS

Fill the form and send to the IT team. Please send your request **at least 2 weeks** prior to your arrival

Machine setup details	
Name	
Accenture EID	
MID	
Employee #	
Arrival date	
Team	

CONTACT

IT for Monterrey - [Mario Galán](#)

SOMETHING MISSING?

Go to [MyRequests](#)

Or reach out to [Sergio A. Suarez](#) for further help.