

In certain situations, however, it is necessary for posts to be involved. This is when the third option, cost-sharing, can be used. For more details on this option, go to the Horizons intranet site.

Cost-sharing normally requires that a formal agreement be signed between the Canadian company requesting the service and the post. However, for the specific purpose of buying bid documents, you can notify the Canadian company by fax or e-mail of the total costs, in Canadian dollars (including the courier fee). There is also a credit card form that you send them as an attachment. This form is the most efficient method for payment but it can only be used if the company is paying by credit card.

If they are not paying by credit card, then the following steps can be used. A Canadian company can pay by cash, cheque, or bank draft to the post or to Financial Services Division, SMFR, DFAIT, 125 Sussex Drive, Ottawa, K1A 0G2, fax: 613-995-0725. Once SMFR receives the required funds, a Commitment is set up and you are notified that the funds are available. You are also given the financial coding. The funds can then be accessed to purchase the documents and courier them directly to the Canadian companies.

**Companies want the post to make their hotel reservations so they can get a discount rate. Is there a best practice out there?**

Making hotel reservations for clients taxes our limited resources. That is why we do not offer this service. However, clients appreciate when posts can recommend



accommodation in the major cities of their territory.

If you have negotiated hotel discounts for visiting business people, let your clients know by providing them with a list



of hotels and instructions and advertising it on your post Web page. This is a Best Practice on Horizons that we recommend you follow.

## What's New on Horizons

- The TCS Signature to put on your documents and presentations
- Guidelines and assistance in using the TCS visual elements
- New list of countries covered by EAT
- The Business Mission Agreement is now downloadable.