

Edit a supply

This quick reference guide takes you through the steps to update the details of a supply on the Hinekōrako Supplier Portal. Before you read this guide, you should read one of the following three guides to familiarise yourself with the data you will be updating:

- The Supply Data quick reference guide.
- The Water Carriers Supply Data quick reference guide.
- The Planned Event Temporary Supply Data quick reference guide.

Whichever of the above documents is relevant to you is referred to throughout this guide as ‘the relevant Data quick reference guide’.

Regardless of which part of the supply, including its components or relationships, you want to update, you will step through the following screens, updating the details that need updating, before resubmitting the supply record:

- The Supply Details screen
- The Supply Components screen, except for supplies of type Planned Event Temporary Supplies, which do not have components.
- The Supply Relationships screen
- The Final Details screen

Each time you update a supply, Hinekōrako will check the supply to see:

- Whether any of the changes potentially contain profanity. This is a check we need to complete before updated details are displayed on the public register of supplies.
- Whether you have requested the suppression of any of the supply details from the public register. You can find out more about this option on the Taumata Arowai website [here](#).
- Whether you have made any changes that are of interest to Taumata Arowai, e.g. a significant change in the population served, a change of owner name or supply type.

If any of the above apply, the supply will have a status of *Submitted* until the Taumata Arowai check is complete, when it will move to a status of *Registered*. You cannot edit a supply that has a status of *Submitted*.

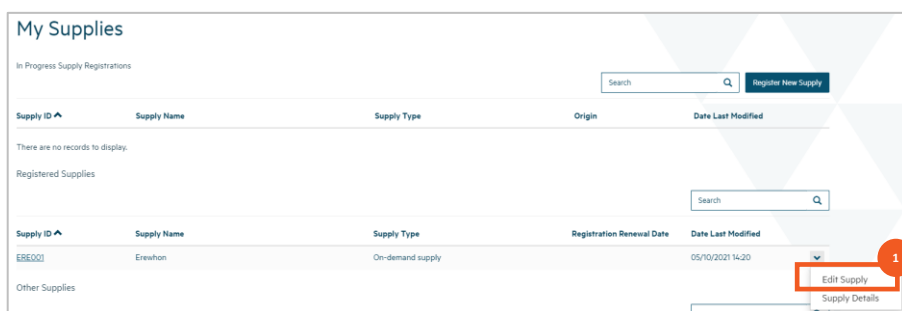
If none of the above applies, the submitted supply will, when Hinekōrako checking is complete, revert to the *Registered* status and the changes you made will be displayed on the public register, if the changes were to details that are included on the register. See Appendix C in the relevant Data quick reference guide for a list of details that will be shown on the register.

You can only edit a supply which has the status of *Registered* or *In Progress*.

A supply that has either been migrated from the Ministry of Health’s Public Register of Suppliers and has not yet been verified or a new supply being registered but has not yet been submitted has a status of *In Progress*. To find out how to continue the registration of a migrated supply see the *Confirm a Migrated Supply* quick reference guide.

Starting the process

Step	What to do
1	<p>Once you are logged in to the portal, find the supply you want to edit in the second list of supplies on the <i>My Supplies</i> home page: the <i>Registered Supplies</i> list.</p> <p>If the supply is not listed there, it may be because you do not have access to that supply. Contact your Supply Group Administrator or Taumata Arowai.</p> <p>To begin editing the supply, choose <i>Edit Supply</i> from the drop down menu at the end of the supply's row in the list. If <i>Edit Supply</i> is not available from the drop down menu it may be because you have not been assigned the rights make changes. Contact your Supply Group Administrator or Taumata Arowai.</p>



Step	What to do
2	<p>You will be taken to the first of several screens in the process of editing a supply.</p> <p>Review and update the details on this screen as required. The data available to be updated will depend on the Supply Type chosen. For guidance about this, or about any particular piece of data, refer to the relevant Data quick reference guide referred to in the introduction to this guide.</p> <p>When you have finished, click on the <i>Next</i> button.</p>

Step	What to do
3	<p>If there are any problems with the data you've updated, you'll stay on this screen and the problems will be listed at the top of the screen. If the problem relates to a single piece of data you can click on the link in the error message and be taken to that data field to correct the problem.</p> <p>The relevant Data quick reference guide will explain the requirements for each piece of data.</p>

Edit a Supply

ⓘ The form could not be submitted for the following reasons:

- Population Supplied is a required field.

Supply ID
ERE001

Supply Name *
Erewhon

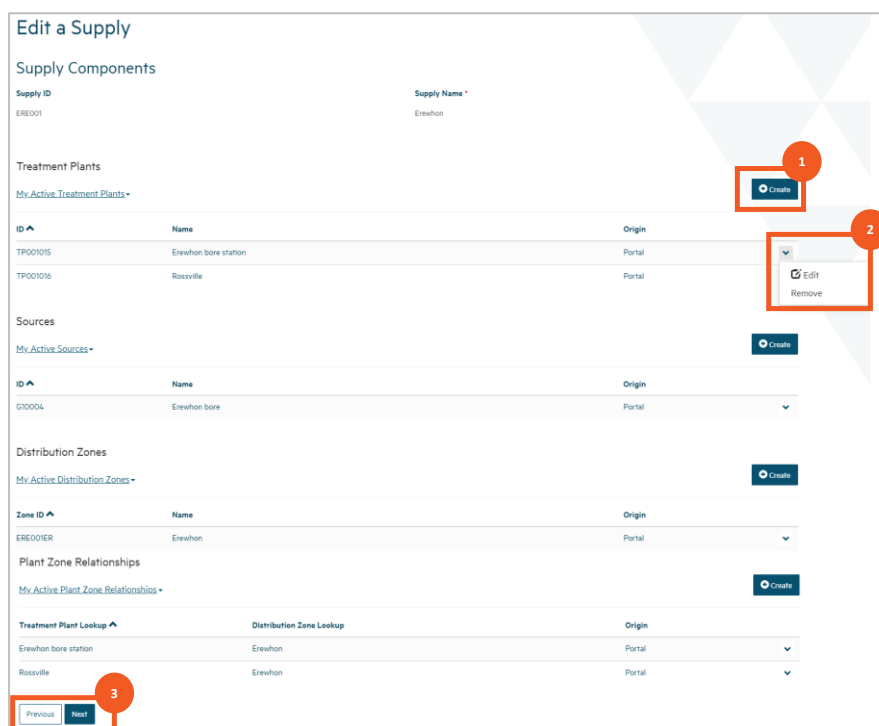
Supply Type *
On-demand supply

Ownership Type *
Territorial Authority

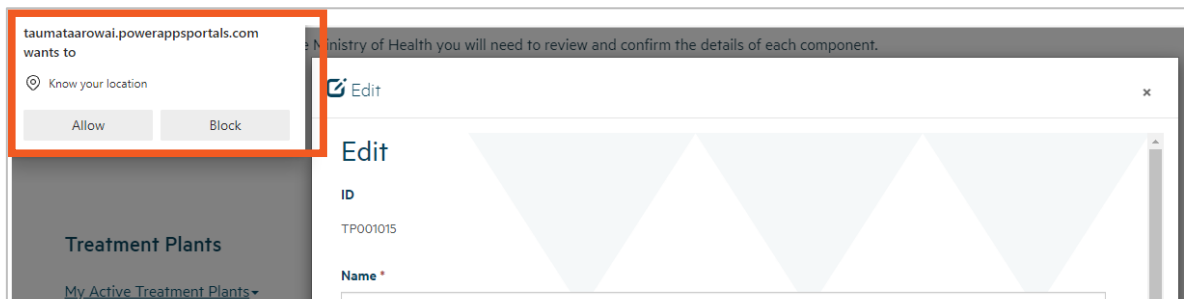
Population Supplied *

Edit supply components

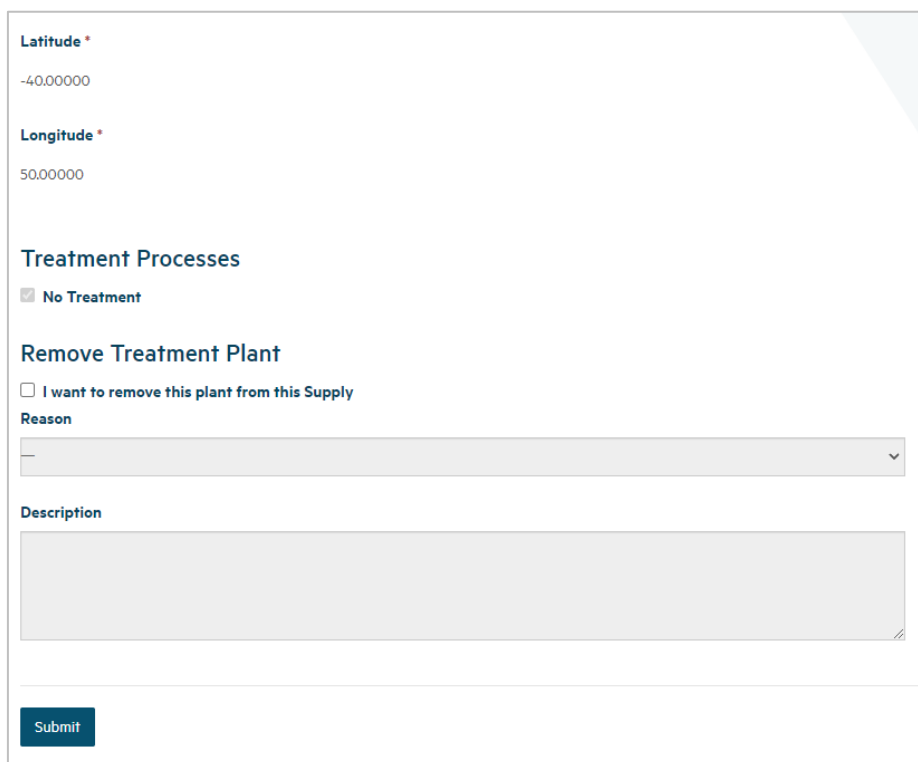
Step	What to do
4	<p>If there are no problems with the data, when you click <i>Next</i> you'll be taken to the <i>Supply Components</i> screen, unless the <i>Supply Type</i> is <i>Planned Event Temporary Supply</i>, in which case you'll be taken to the <i>Supply Relationships</i> screen (go to Step 8).</p> <p>On the Supply Components screen, depending on the type of supply, you can add or remove or update:</p> <ul style="list-style-type: none"> • The Treatment Plants used within your supply • The Sources used by your supply, i.e. the abstraction points at which you draw water for treatment, or in the case of Water Carrier Services or Linked Supplies, the other supplies you use as your sources. • The Distribution Zones by which you distribute the treated water to your consumers. • The relationships between Treatment Plants and Zones • The relationships between the Treatment Plants and Sources <p>Which components are required for which Supply Types is explained in the relevant Data quick reference guide.</p> <p>If your supply has only one Treatment Plant, the Plant/Zone relationships are automatically created for all your zones and are not displayed on the screen.</p> <p>You can update supply component details by:</p> <ol style="list-style-type: none"> 1. Clicking on the <i>Create</i> button above a component list to add a new component of that type. 2. Choosing the <i>Edit</i> or <i>Remove</i> option from the drop down menu at the end of a component's row in the list, to update the component's details or to remove the component. 3. When you've finished, clicking on the <i>Next</i> button will take you to the <i>Supply Relationships</i> screen. 4. If you click <i>Previous</i>, this will take you back to the <i>Supply Details</i> screen.



Step	What to do
5	<p>If you choose to create or edit a supply component, a screen will pop up where you can add or update the details for that component.</p> <p>If the details include the geocode location for the component, i.e. the coordinates that pinpoint its exact location, then one option is for you to indicate the location on a map. In that case, you may be prompted to allow Hinekōrako to know your current location. If you want to use the Hinekōrako map feature to identify component coordinates you must choose <i>Allow</i> for the map to work.</p> <p>If you choose <i>Block</i> and then change your mind you will need to go to your browser’s Location settings and remove the taumataarowai.powerappsportals.com address from your blocked sites, then reload the screen. It’s possible your workplace may block this option entirely and maps is not available to you.</p> <p>See Appendix B, How to use the map, of the relevant Data quick reference guide for instructions on how to use the map.</p>



Step	What to do
6	<p>If you choose to remove a component, a screen will pop up where you can:</p> <ul style="list-style-type: none"> • Check the component details so you are sure you are removing the correct component. • Provide a reason for the removal. • Confirm you wish to remove the component. <p>If you remove the component it will be removed from the list of components of that type. You can see removed components by clicking on the <i>My Active Treatment Plants</i>, for example, and then choosing <i>My Inactive Treatment Plants</i>. The inactive components will be listed. You cannot reactivate them yourself. If you want them to be reactivated, contact Taumata Arowai.</p>

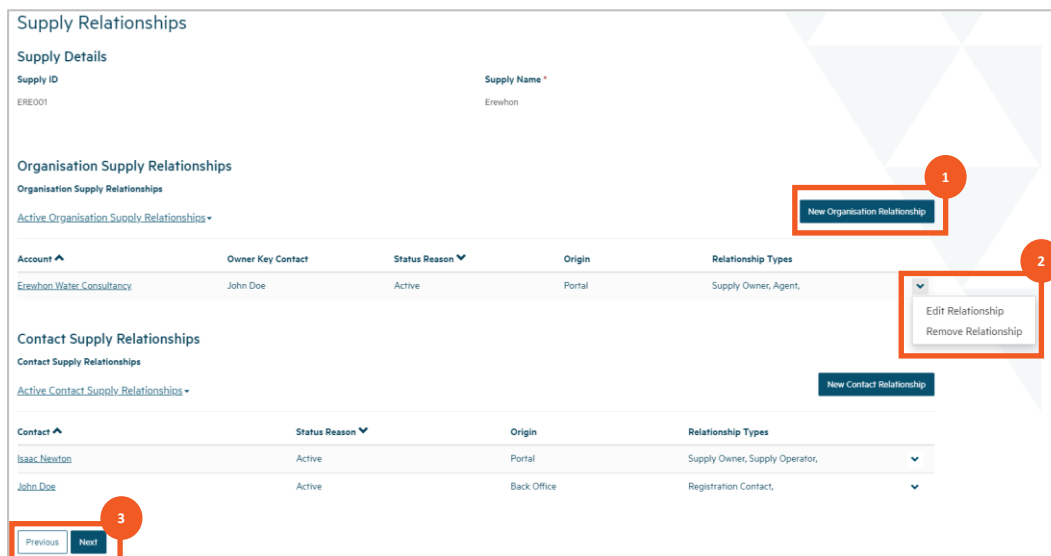



Treatment Plants	
My Inactive Treatment Plants	Create
My Active Treatment Plants	
My Inactive Treatment Plants	
Name	Origin
Erehwon holiday camp treatment station	Portal

Step	What to do
7	<p>Once you have completed any updates you want to make on this screen, click <i>Next</i>. The data will be checked and, if there are any problems, error messages will be shown at the top of the screen.</p> <p>If there are no problems with the data, you'll be taken to the <i>Supply Relationships</i> screen.</p>

Edit supply relationships

Step	What to do
8	<p>On the <i>Supply Relationships</i> screen, you can add or remove or update:</p> <ul style="list-style-type: none"> • The relationships that organisations have to your supply. • The relationships that individual people (also known as <i>Contacts</i>) have to your supply. <p>In doing so you can create new records of organisations or contacts or you can look up organisations or contacts that are already set up. If you are going to create a new contact record and you know they are part of an organisation that you haven't created yet, you should create the organisation record first. When creating the relationship record you can indicate one or more relationship types, e.g. owner, operator, agent. The relationship types may vary depending on the <i>Supply Type</i>. See the relevant Data quick reference guide for details of the data able to be captured for the relationship as well as the records of organisations and contacts.</p> <p>If you are a Supply Group Administrator and you want to enable a person to access Hinekōrako but to only be able to see a subset of the supplies you administer, you can give that person a Hinekōrako role which means they can only see the supplies they, as a Contact, have a Supply Relationship with. If you are a Supply Administrator, your access to supplies is restricted to those you have a Supply Relationship with, the users you manage are only those that have a Supply Relationship with a supply you have a Supply Relationship with and any role you give them will only allow them to access the supplies they have a Supply Relationship with. For more information, see the <i>Supply Groups and Hinekōrako User Roles</i> quick reference guide on our website here.</p> <p>This is also where you can update the details of an organisation or contact that has a relationship with your supply. For example, if an organisation's physical address or a contact's phone number has changed, you can come to this section of any supply they have a relationship with, choose to edit the relationship and then choose to edit the details for the organisation or contact. Any changes to an organisation or contact only need to be made once. If you open a relationship with a different supply for the same organisation or contact you will see their details have been updated.</p> <p>You can update relationship and/or organisation and contact details by:</p> <ol style="list-style-type: none"> 1. Clicking on the <i>New Organisation Relationship</i> or <i>New Contact Relationship</i> button above a relationship list to create a new relationship of that type. 2. Choosing the <i>Edit</i> or <i>Remove</i> option from the drop down menu at the end of a relationship's row in the list, to update the relationship's details or to remove the relationship. 3. When you've finished or if you don't need make any changes here, click on the <i>Next</i> button to go to the <i>Final Information</i> screen. 4. If you click <i>Previous</i> this will take you back to the <i>My Supplies</i> screen.



Step	What to do
9	<p>If you choose to create a new relationship, you'll be taken to a screen where you can provide the details for that relationship.</p> <p>If the relationship is for an organisation and that organisation already has a relationship with one of your other supplies you'll be able to select that organisation for the new relationship. If it does not, you'll be able to create a record of the new organisation. If you indicate that the organisation is an owner of your supply you must also create a record of a contact who will be the key contact for that organisation.</p> <p>If the relationship is for a contact, you can choose to associate that person with an organisation, but the record of the organisation must already exist.</p> <p>See the relevant Data quick reference guide for the data able to be provided for the records of the relationship, organisation and contact.</p> <p>As you add an organisation and/or a contact to the relationship all of their details are shown, which can make the screen very long. If you scroll down, the <i>Previous</i> and <i>Submit</i> buttons are at the very bottom.</p>

Relationship Type

- Supply Owner
- Supply Operator
- Agent
- Other

Relationship Details

Organisation *

Erewhon Water Consultancy

Create Organisation

Edit

Organisation Details

Trading Name

—

NZBN

—

Email

info@erewhonwaterconsulting.co.nz

Main Phone

+6412345678

Physical Address

Physical Address: Street 1

1 Test Street

Physical Address: Street 2

—

Step	What to do
10	<p>If you choose to edit an existing relationship, whether to change the relationship details or the details of the organisation or contact the relationship is with, you'll be taken to a screen where you can update the details for that relationship and choose to edit the organisation or contact.</p> <p>If you click on the <i>Edit</i> button above the organisation or contact details you'll be taken to a separate screen where you can update those details. Clicking <i>Previous</i> or <i>Submit</i> from there will bring you back to the <i>Edit Relationship</i> screen, with the details updated if you clicked <i>Submit</i>. Clicking <i>Previous</i> or <i>Submit</i> on the <i>Edit Relationship</i> screen will take you back to the <i>Supply Relationships</i> screen, with the details updated if you clicked <i>Submit</i>.</p> <p>See the relevant Data quick reference guide for the data able to be provided for the records of the relationship, organisation or contact.</p> <p>As you add an organisation and/or a contact to the relationship all of their details are shown on the <i>Edit Relationship</i> screen, which can make the screen very long. If you scroll down, the <i>Previous</i> and <i>Submit</i> buttons are at the very bottom.</p>

Edit Relationship screen showing details that can be updated and a button to edit the organisation itself

Relationship Type

- Supply Owner
- Supply Operator
- Agent
- Other

Relationship Details

Organisation *

Erewhon Water Consultancy

Create Organisation

Edit

Organisation Details

Trading Name

—

NZBN

—

Email

info@erewhonwaterconsulting.co.nz

Main Phone

+6412345678

Edit Organisation screen

Edit Organisation

Update the details for the organisation as required. This will change the organisation details across all of the supplies the organisation has a relationship with.

If the organisation was migrated as part of your supply, please review the migrated information and then tick the confirm organisation details box before submitting.

Edit

Account Information

Organisation Name *

Start typing in the updated name of the organisation. Names of matching organisations that are on the NZ Business Number register will be listed. Either select the organisation you require from the list or enter the organisation name you require.

Trading Name

NZBN

Email

Phone *

Step	What to do
11	<p>If you choose to remove a relationship, a screen will pop up where you can :</p> <ul style="list-style-type: none"> Check the relationship details so you are sure you are removing the correct relationship. Provide a reason for the removal. Confirm you wish to remove the relationship. <p>If you remove the relationship it will be removed from the list of active supply relationships. You can see removed relationships by clicking on the <i>Active Organisation Supply Relationships</i>, for example, and then choosing <i>Inactive Organisation Supply Relationships</i>. The inactive relationships will be listed. You cannot reactivate them yourself. If you want them to be reactivated, contact Taumata Arowai.</p>

Remove Relationship

Remove Relationship

Remove Relationship Reason

Reason Description

Step	What to do
12	<p>Once you have completed any updates you want to make on the Supply Relationships screen, click <i>Next</i>. As usual the data will be checked and, if there are any problems, error messages will be shown at the top of the screen.</p> <p>If there are no problems with the data, you'll be taken to the <i>Final Information</i> screen.</p>

Edit final information

Step	What to do
13	<p>On the <i>Final Information</i> screen, depending on the type of supply you are registering, you can:</p> <ol style="list-style-type: none"> 1. Upload one or more documents related to the registration of your supply. 2. Indicate which, if any, Acceptable Solutions you have implemented. 3. Indicate if you are requesting suppression of any supply details. 4. When you've finished or if you don't need make any changes here, click on the <i>Submit</i> button to submit the supply registration information with updated details made on all the screens. <p>See the relevant Data quick reference guide for the data able to be provided on this screen.</p>

You have the option to upload any documents required to support your registration.

When registering a Planned Event Temporary supply you should upload your Drinking Water Safety Plan.

If different parts of your supply are owned or operated by different organisations or people, then you can upload documents about this to help us understand your structure.

If you have other information to support your registration then you can upload the relevant documents.

Documents

1 [Upload Document](#)

Title	Document Type	Document Attached	Document Modified On
Requirements Supplementary Info - Registration.docx	Complex Owner - Operator Document	Yes	17/11/2021 12:55

Final Information

Acceptable Solution *
 If you have adopted an acceptable solution for this supply, you will need to tick the box and then select the Drinking Water Acceptable Solution from the list that will be displayed.

No Yes

Spring or Bore Water Supply (<500 people)

Rural Agricultural Water Supply

You can request that some or all of the details of your supply are suppressed from the Public Register. If you tick the box below your registration will be put on hold until we receive a full suppression request from you. You can find out more about the circumstances under which suppression will be granted and how to apply for suppression [here](#).

Request Suppression of details from Public Register **3**

4 [Submit](#)

Step	What to do
14	<p>To upload a document:</p> <ol style="list-style-type: none"> 1. Click on the <i>Upload Document</i> button. This will open a pop screen where you can provide the details of the document. 2. Choose the type of document. Choose <i>Registration Supporting Document</i> if no other type fits. 3. Optionally provide a description of the document if you think it will help us understand its contents better. 4. Click choose file and then browse your files to find and upload the one you want to add. There are certain file types we will not allow you to load for our security and you cannot load files larger than 125Mb. 5. Click <i>Submit</i>.

Documents

1 [Upload Document](#)

Title	Document Type	Document Attached	Document Modified On
Owner operator structure for Erewhon supply.pdf	Complex Owner - Operator	Yes	06/10/2021 15:14

The 'Create' form includes the following elements:

- 2**: Document Type dropdown menu (currently set to 'Complex Owner - Operator').
- 3**: Document Description text area.
- 4**: Attach a file section with a 'Choose File' button and a 'No file chosen' message.
- 5**: Submit button.

Step	What to do
15	<p>Once you've uploaded the first file you can repeat the process to add other documents, if need be, building up a list of documents. Before you submit the Final screen you are able to <i>Remove</i> the document if you no longer want it to be provided as part of your supply registration or you can <i>Edit</i> the record to change the document type.</p> <p>Once you've uploaded a document and submitted the <i>Final</i> screen you can view its details, but you cannot currently remove the document or update the document details. Choose <i>View Document Details</i> from the drop down list in at the end of the document's row.</p>

Title	Document Type	Document Attached	Document Modified On
Owner operator structure for Erewhon supply.pdf	Complex Owner - Operator	Yes	06/10/2021 15:14

Buttons: Upload Document, View Document Details

Edit/View

Title
Owner operator structure for Erewhon supply.pdf

Document Type
Complex Owner - Operator

Document Description
An explanation of which parties own and operate which parts of the Erewhon supply.

Note Text
[a.ray.agr](#)
 John Doe [Owner operator structure for Erewhon supply.pdf \(182.90 KB\)](#)

Step	What to do
16	<p>Once you have completed all the information on this screen and uploaded any documentation, click <i>Submit</i>. You'll be taken to a screen confirming your submission.</p> <p>You can return to the <i>My Supplies</i> screen by clicking the menu option at the top of the page.</p> <p>The supply you have updated will either be shown in the list of <i>Registered Supplies</i> or, if Taumata Arowai need to check your updates, in the list of <i>Other Supplies</i> with the status of <i>Submitted</i>. Sometimes the supply will be listed in <i>Other Supplies</i> with a status of <i>Processing</i> while the system finishes processing the information. You may need to refresh your screen (by clicking F5) to be able to see the supply in the list of <i>Registered Supplies</i>.</p>

Final Information

This is the final page in the registration process to register a new supply, edit an existing supply or confirm your migrated supply.

Once you submit this page you will receive a confirmation email.

Submission completed successfully. X

Managing an incomplete edit

Step	What to do
17	<p>If, at any stage in this process of updating your supply, you leave or are timed out after 15 minutes of inactivity, the supply will be saved with an <i>In Progress</i> status and will now appear in the first list on the <i>My Supplies</i> page.</p> <p>You can continue editing these supplies by choosing <i>Continue Registration</i> from the drop down list at the end of the supply row in the <i>In Progress Supply Registrations</i> list.</p>

In Progress Supply Registrations

The list below includes supplies migrated from the Ministry of Health which are not yet confirmed and submitted, as well as any new supply registrations not yet completed and submitted.

Search Register New Supply

Supply ID ^	Supply Name	Supply Type	Origin	Date Last Modified	
ERE001	Erewhon	On-demand supply	Portal	08/10/2021 07:24	<div style="border: 1px solid orange; padding: 2px;"> View Supply Details Continue Registration </div>

Registered Supplies

Draft Lab Notifications

Search Create

Notification ID	Supply ID	Supply Name	Sample Location	Modified On	Submitted By	Status	
NOT-10000156				07/10/2021 08:08	Ziggy Stardust	Draft	<div style="border: 1px solid orange; padding: 2px;"> Delete Edit </div>