

Confirm a Migrated Supply

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Confirm a Migrated Supply Overview

This guide takes you through the steps to view and confirm the details of a supply in the Hinekōrako Portal.

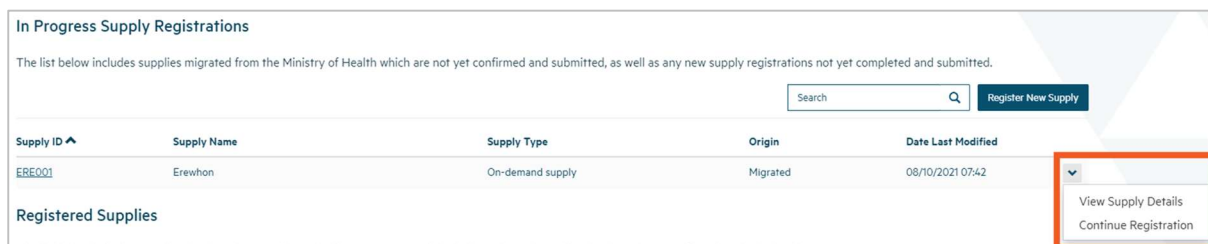
Before you start this process, please read this guide and watch the accompanying videos so you have all the required information for each of the sections that require completion.

When confirming a migrated supply, you will step through the following screens:

1. The initial Supply Details screen.
2. The Supply Components screen.
3. The Supply Relationships screen.
4. The Final Information screen.

Starting the Process

Step	What to do
1	<p>Once you are logged in to the portal, find the supply on the <i>My Supplies</i> home page, under the <i>In Progress Supplies Registrations</i> list.</p> <p>To begin confirming the supply details, choose <i>Continue Registration</i>, using the drop-down arrow.</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

Supply ID	Supply Name	Supply Type	Origin	Date Last Modified
EBE001	Erewhon	On-demand supply	Migrated	08/10/2021 07:42

Registered Supplies

View Supply Details
Continue Registration

Edit a Supply Screen

Please refer to the following video for onscreen guidance <https://youtu.be/M1PVQNUSwrs>

Step	What to do
2	<p>The first screen is <i>'Edit a Supply'</i>. Review the details on this screen as required. You must complete the <i>'Hāpori Type'</i>, <i>'Community Type'</i> & <i>'Ownership Type'</i> Fields.</p> <p>The fields to be updated will depend on your <i>Supply Type</i> (see the Edit a Supply Fields table below).</p> <p>When you have finished, click on the <i>'Next'</i> button.</p>

Edit a Supply

Hinekōrako currently holds supplies that have been migrated from the Ministry of Health's Public Register of Drinking Water Suppliers.

This is the first in a sequence of screens for confirming your migrated supply or editing your registered supply. If you edit a supply you must reconfirm the supply.

Before you start to edit or confirm your water supply, please read the guidance document to identify where you may need to do some prior research or gather information in order to complete this process.

Supply ID

SAR001

Supply Name *

Sarah Test 2

Supply Type *

On-demand supply

Ownership Type *

Individual

Population Supplied *

1

Community Name *

The information in this field will be used when consumers search the Public Register of Drinking Water Supplies. Enter the names of the communities, separated by commas, being provided with drinking water by your supply.

Testing community

Hāpori Type *

N/A

Hāpori Type Other Please Describe

Community Type *

Town

Region *

Consumers searching the Public Register for your supply can use this Region field to narrow down their search results. The Region you select also advises Taumata Arowai which Regional Council is responsible for the fresh water in your location.

Auckland

Territorial Authority *

Select the most relevant territorial authority that is responsible for fresh water in your area.

Auckland Council

Public Health Unit *

Select the most relevant Public Health Unit (part of District Health Boards) that is responsible for public health services where you provide water to.

Auckland Regional Public Health Service

Supply Area

Enter a link to a geospatial Web Feature Service showing the area serviced for this supply.

<https://dev.azure.com/TaumataArowai/Continuous%20Improvement%20Programme%20-%20Hinek%20-%20Drako%20BAU>

Supply Network

Enter a link to a geospatial Web Feature Service showing the pipe network of this supply.

<https://dev.azure.com/TaumataArowai/Continuous%20Improvement%20Programme%20-%20Hinek%20-%20Drako%20BAU>

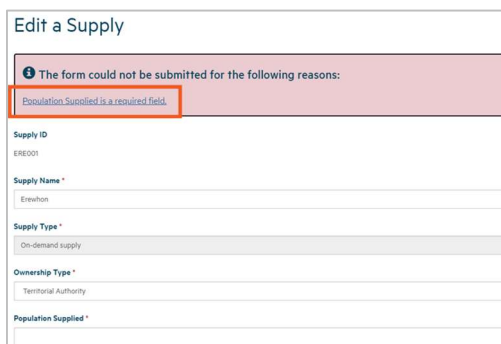
Next

Edit a Supply Fields Table

Field	Explanation
Supply Name <i>Mandatory field</i>	Describes the name of the supply. This field also allows you to change the name of your Supply.
Supply Type <i>Mandatory field</i>	<p>Choose one of the following:</p> <ul style="list-style-type: none"> On-demand supply Tricklefeed supply Water carrier supply Water carrier service Self-supplied building Community drinking water station Planned event temporary supply Linked supply <p>If you're unsure what type of supply you have, there is guidance on the Taumata Arowai website here.</p>

Field	Explanation
Hāpori Type <i>Mandatory field</i>	Multi select field. If this field does not apply select N/A.
Ownership Type <i>Mandatory field</i>	<p>Choose one of the following:</p> <ul style="list-style-type: none"> • Territorial Authority • Government Agency • Registered Company • Trust • Partnership • Sole trader / self-employed • Incorporated Society • Unincorporated Body • Individual • Other – describe <p>When Other is selected, you must describe the type of ownership.</p>
Population Supplied <i>Mandatory field</i>	Enter your estimate of the population you supply. Guidance on how to estimate population is available on our website here .
Community Name <i>Mandatory field</i>	This is where you record the names of the community or communities for which your supply provides drinking water. Please include all the names, separated by commas, which consumers might use when looking for your supply or supplies in your area.
Community Type <i>Mandatory field</i>	<p>Select the community type that best describes the community you serve. You can only select one, identify the community that is the primary purpose of your supply.</p> <p>When Other is selected, you must describe the type of community.</p>
Region <i>Mandatory field</i>	Select the region that your supply primarily serves.
Territorial Authority <i>Mandatory field</i>	<p>Select the Territorial Authority whose boundary your supply is in. If there is more than one, select the Territorial Authority whose boundary your supply is primarily in.</p> <p>Guidance on determining your local authority is available on our website here.</p>
Public Health Unit <i>Mandatory field</i>	<p>Select the Public Health Unit that looks after the communities your supply serves. If there is more than one, select the Public Health Unit that looks after the largest part of your population served.</p> <p>Guidance on determining your Public Health Unit is available on our website here.</p>

Step	What to do
3	<p>When complete select 'next' at the bottom of the screen.</p> <p>If there are any issues with the data have provided, these will be listed at the top of the screen in red.</p>



Confirm Supply Components Screen

Please refer to the following video for on screen guidance <https://youtu.be/KNDi3Ajm1OI>

Step	What to do
4	<p>On the <i>Supply Components</i> screen, depending on the type of supply, you can add, remove, update or confirm (Refer to 'Confirm/Manage Components' to confirm details and proceed to the next screen):</p> <ul style="list-style-type: none"> The Treatment Plants used within your supply. The Source abstraction points used by your supply, i.e., the abstraction points at which you draw water for treatment as we are requesting specific information on where the source water is abstracted from e.g. Lower Huia Dam, Waikato Street Bore and as well as the name we need the geocode location. In this case we are requesting specific info about the point of abstraction. The Distribution Zones by which you distribute the treated water to your consumers The relationships between the Treatment Plants and Zones The relationships between the Treatment Plants and Sources <p><i>*If your supply has only one Treatment Plant, the Plant/Zone relationships are automatically created for all your zones.</i></p>

Treatment plants

When you add or update a Treatment Plant, you are able to record the following data:

Field	Explanation
Physical Address <i>Optional field</i>	You can either start typing an address and then select it from the NZ Post lookup list or, if the address is not found, you can enter manually.
Geocode location <i>Mandatory field</i>	<p>We need map coordinates for the Treatment Plant. You can choose how you want to provide these coordinates by firstly choosing the coordinate type and then you:</p> <ol style="list-style-type: none"> Enter the Latitude (between -34.0 and -51.0) and Longitude (-177.0 and 179.0) coordinates. Enter the NZTM Easting (between 1087000 and 2974000) and Northing (between 4737000 and 6214000) coordinates. Pinpoint the location on a map.
Treatment Processes <i>Mandatory field</i>	<p>You can indicate which treatment process/es are used in the plant to treat drinking water or indicate that no treatment processes are used.</p> <p>At least one treatment process, or No Treatment, must be chosen.</p>

Step	What to do
4.1	When you have added the treatment plant select 'submit' at the bottom of the screen.

Enter the details of your treatment plant on this screen. You need to create at least one treatment plant for your supply.

Name *

North Branch Treatment Plant

Physical Address

Address Search

Start typing in the physical address for your treatment plant. Addresses that match the entered information will be listed. Either select the address you require or, if the address is not listed, enter the address details in the address fields below.

Search Address information.

Street 1

Geocode Location

Coordinates Type

The location of your treatment plant can be provided by entering in latitude / longitude, eastings & northings (NZTM) or by placing a pin on a map. Choose the format you would like to use.

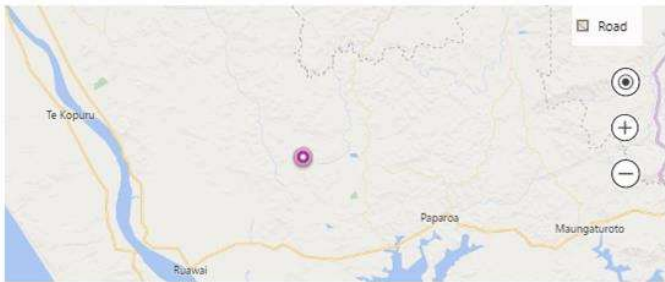
☐ Latitude/Longitude ☒ Map ☐ NZTM

Map Latitude *

-36.0591155382606

Map Longitude *

174.1183235466555



Treatment Processes

Select one or more treatment processes. If you have no treatment process in place, select No Treatment.

☐ No Treatment

Filtration

☐ Gravity rapid sand or media filtration

☐ Pressure sand or media filtration

☐ Diatomaceous earth filtration

☐ Slow sand filtration

☐ Membrane filtration

☐ Cartridge filtration

☐ Bag filtration

Disinfection

☐ Chlorine dioxide

☐ Solid - Calcium hypochlorite

☐ Liquid - Sodium hypochlorite

☐ Chlorine gas

☐ MIOx

☐ Ozone

☐ Ultraviolet light (UV)

Other Methods

☐ Coagulation

☐ Flocculation

☐ Sedimentation

Other Treatment Processes

☐ Fluoridation

☐ Other treatment process

Sources

When you update or add a Source for all supply types (other than Linked Supply), you need to record the following data:

Field	Explanation
Name of the abstraction point <i>Mandatory field</i>	A name for the point at which you abstract water from the source.
Source Water Type <i>Mandatory field</i>	Select one of the following: <ul style="list-style-type: none"> • Bore • Spring • River, stream, creek • Lake • Roof
Bore depth (meters) <i>Mandatory field</i>	If you selected Bore as the Source Water Type this measurement is the length of the casing to the top of the uppermost screen. Further guidance is available on the our website here .
Geocode location <i>Mandatory field</i>	We need map coordinates for the Source. You can choose how you want to provide these coordinates in one of three ways by firstly choosing the coordinate type and then: <ul style="list-style-type: none"> • Enter the Latitude (between -34.0 and -51.0) and Longitude (-177.0 and 179.0) coordinates. • Enter the NZTM Easting (between 1087000 and 2974000) and Northing (between 4737000 and 6214000) coordinates. • Pinpoint the location on a map.
Location description <i>Mandatory field</i>	If geocode location coordinates are not provided for the location of the Source, you need to provide a detailed description of the location instead.

Step	What to do
4.2	When you have added the source select 'submit' at the bottom of the screen.

ID
5100051

Name of the abstraction point *

Source Water Type *

Geocode Location
Coordinates Type
The location of your source can be provided by entering in latitude / longitude, eastings & northings (NZTM) or by placing a pin on a map. Choose the format you would like to use.
☒ Latitude/Longitude ☐ Map ☐ NZTM
Latitude

Longitude

Location Description
Enter a description of the location of your source if you haven't provided a geocode location above.

Linked Supply Source

Step	What to do
4.3	If your supply is a 'Linked Supply', you will select one or more other supplies as your Source. Select 'Create' to add a source

Field	Explanation
Lookup Supply <i>Optional field</i>	When you choose to create a new Source for a Linked Supply, you can look up the supply by searching for the Supply ID or for text in the Supply Name. The public register of supplies is only populated as supplies are confirmed by their suppliers or new supplies are registered.
I cannot find the supply <i>Optional field</i>	If you cannot find the supply, it has either not yet been transferred to the Hinekōrako public register or it's because an unregistered supply is the source. If this is the case, select the 'I cannot find the supply' checkbox.
Please enter the name of the supply <i>Mandatory field</i>	If you have indicated that you cannot find the supply this field appears and must be completed. Enter the name of the supply you are using and, if you know it, the Supply Code from the Ministry of Health public register.

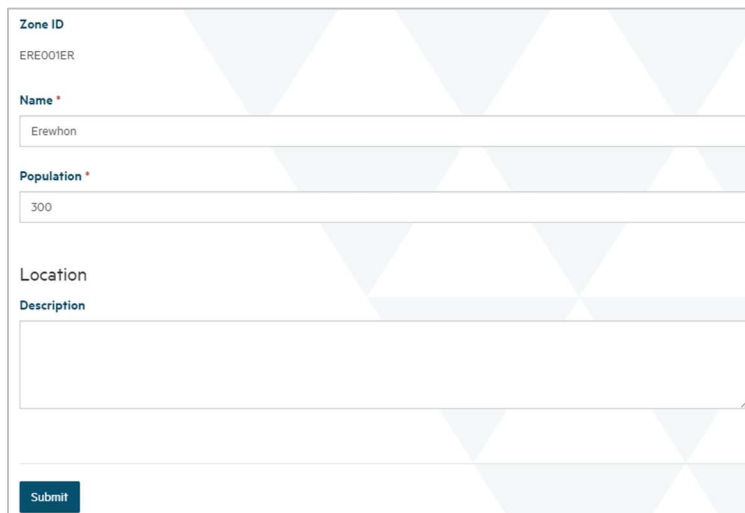
Step	What to do
4.4	Once the details have been added select 'submit' at the bottom of the screen.

Self-Supplied Building supplies do not have Distribution Zones recorded.

For all other supply types below, when you add or update a Distribution Zone, the following data is required.

- On-demand supply
- Tricklefeed supply
- Water carrier service
- Water carrier supply
- Community drinking water station
- Planned event temporary supply
- Linked supply.

Field	Explanation
Zone Id suffix <i>Mandatory field</i>	You can choose any two characters as a short code for the Zone. The short code must be unique to Zones within this supply. It will be added as a suffix to the Supply ID to create the Zone ID. You cannot change the suffix once you have created the Zone.
Name <i>Mandatory field</i>	The name you wish to call the distribution zone.
Population <i>Mandatory field</i>	This is the population for the Distribution Zone. For guidance on how to estimate population see the guidance on our website here .
Location description <i>Optional field</i>	Record a description of the location of the Zone. If you need to add additional shape files containing geocode data for the Zone this can be done on the final screen.



Zone ID
ERE001ER

Name *
Erewhon

Population *
300

Location
Description

Submit

Step	What to do
4.5	Once the details have been added select 'submit' at the bottom of the screen.

Plant/Zone Relationships

If you have only one Treatment Plant, you do not need to indicate the relationship between Treatment Plants and Zones.

When you have more than one Treatment Plant you need to explain which Plants serve which Zones.

When you add or update a Plant/Zone Relationship, you need to record the following data:

Field	Explanation
Treatment Plant Lookup <i>Mandatory field</i>	Select a Treatment Plant.
Distribution Zone Lookup <i>Mandatory field</i>	Select a Distribution Zone served by the Treatment Plant.

Step	What to do
4.6	Because the only information recorded is the Plant and the Zone, you cannot edit a Plant/Zone Relationship, only remove it and create a new one. Once the details have been added select 'submit' at the bottom of the screen.



Treatment Plant Lookup *

Distribution Zone Lookup *

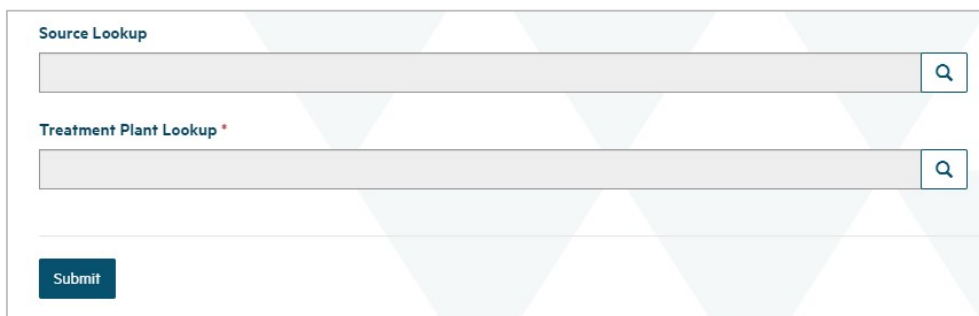
Submit

Plant/Source Relationships

Create relationships to show which Treatment Plants receive water from which Sources. With suppliers with only one source and one treatment plant the relationship between Source and Plant will be automatically created and hidden by default. For those with more than one Plant or Source to add a Plant/Source Relationship, you need to record the following data:

Field	Explanation
Source Lookup <i>Mandatory field</i>	Select a Source that has water treated by the Treatment Plant selected.
Treatment Plant Lookup <i>Mandatory field</i>	Select a Treatment Plant.

Step	What to do
4.7	<p>Because the only information recorded is the Plant and the Source, you cannot edit a Plant/Source Relationship, only remove it and if needed, create a new one.</p> <p>Once the details have been added select '<i>submit</i>' at the bottom of the screen.</p>



Confirm/Manage Components

Please refer to the following video for on screen guidance <https://youtu.be/62GCNgrfOoY>

Step	What to do
5	<p>You can manage your components 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> option from the drop-down menu at the end of a component row, to confirm the component's details. <i>All details of migrated components must be confirmed before you can proceed to the next screen.</i> 3. Choosing the <i>Remove</i> option from the drop-down menu at the end of a component row, to remove component that's not part of the supply.

Treatment Plants

[My Active Treatment Plants](#)

ID	Name	Origin
TP001015	Erewhon bore station	Migrated
TP001016	Rossville	Migrated

1

Create

2

Edit

Remove

3

Confirm Treatment Plant Details

No

No

Step	What to do
6	<p>If you choose to <i>edit</i> (confirm) or <i>create</i> a component, a screen will pop up to update the details for that component.</p> <p>You can confirm the details by:</p> <ol style="list-style-type: none"> 1. Reviewing the migrated details and updating them as appropriate. 2. Clicking on the confirmation checkbox at the bottom of the screen, e.g. <i>Confirm Treatment Plant Details</i>. <p>Click <i>Submit</i>.</p>

Edit screen with Confirmation Checkbox

Edit

ID
TP001015

1

Name *

Erewhon bore station

Physical Address

Address Search

Start typing in the physical address for your treatment plant. Addresses that match the entered information will be listed. Either select the address you require or, if the address is not listed, enter the address details in the address fields below.

Search Address Information...

Q

Street 1

Street 2

Geocode Location

Coordinates Type

The location of your treatment plant can be provided by entering in latitude / longitude, eastings & northings (NZTM) or by placing a pin on a map. Choose the format you would like to use.

☒ Latitude/Longitude
 ☐ Map
 ☐ NZTM

Latitude *

-34.000000

Longitude *

50.000000

Treatment Processes

Select one or more treatment processes. If you have no treatment process in place, select No Treatment.

☒ No Treatment

☐ Coagulation

☐ Gravity rapid sand or media filtration

☐ Flocculation

☐ Pressure sand or media filtration

☐ Sedimentation

2

3

☐ Confirm Treatment Plant Details *

Submit

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Step	What to do
7	<p>If you choose to remove a component, a screen will pop up where you can:</p> <ul style="list-style-type: none"> • Provide a reason for the removal • Confirm you wish to remove the component.

Latitude *

-40.00000

Longitude *

50.00000

Treatment Processes

☒ No Treatment

Remove Treatment Plant

☐ I want to remove this plant from this Supply

Reason

Description

Submit

Step	What to do
8	<p>Once you have completed and confirmed updates you want to make on this screen, click <i>Next</i> at the bottom of the screen.</p> <p>If there are any issues with the data or you have not confirmed a component an error message 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>

The form could not be submitted for the following reasons:

[Details for one or more treatments, plants and sources need to be confirmed.](#)

Supply Components

Supply ID **Supply Name ***

ERE001 Erewhon

Treatment Plants

[My Active Treatment Plants](#) **Create**

ID ^	Name	Origin	Confirm Treatment Plant Details
TP001015	Erewhon bore station	Migrated	No
TP001016	Rossville	Migrated	No

Confirm Supply Relationships Screen

Please refer to the following video for on screen guidance <https://youtu.be/pTt4raTDSck>

Step	What to do
9	<p>On the <i>Supply Relationships</i> screen, you can add/remove/update and confirm:</p> <ol style="list-style-type: none"> 1. The relationships that organisations have to your supply. 2. The relationships that individual people (<i>Contacts</i>) have to your supply. <p>You can confirm/update relationship, organisation and contact details by:</p> <ol style="list-style-type: none"> 1. Choosing the <i>Edit Relationship</i> option (using the down arrow) to confirm or update the existing organisation or individual. 2. Clicking on the <i>New Organisation Relationship</i> or <i>New Contact Relationship</i> button above a relationship list to add a new relationship. 3. Choosing the <i>Remove</i> option from the drop-down menu at the end of a relationship's row. <p><i>All migrated organisations and individuals must be confirmed before you can select 'Next' to move to the following page.</i></p>

Organisation Supply Relationships

Organisation Supply Relationships

Active Organisation Supply Relationships					New Organisation Relationship
Organisation Name	Owner Key Contact	Status Reason	Origin	Relationship Types	
C&C Water Supply	Clare Hislop	Active	Migrated	Supply Owner, Supply Operator	▼ Edit Relationship

Step	What to do
10	<p>If you choose '<i>Edit Relationship</i>' (confirms a relationship), you'll be taken to a screen where you can update the details.</p> <p>When confirming/creating the relationship record you need to indicate '<i>Relationship Types</i>' for an Organisation and an Individual.</p> <ul style="list-style-type: none"> • Organisation record at the minimum requires relationship types 'Owner' and 'Operator' to be ticked • Individual (contact) record requires at the minimum 'Overall Supply contact' & 'Registration Contact' to be ticked <p>If you click on the <i>Edit</i> button above the organisation or contact a separate screen will open to update those details.</p>

Relationship Types for an Organisation

Edit Organisation Supply Relationship

Update the relationship type(s) for the organisation as required and select Edit Organisation to ch

Organisation Edit

Relationship Information

Organisation or Individual *

Organisation

Relationship Type

- ☒ Supply Owner
- ☒ Supply Operator
- ☐ Agent
- ☐ Other

Relationship Types for an Individual

Edit Contact Supply Relationship

Update the relationship type(s) for the contact as required and select Edit Contact to cl

Individual Edit

Relationship Information

Organisation or Individual *

Individual

Relationship Type

- ☐ Supply Owner
- ☐ Supply Operator
- ☐ Agent
- ☒ Overall Supply Contact
- ☒ Registration Contact
- ☐ Employee
- ☐ Trustee
- ☐ Shareholder
- ☐ Director
- ☐ Other

Step	What to do
11	<p>If you click on the '<i>Edit</i>' button above the organisation or contact a separate screen will open to update those details.</p> <p>Work your way through the form.</p> <p><i>At the bottom of the screen is a check box where you need confirm the migrated organisation or contact then click 'submit' to save the change.</i></p>

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

Relationship Type
☐ Supply Owner
☒ Supply Operator
☐ Agent
☐ Other

Relationship Details
Organisation *
Start typing in the name of the existing organisation or select Create Organisation.
Witmersea Water Inc.

Edit

Organisation Details
Trading Name
—
NZBN
—
Email
—
Main Phone
+6423123123123

Edit Organisation screen, showing confirmation checkbox

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.

Erewhon Water Consultancy

Trading Name

NZBN

—

Email

info@erewhonwaterconsulting.co.nz

Phone *

+6412345678

☐ Confirm Migrated Details *

Step	What to do
12	<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>Scroll down the screen to the bottom to <i>Submit</i> the record.</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
13	<p>If you choose to remove a relationship, you can:</p> <ul style="list-style-type: none"> • Provide a reason for the removal • Confirm you wish to remove the relationship.

Remove Relationship

☐ Remove Relationship

Remove Relationship Reason

Reason Description

Step	What to do
14	<p>Once you have completed any updates on the Supply Relationships screen, click <i>Next</i> at the bottom of the page. If there are no problems with the data, you'll be taken to the <i>Final Information</i> screen.</p>

Confirm Final Information Screen

Please refer to the following video for on screen guidance <https://youtu.be/a3juxmE6ntU>

Step	What to do
15	<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 e.g. Drinking Water Safety Plans. 2. Indicate if you have implemented any 'Acceptable Solutions'. 3. Indicate if you are requesting suppression of any supply details from the Public Register (optional). <p>When complete click <i>Submit</i>.</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

Title	Document Type	Document Attached	Document Modified On ▼
There are no records to display.			

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

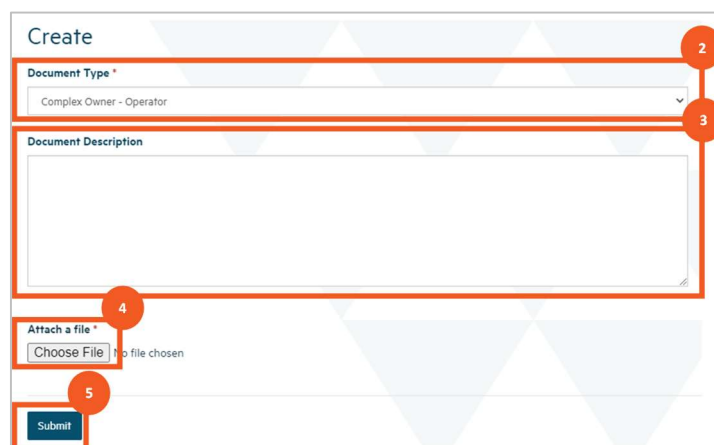
Request suppression of details from Public Register

You can request that some or all of the details of your supply are suppressed from the Public Register. If you select Yes, 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 in the [Request for Suppression of Information on the Public Register guidance document](#) on our website.

☒ No ☐ Yes

Step	What to do
16	<p>To upload a document:</p> <ol style="list-style-type: none"> 1. Click on the <i>Upload Document</i> button. 2. Choose the type of document. Choose <i>Registration Supporting Document</i> if no other type fits. 3. Provide a description of the document (optional). 4. Click Choose File and then browse your files to find and upload the document. Files larger than 30Mb will not upload. 5. Click <i>Submit</i>. <p>To add more documents, repeat the process.</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



Step	What to do
17	<p>Once you have completed this page and uploaded any documents, click <i>Submit</i>. You'll be taken to a screen confirming your submission.</p> <p>Note: Every time a successfully registered supply is updated using the 'Edit Supply' selection you will need to reconfirm the changed supply information so that the information is updated correctly to the public register.</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.

Step	What to do
18	<p>You can return to the <i>My Supplies</i> screen by clicking the menu option at the top of the page.</p> <p>Your supply may be briefly displayed in <i>Other Supplies</i> with a status of <i>Processing</i> after the workflow runs but will then move to <i>Registered Supplies</i> with a status of <i>Registered</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></p>

Other Supplies				
The list below includes supplies that have been submitted, but require further processing by Taumata Arowai. Refer to the guidance material on our website for further information. You can view but not edit these supplies.				
			Search	Q
Supply ID ^	Supply Name	Supply Type	Supply Status	Date Last Modified
CP5017	CP Supplies 23	On-demand supply	Processing	08/10/2021 10:39

Registered Supplies				
The list below includes supplies that have been registered with Taumata Arowai, including migrated supplies that have been confirmed and submitted.				
			Search	Q
Supply ID ^	Supply Name	Supply Type	Registration Renewal Date	Date Last Modified
CP5017	CP Supplies 23	On-demand supply	14/03/2023	08/10/2021 10:40

Incomplete Edit of the Registration Process/Screen Time Out

Step	What to do
19	<p>If, after completing entry of details on the <i>Supply Details</i> page, you leave any page in this process or you are timed out after 15 minutes of inactivity, the supply will be saved with an <i>In Progress</i> status and will appear in 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.</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.

Supply ID ^	Supply Name	Supply Type	Origin	Date Last Modified	
ERE001	Erewthon	On-demand supply	Portal	08/10/2021 07:24	<div> View Supply Details Continue Registration </div>

Registered Supplies