

Register a New Supply

(for all users except Read Only)

This quick reference guide takes you through the steps to register a new supply on the Hinekōrako Supply Portal. Before you read this guide, you should read one of the following three guides on the [Taumata Arowai website](#) to familiarise yourself with the data you will be updating:

- The **Supply data** quick reference guide.
- The **Supply data (Water Carrier Service)** quick reference guide.
- The **Supply data (Planned Event Temporary Supply)** 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*'.

You will step through the following screens, entering the required details for your supply, before submitting 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

When you submit the new supply on the *Final Details* screen, Hinekōrako will check the supply to see:

- If any of the details entered potentially contain profanity. This is a check we need to complete before the supply 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 in the **Guidance for requests to suppress information on the public register** on the [Taumata Arowai website](#).

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*. While the status is *Submitted*, you won't be able to make any changes to the supply.

If none of the above applies, the submitted supply will, when Hinekōrako checking is complete, be updated to the *Registered* status and the supply will be available for display on the public register. See **Appendix C** in the *relevant Data quick reference guide* on the [Taumata Arowai website](#) for a list of details that will be shown on the register for the supply – except for Planned Event Temporary Supplies which are not shown on the register. Once the supply has a status of *Registered* you are able to edit the supply to make any changes required.

A supply that is either migrated from the Ministry of Health's Public Register of Suppliers and has not yet been verified or a new supply that has not yet been submitted has a status of *In Progress*. To find out how to continue the registration of those supplies see the **Confirm a migrated supply (for all users except Ready Only)** or the **Edit a Supply** quick reference guide on the [Taumata Arowai website](#).

Starting the Process

Step	What to do
1	<p>Once you are logged in to the portal, choose <i>Register New Supply</i> on the <i>My Supplies</i> home page: the <i>Registered Supplies</i> list. If you cannot see the <i>Register New Supply</i> button, it may be that you have not been given the rights to register or update supplies.</p> <p>You can check this with your <i>Administrator</i>.</p>

My Supplies

Nau mai

Welcome to Hinekōrako

Hinekōrako is the self-service web portal for drinking water suppliers and laboratories, and the regulatory and intelligence platform for Taumata Arowai. It will be the primary channel for registration and management of drinking water supplies - allowing suppliers and laboratories to share information with Taumata Arowai.

Your supplies are listed below. From here, depending on your level of access, you can verify supplies migrated from the Ministry of Health's Public Register of Drinking Water Suppliers, edit supply registrations you have already submitted or register new supplies, including Planned Event Temporary Supplies.

If you don't have the access you expect or can't see the supplies you expect to see, contact your Supply Administrator or Taumata Arowai.

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
BLU001	Blue Waters Supply	Secondary supply	Migrated	18/11/2021 09:10

Step	What to do
2	<p>You will be taken to the first of several screens in the process of registering a new supply.</p> <p>Confirm and update, as required, your details as the <i>Registration Contact</i> on this screen. If the <i>Registration Contact</i> should be a different person, don't change the information on this screen. The correct <i>Registration Contact</i> can be added later in the process when <i>Supply Relationships</i> are created. For guidance about the data for this screen, refer to the <i>relevant Data quick reference guide</i> on the Taumata Arowai website, referred to in the introduction to this guide.</p> <p>When you have finished, click on the <i>Next</i> button. If there are no problems with the data, you'll be taken to the <i>Supply Details</i> screen.</p>

Register a Supply

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

Previously unregistered supplies do not have to be registered for some time yet. Please ensure you have spoken to Taumata Arowai about your reasons for registering a new supply.

This is the first in a sequence of screens for registering your supply. Guidance on who is responsible for registration and the information required to help water suppliers to complete an application to register a water supply can be found here. Before you start to register 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.

Event organisers who intend to supply drinking water to persons attending a planned event such as a festival, sports event, market day, dog trial event, or other organised event will also need to complete this application. Guidance on how to complete this application can be found here.

Create

Contact Information

Please note that these are your contact details. Please DO NOT update them with someone else's contact details. If you wish to make someone else the Registration Contact for this supply you can do that in the subsequent Supply Relationships page.

First Name *

Last Name *

Email *

Business Phone

Mobile Phone

Physical Address

Physical Address Search

✕ 🔍

Physical Address: Street 1 *

Step	What to do
3	<p>Enter details about your supply on this screen. The data available to be entered will depend on the <i>Supply Type</i> you choose. For guidance about this, or about any particular piece of data, refer to the <i>relevant Data quick reference guide</i> on the Taumata Arowai website, referred to in the introduction to this guide.</p> <p>When you have finished, click on the <i>Next</i> button. Clicking on the <i>Previous</i> button will return you to the <i>Registration Contact</i> screen.</p>

Supply ID

—

Supply Name *

Supply Type *

If you are unsure which supply type to choose please click here for more information.

Ownership Type *

Population Supplied *

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.

Community Type *

Select the primary type of community you are supplying drinking water to.

Region *

Select the most relevant region for your supply.

Territorial Authority *

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

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.

Previous

Next

Step	What to do
4	<p>If there are any problems with the data you've entered, 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 <i>link</i> in the error message and be taken to that data field to correct the problem.</p> <p>The <i>relevant Data quick reference guide</i> on the Taumata Arowai website will explain the requirements for each piece of data.</p>

The form could not be submitted for the following reasons:
 Population Supplied is a required field.

Supply ID

Supply Name *
 Beechtree Water Supply

Supply Type *
 If you are unsure which supply type to choose please click here for more information.
 On-demand supply

Ownership Type *
 Government Agency

Population Supplied *

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.
 Beechtree Village

Create Supply Components

Step	What to do
5	<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 7).</p> <p>On the Supply Components screen, depending on the type of supply, you can add:</p> <ul style="list-style-type: none"> • The <i>Treatment Plants</i> used within your supply • The <i>Sources</i> used by your supply, i.e. the abstraction points at which you draw water for treatment • The <i>Distribution Zones</i> by which you distribute the treated water to your consumers • The relationships between <i>Treatment Plants and Zones</i> • The relationships between the <i>Treatment Plants and Sources</i> <p>Which components are required for which <i>Supply Types</i> is explained in the <i>relevant Data quick reference guide</i> on the Taumata Arowai website.</p> <p>If your supply has only one <i>Treatment Plant</i>, the <i>Plant/Zone</i> relationships are automatically created for all your zones and are not displayed on the screen.</p> <p>You enter 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. When you've finished creating your supply components, clicking on the <i>Next</i> button will take you to the <i>Supply Relationships</i> screen. 3. If you click <i>Previous</i>, this will take you back to the <i>Supply Details</i> screen.

Register a Supply

This screen enables you to create the components of your supply.

Supply Components

Supply ID: BEE001 Supply Name *: Beechtree Water Supply

Treatment Plants

[My Active Treatment Plants -](#) Create

ID ^	Name	Origin
There are no records to display.		

Sources

[My Active Sources -](#) Create

ID ^	Name	Origin
There are no records to display.		

Plant Source Relationships

[My Active Plant Source Relationships -](#) Create

Source Lookup	Treatment Plant Lookup	Origin
There are no records to display.		

Distribution Zones

[My Active Distribution Zones -](#) Create

Zone ID ^	Name	Origin
There are no records to display.		

Step	What to do
6	<p>If you have created a component and you need to update details for the component or you have created the component by error, you can update details by:</p> <ol style="list-style-type: none"> 1. 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. 2. When you've finished, clicking on the <i>Next</i> button will take you to the <i>Supply Relationships</i> screen. 3. If you click <i>Previous</i>, this will take you back to the <i>Supply Details</i> screen.

Supply Components

Supply ID: BEE001 Supply Name: Beechtree Water Supply

Treatment Plants

[My Active Treatment Plants -](#) Create

ID ^	Name	Origin
TP001174	Beech Stream Treatment Plant	Portal

Sources

[My Active Sources -](#) Create

ID ^	Name	Origin
S100054	Beech Stream	Portal

Plant Source Relationships

[My Active Plant Source Relationships -](#) Create

Source Lookup	Treatment Plant Lookup	Origin
Beech Stream	Beech Stream Treatment Plant	Portal

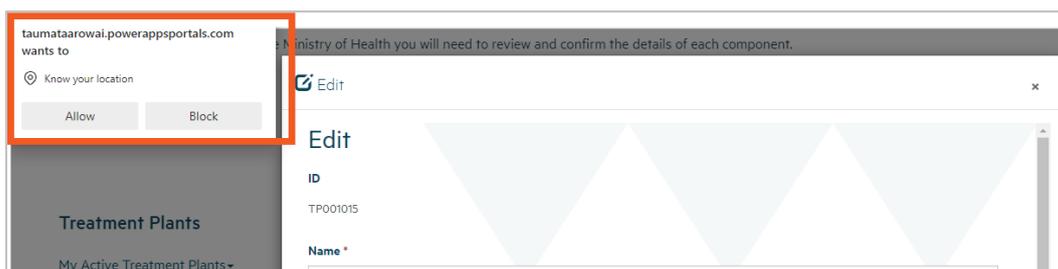
Distribution Zones

[My Active Distribution Zones -](#) Create

Zone ID ^	Name	Origin
BEE001AA	Beechtree Village	Portal

Previous Next

Step	What to do
7	<p>When 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 the Appendix B - How to use the map, of the <i>relevant Data quick reference guide</i> on the Taumata Arowai website for instructions on how to use the map.</p>



Step	What to do
8	<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>

Latitude *
-40.00000

Longitude *
50.00000

Treatment Processes
 No Treatment

Remove Treatment Plant
 I want to remove this plant from this Supply

Reason
—

Description
[Empty text area]

Submit

Treatment Plants

My Inactive Treatment Plants ▾

My Active Treatment Plants

My Inactive Treatment Plants

Create

Name	Origin
Erewhon holiday camp treatment station	Portal

Step	What to do
9	<p>Once you have completed entering your supply components, 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>Supply Relationships</i> screen.</p>

Add Supply Relationships

Step	What to do
10	<p>On the <i>Supply Relationships</i> screen, you can add:</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 for your other supplies. 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 <i>relevant Data quick reference guide</i> on the Taumata Arowai website, 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 <i>Supply Group Administrator</i> 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 <i>Contact</i>, have a <i>Supply Relationship</i> with. If you are a <i>Supply Administrator</i>, your access to supplies is restricted to those you have a <i>Supply Relationship</i> with, the users you manage are only those that have a <i>Supply Relationship</i> with a supply you have a <i>Supply Relationship</i> with and any role you give them will only allow them to access the supplies they have a <i>Supply Relationship</i> with. For more information, see the <i>Understand supply groups and user roles (for Supply Group Administrators and Supply Administrators)</i> quick reference guide on the Taumata Arowai website.</p> <p>When you look up and select an existing organisation or contact, you can also update the details already held for the organisation or contact. For example, if an organisation's physical address or a contact's phone number has changed, you can choose to create 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 create new relationships and/or organisations and contacts 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. When you've finished, click on the <i>Next</i> button to go to the <i>Final Information</i> screen. 3. If you click <i>Previous</i> this will take you back to the <i>My Supplies</i> screen.

Supply Relationships

Supply Details

Supply ID: ERE001 Supply Name: Erewhon

Organisation Supply Relationships

Active Organisation Supply Relationships

1 [New Organisation Relationship](#)

Account	Owner Key Contact	Status Reason	Origin	Relationship Types
Erewhon Water Consultancy	John Doe	Active	Portal	Supply Owner, Agent,

2 [Edit Relationship](#)
[Remove Relationship](#)

Contact Supply Relationships

Active Contact Supply Relationships

[New Contact Relationship](#)

Contact	Status Reason	Origin	Relationship Types
Isaac Newton	Active	Portal	Supply Owner, Supply Operator,
John Doe	Active	Back Office	Registration Contact,

3 [Previous](#) [Next](#)

Step	What to do
11	<p>When you choose to create a new organisation relationship, you'll be taken to a screen where you can provide the details for that relationship.</p> <p>If the organisation you are creating the relationship for already has a relationship with one of your other supplies, you'll be able to look up and select that organisation for the new relationship by typing in the organisation name and selecting it.</p> <p>If it does not already exist, you'll be able to create a record of the new organisation by clicking on the <i>Create Organisation</i> button. Clicking the <i>Create Organisation</i> button will display a new screen for you to enter the details for the organisation. Once you submit that screen you will be returned to the <i>Create Organisation Supply Relationship</i> screen.</p> <p>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. If the contact already has a relationship with one of your other supplies, you'll be able to look up and select that contact for the key contact for this supply by typing in the contact name and selecting it.</p> <p>If it does not already exist, you'll be able to create a record of the new contact by clicking on the <i>Create Contact</i> button. Clicking the <i>Create Contact</i> button will display a new screen for you to enter the details for the contact. Once you submit that screen you will be returned to the <i>Create Organisation Supply Relationship</i> screen.</p> <p>See the <i>relevant Data quick reference guide</i> on the Taumata Arowai website 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>

Create **Organisation Supply Relationship** screen where **Supply Owner** has not been selected as a **Relationship Type**, showing **Organisation** field and **Create Organisation** button

Create Organisation Supply Relationship

Select the relationship type(s) for the organisation and then lookup and select an existing organisation or create a new organisation.

Relationship Information

Organisation or Individual *

Organisation

Relationship Type

Supply Owner
 Supply Operator
 Agent
 Other

Relationship Details

Organisation *

Start typing in the name of the existing organisation or select Create Organisation.

Create Organisation

Previous

Submit

Create **Organisation Supply Relationship** screen where **Supply Owner** has been selected as a **Relationship Type**, showing **Organisation** field and **Create Organisation** button as well as **Owner Key Contact** field and **Create Contact** button

Create Organisation Supply Relationship

Select the relationship type(s) for the organisation and then lookup and select an existing organisation or create a new organisation.

Relationship Information

Organisation or Individual *

Organisation

Relationship Type

Supply Owner
 Supply Operator
 Agent
 Other

Relationship Details

Organisation *

Start typing in the name of the existing organisation or select Create Organisation.

Create Organisation

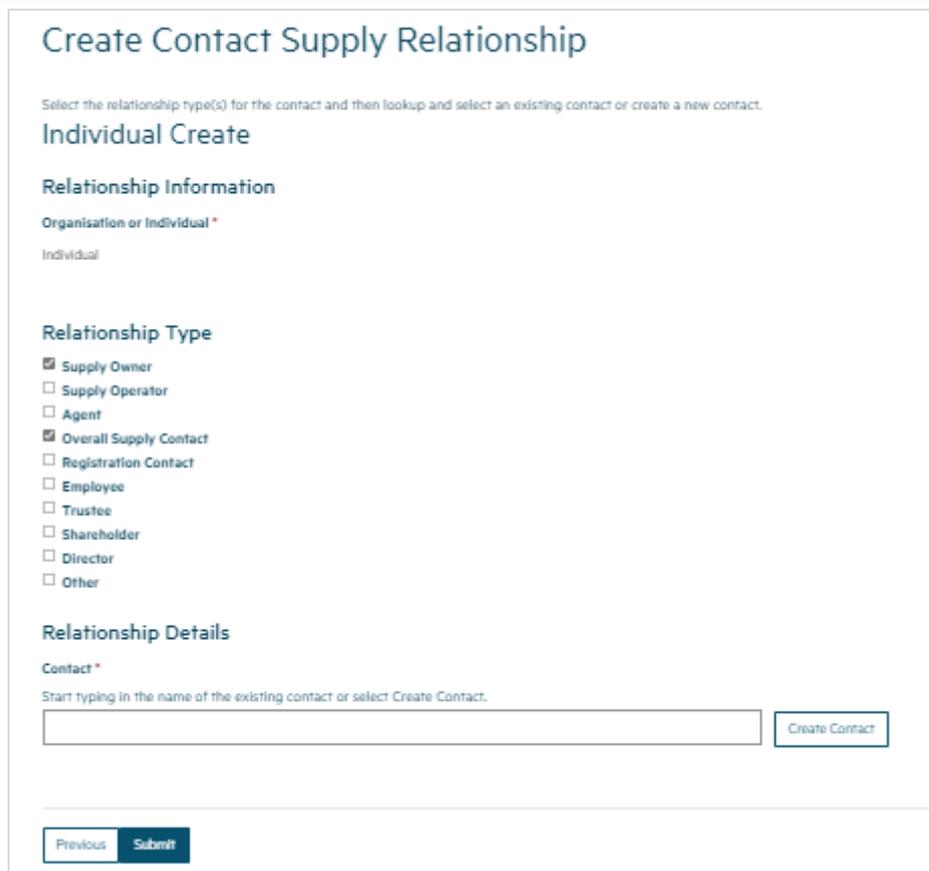
Owner Key Contact *

Create Contact

Previous

Submit

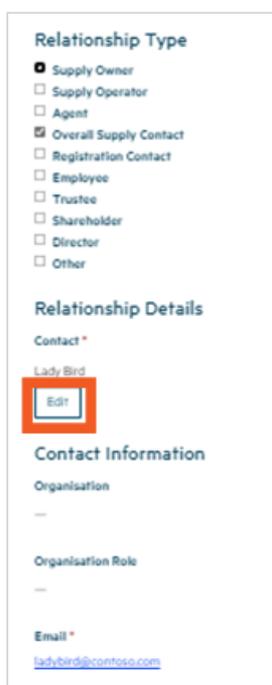
Step	What to do
12	<p>When you choose to create a new contact relationship, you'll be taken to a screen where you can provide the details for that relationship.</p> <p>If the contact you are creating the new relationship for already has a relationship with one of your other supplies, you'll be able to look up and select that contact for this supply by typing in the contact name and selecting it.</p> <p>If it does not already exist, you'll be able to create a record of the new contact by clicking on the <i>Create Contact</i> button. Clicking the <i>Create Contact</i> button will display a new screen for you to enter the details for the contact. Once you submit that screen you will be returned to the <i>Create Contact Supply Relationship</i> screen.</p> <p>See the <i>relevant Data quick reference guide</i> on the Taumata Arowai website 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>



Step	What to do
13	<p>Once you have created a relationship, you can choose to edit the relationship, whether to change the relationship details or the details of the organisation or contact the relationship is with. Choosing to edit a relationship will take you to a screen where you can update the details for that relationship and choose to edit the organisation or contact.</p>

Step	What to do
	<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 the details of the organisation or contact. Clicking <i>Submit</i> from there will bring you back to the <i>Edit Relationship</i> screen, with the details updated. 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 <i>relevant Data quick reference guide</i> on the Taumata Arowai website for the data able to be provided for the records of the relationship, organisation or contact.</p> <p>As you edit a relationship all of the organisation and/or a contact 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 contact itself



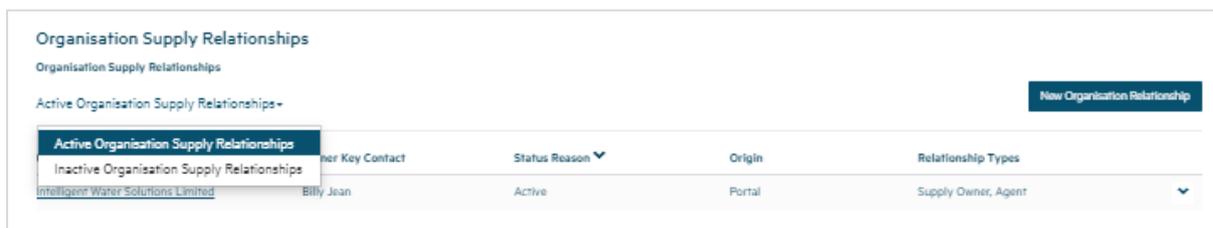
Step	What to do
14	<p>If you choose to remove a relationship you have created, a screen will pop up where you can:</p> <ul style="list-style-type: none"> • View and check the relationship details so you are sure you are removing the correct relationship. • Select the <i>Remove Relationship</i> checkbox • Provide a reason for the removal. • Submit the screen to remove the relationship

What to do	
Step	<p>If, after selecting the <i>Remove Relationship</i> option and viewing the details, you decide to not remove the relationship, you can click on the <i>Previous</i> button to be returned to the <i>Supply Relationships</i> screen.</p> <p>If you remove the relationship it will be removed from the list of 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>.</p> <p>The inactive relationships will be listed. You cannot reactivate them yourself. If you want them to be reactivated, contact Taumata Arowai. This applies to both organisation and contact relationships.</p>

Remove Relationship fields



Switching the view to see *Inactive Relationships*



Active Organisation Supply Relationships	Other Key Contact	Status Reason	Origin	Relationship Types
Inactive Organisation Supply Relationships				
Intelligent Water Solutions Limited	Billy Jean	Active	Portal	Supply Owner, Agent

What to do	
Step	<p>15 Once you have created the relationships for your supply, 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
16	<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, <i>Acceptable Solutions</i> you have implemented. 3. Indicate if you are requesting suppression of supply details from appearing on the public register. 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 the details entered on all the screens. <p>See the <i>relevant Data quick reference guide</i> on the Taumata Arowai website 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

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 or 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
17	<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 30Mb. 5. Click <i>Submit</i>.

Documents Upload Document ¹

Title	Document Type	Document Attached	Document Modified On
Owner_operator_structure_for_Erehwon_supply.pdf	Complex Owner - Operator	Yes	06/10/2021 15:14

Create

Document Type *
Complex Owner - Operator ²

Document Description ³

Attach a file *
Choose File | 0 file chosen ⁴

Submit ⁵

Step	What to do
18	<p>Once you've uploaded the first document you can repeat the process to add other documents, if need be, building up a list of documents.</p> <p>Once you've uploaded a document you can:</p> <ol style="list-style-type: none"> view its details by clicking the link in the <i>Title</i> column, remove the document record by choosing <i>Remove Document</i> from the drop down at the end of the row or update the document details by choosing <i>Edit Document Details</i> from the drop down at the end of the row. <p>If you upload the incorrect document, you will need to first choose <i>Remove Document</i> and then click on the <i>Upload Document</i> button to load a new document to fix the problem.</p>

Documents Upload Document

Title	Document Type	Document Attached	Document Modified On
Requirements Supplementary Info - Registration.docx ¹	Complex Owner - Operator Document	Yes	17/11/2021 12:55

Edit Document Details ²
Remove Document

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.day.agd](#)
 John Doe

[Owner operator structure for Erewhon supply.pdf \(182.90 KB\)](#)

Step	What to do
19	<p>Once you have completed all the final information and uploaded any documents, 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 <i>My Supplies</i> menu option at the top of the page.</p> <p>The supply you have registered will either be shown in the list of <i>Registered Supplies</i> or, if Taumata Arowai need to check the details of the registration, in the list of <i>Other Supplies</i> with the status of <i>Submitted</i>. Sometimes your new 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 <i>F5</i>) to be able to see the supply in the list of <i>Registered Supplies</i>.</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.
X

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.

Supply ID ^	Supply Name	Supply Type	Supply Status	Date Last Modified
CPS017	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

Supply ID ^	Supply Name	Supply Type	Registration Renewal Date	Date Last Modified
CPS017	CP Supplies Z3	On-demand supply	14/03/2023	08/10/2021 10:40

Managing an incomplete registration of a new supply

Step	What to do
20	<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 30 minutes of inactivity, the supply will be saved with an <i>In Progress</i> status and will 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

Registered Supplies

View Supply Details
Continue Registration

[Draft Lab Notifications](#) [Create](#)

Notification ID	Supply ID	Supply Name	Sample Location	Modified On ^	Submitted By	Status
NOT-10000156				07/10/2021 08:08	Ziggy Stardust	Draft

Delete
Edit