

## Confirm a Migrated Water Carrier Supply

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## Confirm a Migrated Water Carrier Supply Overview

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

*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.*

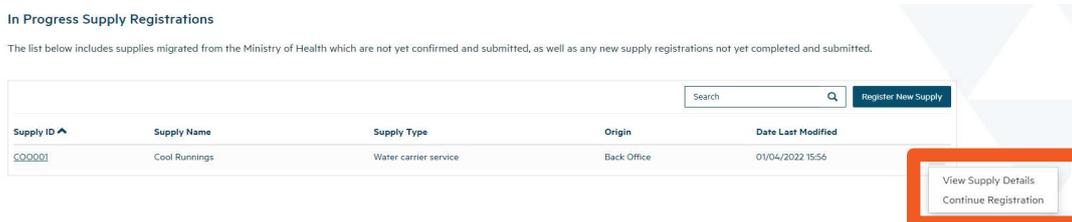
When confirming a migrated Water Carrier supply, you will step through the following screens:

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

### Starting the Process

Please refer to the following video for onscreen guidance <https://youtu.be/zoS7MNKPEXs>

Step	What to do
1	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.  To begin confirming the supply details, choose <i>Continue Registration</i> , using the drop-down arrow.



### Edit a Supply Screen

Step	What to do
2	The first screen is <i>'Edit a Supply'</i> . Review the details on this screen as required.

### Edit a Supply Fields Table

Field	Explanation
Supply Name <i>Mandatory field</i>	Describes the name of the water carrier service.
Supply Type <i>Mandatory field</i>	Choose one of the following: <ul style="list-style-type: none"> <li>• Water carrier service</li> </ul>
Hāpori Type	Multi select field. If this field does not apply to you select N/A.

Field	Explanation
<i>Mandatory field</i>	
Region <i>Mandatory field</i>	Select the region that you primarily service. Taumata Arowai will also use this information to determine the Regional Council for the community your supply serves.
Territorial Authority <i>Mandatory field</i>	Select the Local Authority district or city you service. If there is more than one, select the Local Authority district or city you primarily service. Guidance on determining your Local Authority is available on the <a href="#">Taumata Arowai website</a>
Public Health Unit <i>Mandatory field</i>	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. Guidance on determining your Public Health Unit is available <a href="#">here</a> .

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**  
MAS006

**Supply Name \***  
Mason Contractors Ltd

**Supply Type \***  
Water carrier service

**Hāpori Type \***  
Iwi × Hapū ×

**Hāpori Type Other Please Describe**

**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

Step	What to do
3	When complete select 'next' at the bottom of the screen Any problems with the data that need to be resolved before you move to the next screen, will be listed at the top of the screen in red.

**Edit a Supply**

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

- Population Supplied is a required field.

**Supply ID**  
E18000

**Supply Name \***  
Erewhon

**Supply Type \***  
On-demand supply

**Ownership Type \***  
Territorial Authority

**Population Supplied \***

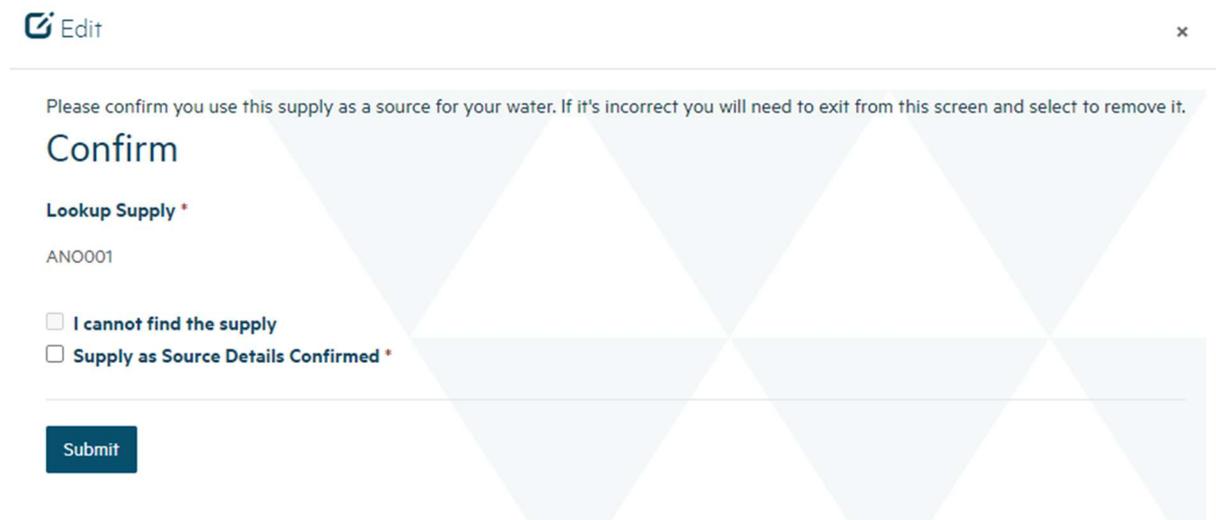
## Supply Components Screen

Please refer to the following video for on screen guidance <https://youtu.be/wO8SnWYIVyY>

### Confirming a Migrated Supply as a Source

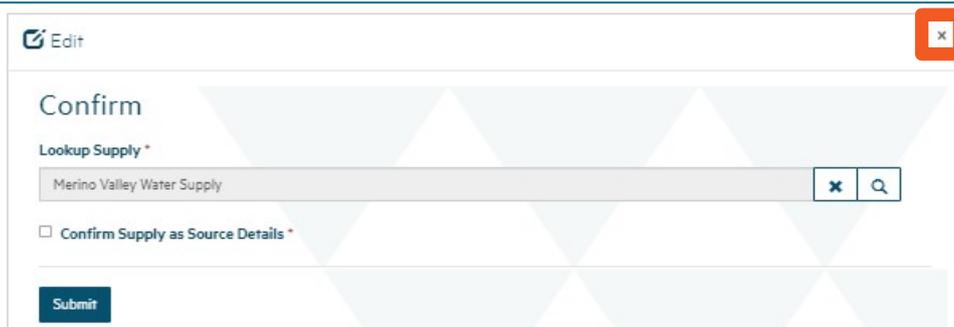
When your water carrier service has been migrated, source supplies may also have been migrated. You will need to confirm that the correct source supply has been migrated before you can move to the next screen.

Step	What to do
1	<p>If the supply displayed is correct, click in the <i>'Supply as Source Details Confirmed'</i> checkbox and then click <i>Submit</i>.</p> <p>This will take you to the main <i>'Supply Components'</i> screen where you can select <i>'Next'</i> to progress to the next screen when you have finished confirming/adding your source/s.</p>



### If the Migrated Supply is Incorrect

Step	What to do
2	<p>If the supply displayed is not correct, please use the small <i>'x'</i> in the top right corner to close this screen. This will return you to the <i>'Supply Components'</i> page where you can use the <i>'Remove'</i> option to remove this supply. You can then create the correct source in the steps below.</p>



### Edit a Supply

This screen lists the components of your supply. You can create new components, update existing components or remove components that are no longer part of your supply.  
 If your supply was migrated from the Ministry of Health you will need to review and confirm the details of each component.

#### Supply Components

Supply ID: WC00464      Supply Name \*: Karaka Bulk Water Ltd

#### Sources

My Active Sources - Create

Supply ID	Supply Name	Status	Supply Type	Supply not found on Register	Origin	Confirm Source Details
AUC003	Auckland	Active	On-demand supply		Portal	No

Remove

Description of Supplies not Found

## No Source is Migrated - Creating/Searching for a Source Supply

To provide details of one or more *Supplies* you source your water from follow the instructions below. You must select at least one *supply* as your source to progress from this page.

### Edit a Supply

This screen lists the components of your supply. You can create new components, update existing components or remove components that are no longer part of your supply.  
 If your supply was migrated from the Ministry of Health you will need to review and confirm the details of each component.

#### Supply Components

Supply ID: WC00464      Supply Name \*: Karaka Bulk Water Ltd

#### Sources

My Active Sources - Create

Supply ID	Supply Name	Status	Supply Type	Supply not found on Register	Origin	Confirm Source Details
There are no records to display.						

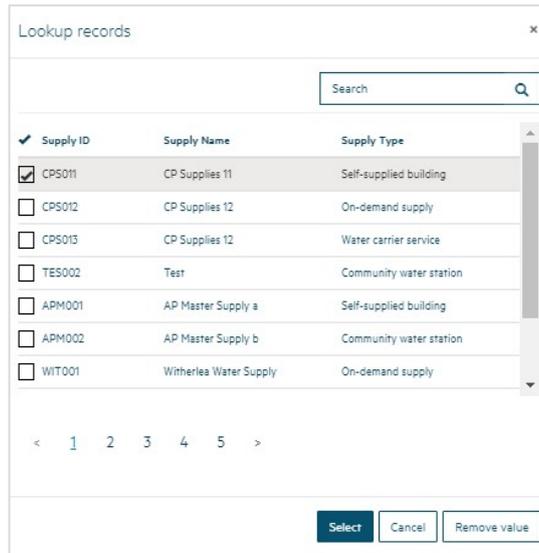
Description of Supplies not Found

Previous Next

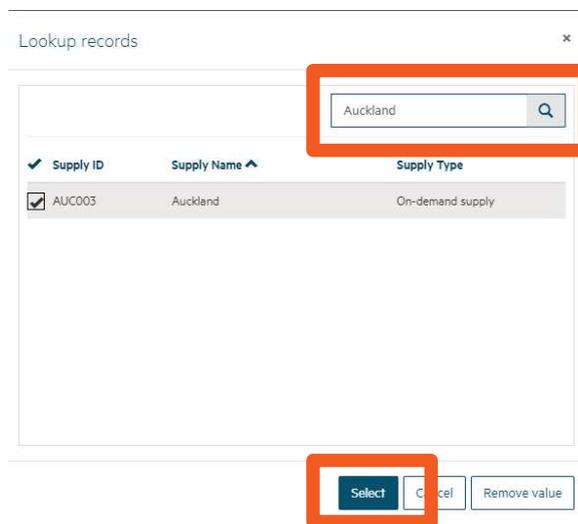
Step	What to do
3	To add a supply, select the 'Create' button. This will open a separate screen where you can look up the supply by selecting the magnifying glass icon.



Step	What to do
4	Another screen will open where you can look up records.



Step	What to do
5	Use the 'Search box' to type in the name of the source or the Supply ID and select the magnifying glass icon to return the applicable source Press the 'Select' box at the bottom of the screen.



Step	What to do
6	Once you have selected the source you will go back to the lookup screen when you can select 'Submit'.

Create

Click the magnifying glass to look up the supply you are searching for

Lookup Supply \*

AUC003

I cannot find the supply

Submit

Step	What to do
7	You will then return to the main 'Supply Components' screen where the source will be populated, and you can select 'Next' to move to the next screen.

This screen lists the components of your supply. You can create new components, update existing components or remove components that are no longer part of your supply.

If your supply was migrated from the Ministry of Health you will need to review and confirm the details of each component.

### Supply Components

Supply ID: BIG001      Supply Name \*: Big Blue Water Carrier Service

Sources

My Active Sources - Create

Supply ID ^	Supply Name	Supply Type	Supply not found on Register	Origin
BEE001	Beechtree Water Supply	On-demand supply		Portal

Description of Supplies not Found

Previous Next

## Cannot Find the Source Supply

Step	What to do
8	If you are unable to find the supply by searching for it in the steps above, select 'Create' from the main 'Supply Components' screen and check 'I cannot find the supply' box  Provide a detailed description of the supply and its location in the 'Please enter the name of the Supply' box, then select 'Submit'.

Create

Click the magnifying glass to look up the supply you are searching for

Lookup Supply

I cannot find the supply

Please enter the name of the supply \*

Submit

## Confirm Supply Relationships Screen

Please refer to the following video for on screen guidance <https://youtu.be/zsVP2rbBE18>

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



Step	What to do
2	<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"> <li>Organisation record at the minimum requires relationship types 'Owner' and 'Operator' to be ticked</li> <li>Individual (contact) record requires at the minimum 'Overall Supply contact' &amp; 'Registration Contact' to be ticked</li> </ul> <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 c

#### 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
3	<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.

Witherlea Water Inc.

**Edit**

**Organisation Details**

Trading Name

—

NZBN

—

Email

—

Main Phone

+64123124123423

**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.

**Trading Name**

**NZBN**

**Email**

**Phone \***

**Confirm Migrated Details \***

Step	What to do
4	<p>If you choose to select '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>

Step	What to do
5	<p>If you choose to 'remove' a relationship, you can:</p> <ul style="list-style-type: none"> <li>• Provide a reason for the removal.</li> <li>• Confirm you wish to remove the relationship.</li> </ul>

**Remove Relationship**

Remove Relationship

**Remove Relationship Reason**

**Reason Description**

Step	What to do
6	<p>Once you have completed any updates on the Supply Relationships screen, click 'Next' at the bottom of the page. If the data is complete, you'll be taken to the 'Final Information' screen.</p>

## Confirm Final Information Screen

Please refer to the following video for on screen guidance <https://youtu.be/eax9v7HL5fQ>

Step	What to do
1	<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"> <li>1. Upload one or more documents related to the registration of your supply e.g. Drinking Water Safety Plan.</li> <li>2. Indicate if you have implemented any ‘Acceptable Solutions’.</li> <li>3. Indicate if you are requesting suppression of any supply details from the Public Register (optional).</li> </ol> <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**

[Upload Document](#)

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

[Submit](#)

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

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

Create

**2** Document Type \*

Complex Owner - Operator

**3** Document Description

**4** Attach a file \*

Choose File No file chosen

**5** Submit

Step	What to do
3	Once you have completed this page and uploaded any documents, click <i>Submit</i> . You'll be taken to a screen confirming your submission.  <b>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.</b>

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

Step	What to do
4	You can return to the <i>My Supplies</i> screen by clicking the menu option at the top of the page.  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> .

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

Supply ID	Supply Name	Supply Type	Supply Status	Date Last Modified
CP5202	CP Supplies 25	On-demand supply	Processing	06/10/2021 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.

Supply ID ^	Supply Name	Supply Type	Registration Renewal Date	Date Last Modified
CPS017	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
1	<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
ERED01	Erewhon	On-demand supply	Portal	08/10/2021 07:24

- View Supply Details
- Continue Registration

**Registered Supplies**