



# **Regional Business Partner Website Guide for Service Providers**



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## SECTION 1 – INTRODUCTION

Using this website you will be able to create your own unique company profile, and list the services you want to register with the Management Capability Development Voucher Fund delivered by Regional Business Partner Network (RBP) Growth Advisors.

The services will be visible in the website Marketplace which businesses can search when seeking out suitable services. Details about registering are provided in Section 2 of the Manual.

### About the Regional Business Partner Website

The Regional Business Partner website has been developed by New Zealand Trade and Enterprise (NZTE) and Callaghan Innovation with different user groups in mind.

### Who Will Use the Regional Business Partner Website:

The groups that will use the website are:

Businesses	Growth Advisors	Service Providers	Fund Providers (NZTE)
Business Owners will: Register their interest in accessing support to grow their business. Use the Marketplace to find potential training providers Book training services using their vouchers	Will use this site to: Manage Customer Information Allocate vouchers to businesses where Management Training is a barrier to growth	Will use this site to: Register management training services. Set up training events for businesses to book on. Confirm bookings from Businesses Claim voucher Funding once services are delivered.	Will use this site to: Register Providers to deliver training services under the voucher fund. Manage the voucher funds across the country

### Management Capability Development Voucher Fund

The Management Capability Development Voucher Fund provides financial subsidy of up to 50% towards the cost of management capability building for eligible businesses. The maximum amount a business can receive in one year is \$5,000 excluding GST

### Registered Services

Registered Services are the services that NZTE agrees to register for the Capability Development Voucher Fund. The categories services can be registered under are **Business Planning, Business Systems, Business Sustainability, Capital Raising, Export, Finance, Governance, Lean Manufacturing/ Business Operations, Managing Resources, and Marketing.**

<sup>1</sup>**eligible business** – click [here](#) to see eligibility criteria for businesses

<sup>2</sup>**Registered services:** these have been registered under the NZTE Capability Development Scheme.

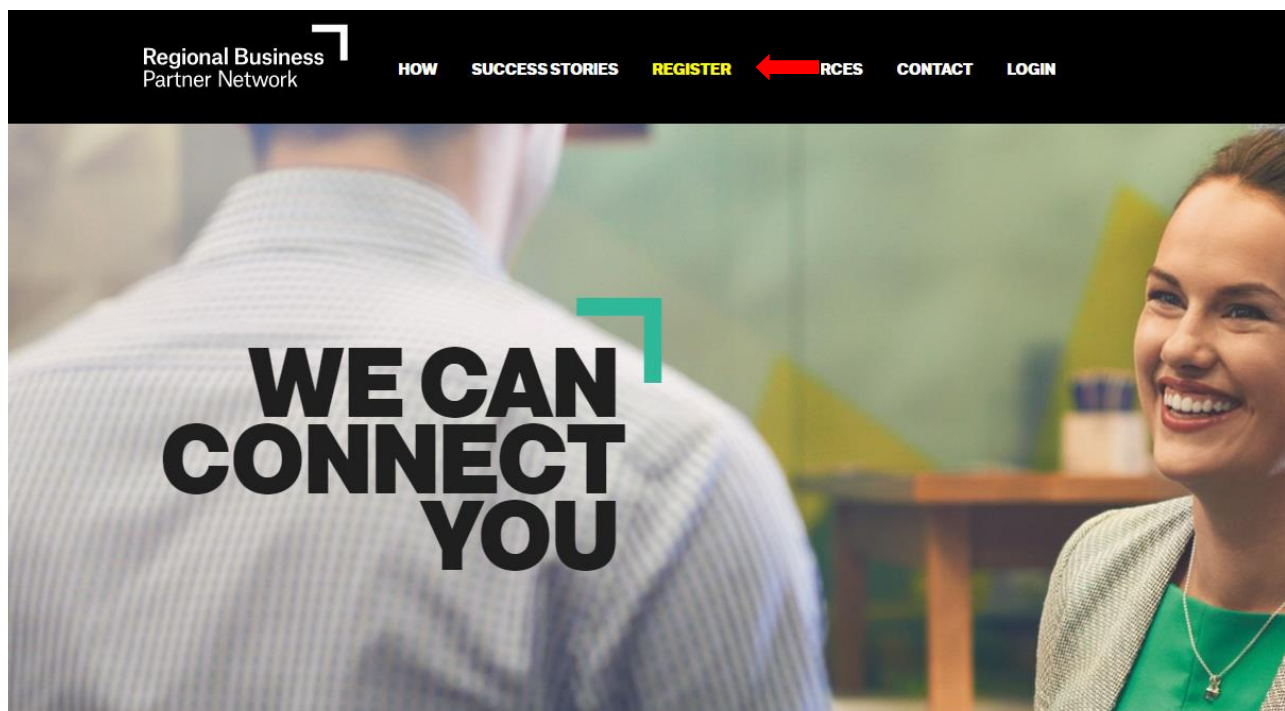
## SECTION 2 - REGISTRATION

How to become registered as a Service Provider

- **Part 1:** register your organisation as a new provider on the Regional Business Partner (RBP) website at [www.regionalbusinesspartners.co.nz](http://www.regionalbusinesspartners.co.nz)
- **Part 2:** Complete the Registration / Expression of Interest (EOI) process,
  - Download required EOI Form
  - Ensure you are logged back in to the RBP website and upload the completed registration document.
  - Create a service by entering the details of the training service/s you offer directly into RBP, you may create one or more services.
  - submit your EOI to NZTE.
- **Part 3:** NZTE will review your submission and either accept, or decline, your submission. If the submission is declined NZTE will advise why.

### Part 1: Regional Business Partner Registration

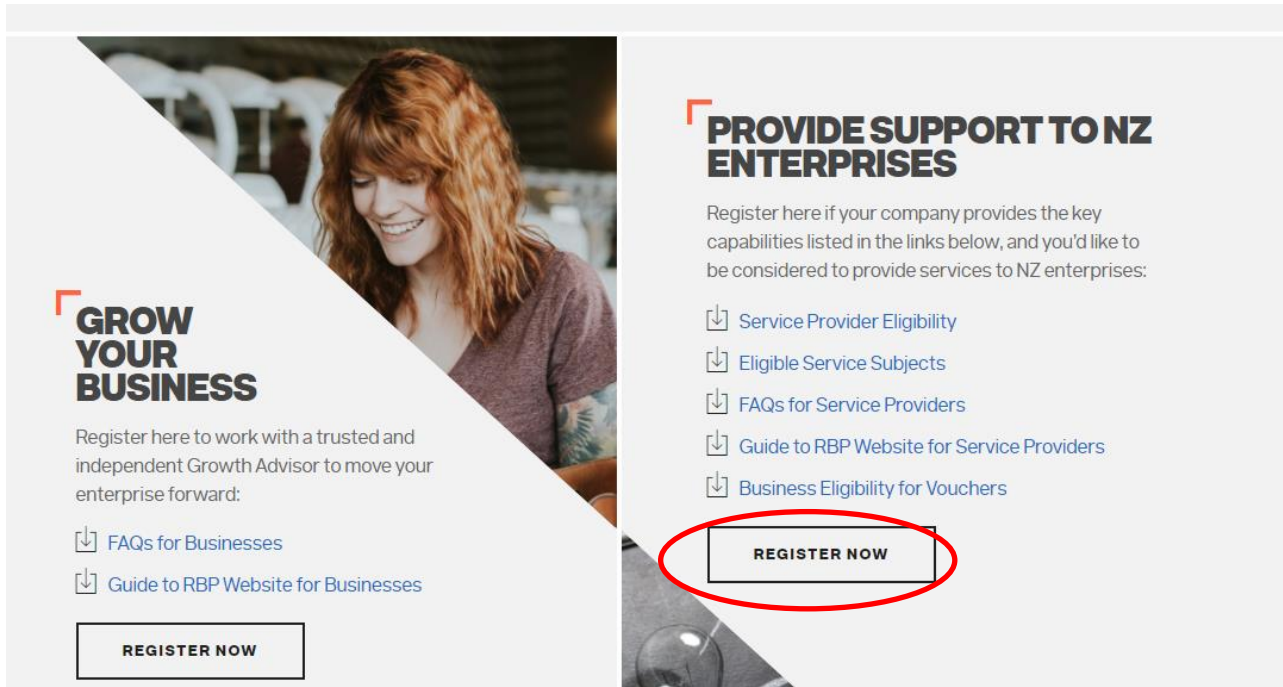
1. To register on the Regional Business Partner website, go to [www.regionalbusinesspartners.co.nz](http://www.regionalbusinesspartners.co.nz) and click Register



**TO KEEP  
GROWING,  
YOU NEED**

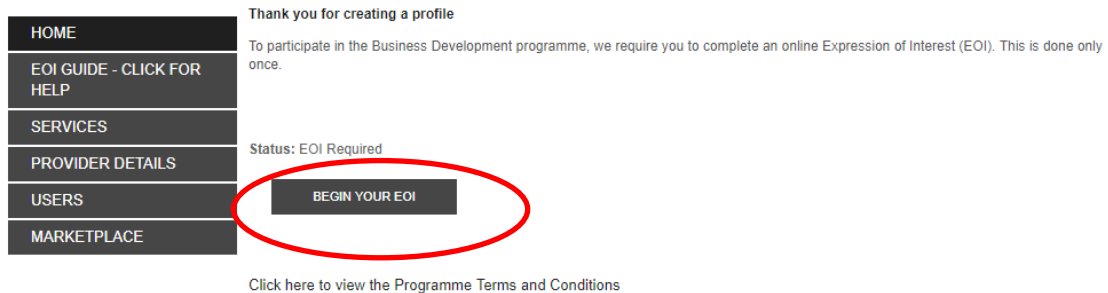
Our Growth Advisors take a birds-eye look at your whole business, then help you connect with the right resources and experts so you can build capability and grow. As part of a national network of people who can help, we're your first port of call when you want to grow your

2. Click 'Register Now', on the right hand side of the page to register as a Service provider.



3. Enter your Details to create a profile for your organisation
4. Enter your user details to create your personal login information, please remember you User Name and Password as you will need these to log in in future.
5. Confirm your email address. Once you have registered an automated confirmation email will be sent to your email address to ensure we have a valid email address.
  - Check your email account and click on the link to confirm your email address. If you do not receive an email first check your spam/junk folder; if it is not there contact the Helpdesk on 0800 287 467.
  - Once your email address is confirmed, you can log in to the Regional Business Partner Website by clicking on the Login link on the top right of the page, or using the original URL ([www.regionalbusinesspartners.co.nz](http://www.regionalbusinesspartners.co.nz)) and clicking Login.

Once logged in, your home page will look like this:

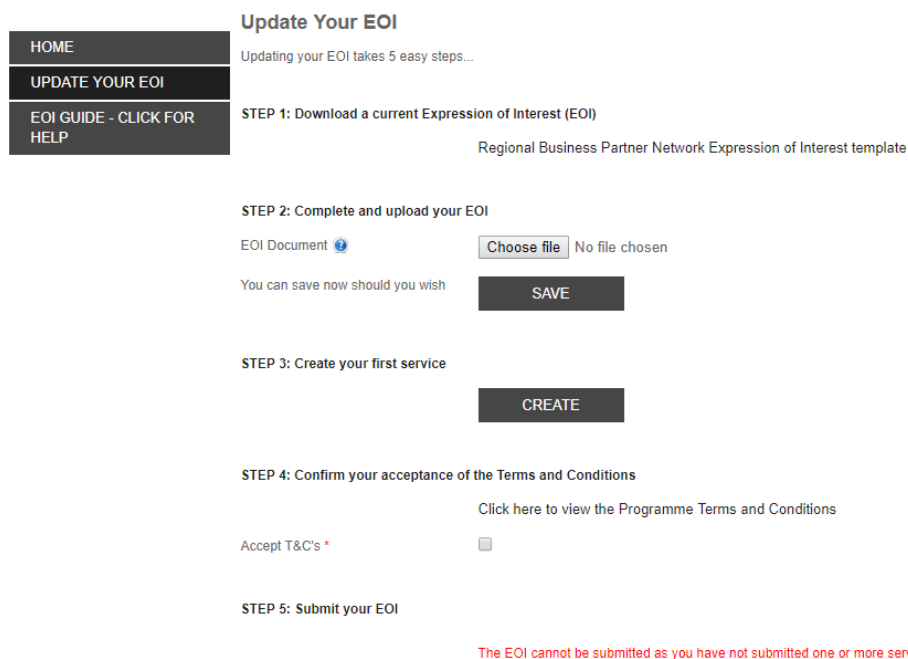


## **Part 2: Service Provider Expression of Interest process**

Now that you are registered on the Regional Business Partner Website you will need to submit an Expression of Interest (EOI) to NZTE along with 1 or more services you wish to register. Note, once your registration is accepted you can submit new services for registration at any time.

To do this click on the “BEGIN YOUR EOI” button

Your screen will show the 5 step EOI Process displayed below:



**Step 1:** Download and save the “Regional Business Partner Network Expression of Interest template”. Then complete the required fields, sign the declaration and save.

**Step 2:** Click “Choose File” to search for the document saved above and select it to upload, then click “Save”

### STEP 2: Complete and upload your EOI

EOI Document ?

Choose file

No file chosen

You can save now should you wish

SAVE

**Step 3:** Click “Create” to set up one or more services, the following screen will come up.

### Create New Service

\* indicates a required field.

#### Service Details

Service Name \* ?

Description \* ?

Given the number of providers registered on the website we suggest the following format for the service description to enable businesses to make a more informed choice:

- Is it a workshop, or one on one training?
- What does the training consist of? Course content.
- What are the learning outcomes for the business owner?
- What is the time commitment for the business?
- What is the cost of the service?

Category Registrations ?

Service Category	Fund Provider	Request Registration	Comments	History
Business Planning	NZTE	<input type="checkbox"/> Request Registration		
Business Sustainability	NZTE	<input type="checkbox"/> Request Registration		
Business Systems	NZTE	<input type="checkbox"/> Request Registration		
Capital Raising	NZTE	<input type="checkbox"/> Request Registration		
Export	NZTE	<input type="checkbox"/> Request Registration		
Finance	NZTE	<input type="checkbox"/> Request Registration		
Governance	NZTE	<input type="checkbox"/> Request Registration		
Lean Manufacturing/Business	NZTE	<input type="checkbox"/> Request Registration		

Enter the following information:

**Service Name:** The service will appear in the marketplace under this name /title. *The name and description will be checked and registered by NZTE.*

**Description:** The description appears in the marketplace and describes the service offered. Your description MUST cover the following points as a minimum;

- Style of training, is it a workshop, or one-to-one training?
- What does the training consist of?
- What are the learning outcomes for the business owner?
- What is the time commitment for the business owner?
- What is the cost of the service? Note only costs directly associated with training are eligible for voucher subsidy.

This is checked and registered by NZTE.

**Category Registrations:** A service can cover one or more categories, tick the categories applicable to the service. This is checked and registered by NZTE.

**Service Regions:** Regions where the service is available. You can modify regions at any time without going through the registration process.

Then click “Save”

**Step 4:** read the Programme Terms and Conditions and check the tick box.

**Step 5:** Submit your registration

### **Part 3: NZTE Review**

NZTE will review your registration / EOI document and review your service. This will be reviewed and responded to within 5 - 10 working days.



### SECTION 3 – COMPLETE PROVIDER SETUP

With your registration either complete or underway here are some additional setup actions you can take to complete your company profile setup.

#### Updating details:

Click “My Details” to update your personal details and change your password

Click “Provider Details” to update your organisation details.

Welcome, Jacinda!

[My Details](#) [Click here to log out](#)

[Home](#)

HOME	EOI Pending Registration		
EOI GUIDE - CLICK FOR HELP	<a href="#">VIEW</a>	Requested	Document
SERVICES		Tuesday, 21 November 2017	2300_RBP Registration form_20171121161213.pdf [166,053 bytes]
<b>PROVIDER DETAILS</b>			
USERS	Services Pending Registration		
MARKETPLACE	<a href="#">VIEW</a>	Service Name	Registered Service Categories
		Status	
		Service example	Business Planning
		Description awaiting registration, 1 categories awaiting registration	

#### Setting up new Users:

Step 1: To create new users click “Users” then “Create new Users”

VOUCHERS

REPORTS

PROVIDER DETAILS

**USERS**

**+ CREATE USER**

MARKETPLACE

[APPLY FILTER](#)

Username	Name	Email Address
RBPGuidelines	Jacinda Swain	jacinda.swain@nzte.govt

Step 2: Fill out the details for the new user then click Create

### Create New Provider User

\* indicates a required field.

#### User Details

Title	<input type="text"/>
First Name *	<input type="text"/>
Last Name *	<input type="text"/>
Email Address *	<input type="text"/>
Phone Number	<input type="text"/>
Administrator	<input type="checkbox"/>

CREATE

CANCEL

Step 3: Send Registration code to the new user. The following screen will come up once you click create, please follow the instructions to send the code to the new user.

### User Successfully Created

A user account for RBP Guidelines has been partially registered. This user's registration code is:

**UUtNTCCct-ZzyTEHAZ9u**

RBP Guidelines can complete his/her registration by visiting this website (<http://app.regionalbusinesspartners.co.nz/>) and registering with the above registration code. He/she can also register by simply visiting the following URL:

<http://app.regionalbusinesspartners.co.nz/Account/RegisterWithCode?code=UUtNTCCct-ZzyTEHAZ9u>

You will need to send the registration code to RBP Guidelines (RBP.Guidelines@Example.nz). Below is a sample email message you can send to RBP Guidelines containing all the information he/she needs. You can use this message as-is, alter it, or send a completely new email message. The important part is that the user gets the registration code and instructions on how to use it.

Dear RBP Guidelines,

A new login has been created for you on the Regional Business Partners website.

Before you can log into the site, you will need to select a username and password. To do this, please visit the following URL:

<http://app.regionalbusinesspartners.co.nz/Account/RegisterWithCode?code=UUtNTCCct-ZzyTEHAZ9u>

If you have any problems please contact the Regional Business Partners website helpdesk on 0800 287 467 or contact your local Regional Business Partner.

<http://www.nzte.govt.nz/en/how-nzte-can-help/programmes-and-services/regional-business-partners>

You can send this message by completing the following steps:

1. Right click on the message text above and select Copy.
2. Create a new email message addressed to RBP.Guidelines@Example.nz. This can be done by clicking on the link, or opening your email client (e.g. Outlook or Hotmail) and entering 'RBP.Guidelines@Example.nz' in the subject line.
3. In your email message, right click in the message body and select Paste.
4. Enter a subject line, edit the message if you wish, and send it.

## Adding your logo to your Provider Details

**Step 1:** Click “Provider Details” then click “Logo”

Home > Provider Details

RBP Guidelines example	
HOME	Provider
SERVICES	Provider Trading Name RBP G
PROVIDER DETAILS	Legal Business Name RBP G
EDIT	GST Number 456789
<b>LOGO</b>	Company Office Registration 456789
USERS	Primary Business Location Welling
MARKETPLACE	Contact Person Name Jacinda
	Contact Person Email Address jacinda
	Primary Physical Location test Pro

**Step 2:** Click “Edit Logo”

**Step 3:** Upload your logo file from your desk top

- Then click the EDIT logo link, and upload a logo from your computer. **NOTE:** The logo must be a max of 200 pixels x 200 pixels. This is due to the large number of logos, and information, loaded into the application – large logos would slow the activity speed of the website.

## Edit Logo

### Logo Details

You can upload a new image file and/or edit the alternate text here.

Image File

Choose file No file chosen

Alternate Text

SAVE

CANCEL

## Services and the Marketplace

Once one or more of your services have been registered they will appear in the Marketplace for all to see. Businesses find your services using a range of search options. See screen shot of search and results shown below

**Search Marketplace**

HOME

Service/Training Provider  
RBP Guidelines example

Event Reference

This search is based on actual provider names and selecting one will restrict the search to that provider. For open searches use the free text box below.

Service Categories  
(any category)

Regions  
(any region)

search for keywords, service names, locations, instructors

Search

Sort Order  
Relevance

Sort

**RBP GUIDELINES EXAMPLE**

[1 service matching your search from this provider \(view all matches\)](#)

No feedback.

**SERVICE EXAMPLE**  
example service to create screen shots for the guidelines...

## Create a new service or edit existing services

- To create a New Service click on "Services" then "Create a New Service"
- To edit an existing service click "Services" then Click the "View" button next to the Service you want to edit.

Home > Services

Service Name

Pending ☒ Active ☒ Cancelled ☐

APPLY FILTER

	Name	Registrations	Total Vouchers Claimed
<b>VIEW</b>	Service example	1 categories registered	0.00

HOME  
 SERVICES  
**CREATE A NEW SERVICE**  
 BULK UPLOAD OF EVENTS  
 BOOKINGS  
 VOUCHERS  
 REPORTS  
 PROVIDER DETAILS  
 USERS  
 MARKETPLACE

**NOTE:**

- You can not edit a Service Name once the service has been registered.
- Changing the description of the service will hide the service from the Marketplace until NZTE has checked and re-registered the service.
- Whilst the service is being reviewed, it will show as a “service Pending Registration” on your HOME page. Once NZTE has confirmed the registration, it will disappear from here and be visible in the Marketplace again.

Welcome, Jacinda!

[My Details](#) | [Click here to log out](#)

[Home](#)

HOME	EOI Pending Registration		
EOI GUIDE - CLICK FOR HELP	VIEW	Requested	Document
SERVICES		Tuesday, 21 November 2017	2300_RBP Registration form_20171121161213.pdf [166,053 bytes]
PROVIDER DETAILS			
USERS			
MARKETPLACE		Services Pending Registration	
	VIEW	Service Name	Registered Service Categories
		Service example	Business Planning
			Description awaiting registration, 1 categories awaiting registration

## SECTION 4 - EVENTS

### Creating Events

You must create an Event before a business can book on your service with the voucher. While the service description tells the business owner what your training covers the Event provides all the information on dates and location of training.

HOME

MARKETPLACE

### RBP GUIDELINES EXAMPLE

#### SERVICE EXAMPLE

Categories: Business Planning

Service available in: Wellington

**Description**

example service to create screen shots for the guidelines

**Contact:** Jacinda Swain  
**Email:** [jacinda.swain@nzte.govt.nz](mailto:jacinda.swain@nzte.govt.nz)  
**Phone:** 041234657  
**Website:** <http://www.regionalbusinesspartners.co.nz>

No reviews for this service.

**No Event created**  
business to contact  
Provider to arrange  
an event

→ To make a booking please contact **Jacinda Swain** on **041234657** or [jacinda.swain@nzte.govt.nz](mailto:jacinda.swain@nzte.govt.nz) to discuss your training needs.

HOME

MARKETPLACE

### RBP GUIDELINES EXAMPLE

#### SERVICE EXAMPLE

Categories: Business Planning

Service available in: Wellington

**Description**

example service to create screen shots for the guidelines

**Contact:** Jacinda Swain  
**Email:** [jacinda.swain@nzte.govt.nz](mailto:jacinda.swain@nzte.govt.nz)  
**Phone:** 041234657  
**Website:** <http://www.regionalbusinesspartners.co.nz>

No reviews for this service.

**Event created**  
click on the link to  
view and make a  
booking

**Events**

You can book directly onto the events below or contact **Jacinda Swain** on **041234657** or [jacinda.swain@nzte.govt.nz](mailto:jacinda.swain@nzte.govt.nz) to discuss further training options.

→

	Type	Price (excl. GST)	Per Person	Reference	Location	Instructor	Starts	Ends	Additional Details
<b>MAKE BOOKING</b>	Course	\$500.00	<input type="checkbox"/>	EG1234	Wellington	RBP Guide	Thursday, 22 March 2018	Friday, 30 March 2018	<b>Details</b>

## Create an Event

To Create an Event

1. click "Services" then click the "VIEW" view button next to the relevant service that you wish to create the event for and

HOME  
**SERVICES**  
+ CREATE A NEW SERVICE  
+ BULK UPLOAD OF EVENTS  
BOOKINGS  
VOUCHERS

Service Name   
Pending ☒ Active ☒ Cancelled ☐  
**APPLY FILTER**

Name	Registrations	Total
Service example	1 categories registered	0.00

2. Then click the CREATE EVENT link.

HOME  
EDIT SERVICE  
VIEW FEEDBACK  
**CREATE EVENT**  
+ HELP  
CANCEL SERVICE

**Service**  
Service Name Service example  
Registration Status 1 categories registered [?](#)  
Eligible For Subsidy ☒  
Description example service to create screen shots for the guidelines  
Description Registration

Status	Comments	History
Registered		21/11/2017 Service created 22/11/2017 Registration Granted

3. Enter your event details and save

HELP

**Create New Event**  
\* indicates a required field.

**Event Details**  
Type [?](#) Course  
From \*  
To \*  
Location \* [?](#)  
Instructor \*  
Event Reference \* [?](#)  
Contact Email \* [?](#) jacinda.swain@nzte.govt.nz  
Price (excl. GST) \* [?](#) \$  
Pricing is per Person [?](#) ☐  
Private Event [?](#) ☐  
Number of Sessions \* [?](#)  
Additional Details [?](#)

SAVE

CANCEL

### Notes on entering Event Details:

**“From” Date:** this must be a date in the future as businesses will not be able to book on courses retrospectively.

**“Event Reference”:** Ensure you give this piece of information to any customers intending to book on your event. This field is important as businesses can use it to find your event easily on the market place.

**“Price”:** Always enter the Full cost of the event as vouchers booked onto the event will automatically be reduced to 50% of the “event cost” if this value is less than the amount the voucher was issued for. This is because businesses must also pay at least 50% of the cost of training.

**“Private Event”:** Select this when an event is being set up specifically for one business. When you tick the box a text field will come up that you can start typing the business name into and when you see it come up select it from the list.

Once created all events will show up at the bottom of the page for the service, you can apply the tick box filter to show just the completed events (including all events that have reached their end date)

HOME  
EDIT SERVICE  
VIEW FEEDBACK  
CREATE EVENT  
I-HELP  
CANCEL SERVICE

**Service**

Service Name: Service example

Registration Status: 1 categories registered

Eligible For Subsidy: ☒

Description: example service to create screen shots for the guidelines

Description Registration

Status	Comments	History
Registered		21/11/2017 Service created 22/11/2017 Registration Granted

Category Registrations

Service Category	Fund Provider	Status	Comments	History
Business Planning	NZTE	Registered		21/11/2017 New Registration Requested 22/11/2017 Registration Granted

Regions: Wellington

**EVENTS**

Completed Events: ☐

APPLY FILTER

	Reference	Location	Instructor	Starts	Ends	Type
VIEW	EG1234	Wellington	RBP Guide	Thursday, 22 March 2018	Friday, 30 March 2018	Course



## Edit/Cancel Events

If you need to edit or cancel events this can be done by viewing the service on the services page then clicking the “View” button next to the event

### EVENTS

Completed Events ☐

APPLY FILTER

	Reference	Location	Instructor	Starts	Ends	Type
<a href="#">VIEW</a>	EG1234	Wellington	RBP Guide	Thursday, 22 March 2018	Friday, 30 March 2018	Course

Then clicking either “Edit” or “Cancel Event”

<a href="#">EDIT</a>	Event Details	
<a href="#">CANCEL EVENT</a>	Provider	RBP Guidelines example
<a href="#">SERVICE DETAILS</a>	Service	Service example
<a href="#">HOME</a>	Event Reference	EG1234
	Type	Course
	From	Thursday, 22 March 2018
	To	Friday, 30 March 2018
	Location	Wellington

Note: Clicking the “Cancel Event” link will ask you to confirm that you wish to cancel the Event. Once cancelled an email is sent to any business owners booked on the Event.

## SECTION 5 – BOOKINGS

### Confirming/Cancelling bookings

When a service is booked by a business you will get a notification on your HOME page showing you have a booking that needs confirmation.

Home

HOME  
SERVICES  
BOOKINGS  
VOUCHERS

Bookings To Confirm

CONFIRM

Event Name	Voucher Code	Booking ID	Date Booking Made	Total Cost of Service	Voucher Value Allocated
Service example	WLG2669	19237	Wednesday, 22 November 2017	\$500.00	\$250.00

To confirm the booking, click “CONFIRM”. This will send an email notification to the business (confirming the booking) and will update your HOME page.

### Cancelling a Booking

- Click on the “Bookings” tab on the left hand menu. This will provide a list of ALL bookings placed by businesses on your events.
- Search for a booking with the search field for “Business Name”. Click on the VIEW button of the booking you want cancel

Home > My Bookings

HOME  
SERVICES  
BOOKINGS  
VOUCHERS  
REPORTS  
PROVIDER DETAILS  
USERS  
MARKETPLACE

Business Name 

APPLY FILTER

VIEW

Business	Contact Email	Status	Voucher Code	Service Name	Reference	Start Date	Provider
Test for RBP	jacinda.swain@nzte.govt.nz	Pending	WLG2669	Service example	EG1234	Thursday, 22 March 2018	RBP Guidelines example

- Click “Cancel this Booking”.

Home > Booking List > Booking Details

CANCEL THIS BOOKING  
CONFIRM THIS BOOKING  
BACK TO LIST

Booking  
Status Pending  
Business Test for RBP  
Service Service example  
Booking Reference

## SECTION 6 – CLAIMING A VOUCHER

The CLAIMS section will appear on your home page when an event a voucher is booked on has started.

Home

HOME  
SERVICES  
BOOKINGS  
VOUCHERS  
REPORTS  
PROVIDER DETAILS  
USERS  
MARKETPLACE

**Bookings To Confirm**  
No bookings are awaiting confirmation

**Claims**

HOW TO MAKE A CLAIM  
CLAIM VOUCHERS  
CLAIM HISTORY

Fund Name	Total Voucher Value	Vouchers Remaining To Claim	# of Overdue Events to Claim For
NZTE CDVS 2017-2018 - 17/18	\$250.00	\$250.00	1

**Services Pending Registration**  
No services are pending registration

### Making a Claim

1. Select CLAIMVOUCHERS on your HOME page.

Home

HOME  
SERVICES  
BOOKINGS  
VOUCHERS  
REPORTS  
PROVIDER DETAILS  
USERS  
MARKETPLACE

**Bookings To Confirm**  
No bookings are awaiting confirmation

**Claims**

HOW TO MAKE A CLAIM  
CLAIM VOUCHERS  
CLAIM HISTORY

Fund Name	Total Voucher Value	Vouchers Remaining To Claim	# of Overdue Events to Claim For
NZTE CDVS 2017-2018 - 17/18	\$250.00	\$250.00	1

**Services Pending Registration**  
No services are pending registration

2. Enter the amount you are claiming. Note you can only claim for 50% of the cost of training that has been delivered.
3. If this is the final claim you will be making tick the “Full and Final Claim” box.

HOME

HOW TO MAKE A CLAIM

Search

Bulk Completion

Only select "Full & Final Claim?" if you are making your final claim on the voucher

Event	Business	Fund	Voucher Code	Attendee/s	Did not attend	Remaining Voucher Value	Claim Amount	Full & Final Claim?
Service example	Test for RBP	NZTE CDVS 2017-2018 - 17/18	WLG2669	J Swain	<input type="checkbox"/>	\$250.00	<input type="text"/>	<input type="checkbox"/>

SAVE

CANCEL

Note:

- **Attendee/s:** This will show the names of the attendees initially booked on the event. Please update if a different person attended the event. You can edit the names as required
- **Did Not Attend:** If the attendee did not attend the event, please tick this box. NZTE will not pay for services when there is non attendance.
- **Full & Final Claim:** Do not check the “Full and Final Claim” box until the final training session has been completed. Claims can be made at the end of each month and this process should be followed until the event sessions are complete.

4. Click SAVE
5. The next screen will show a warning message, ensuring that you are happy to complete a claim. Claims should only be made when you have received the client’s share of the payment for the training.

HOME

HOW TO MAKE A CLAIM

Search

Bulk Completion

Only select "Full & Final Claim?" if you are making your final claim on the voucher

Claim Vouchers?

Warning - selecting "Did not attend" or "Full & Final Claim" prevents further claims. Claims are valid for payment if attendees have paid their contribution. Only claims displayed on this page will be processed.

Submit Claims

Cancel

Event	Business	Fund	Voucher Code	Attendee/s	Did not attend	Remaining Voucher Value	Claim Amount	Full & Final Claim?
Service example	Test for RBP	NZTE CDVS 2017-2018 - 17/18	WLG2669	J Swain	<input type="checkbox"/>	\$250.00	250	<input type="checkbox"/>

SAVE

CANCEL

6. Once you have entered the Claim details in the website you will need to issue and invoice to NZTE/ Your invoice needs to include the voucher numbers, name of the company that attended and name of registered service.

## SECTION 7 – FEEDBACK & REPORTS

Once a business has completed their training, they will be sent an automated email requesting feedback on the training service and the degree that the service added value to their business.

The feedback ratings will be visible in the Marketplace for other businesses to see and you can also review them by clicking on Service Details and selecting the “Feedback” link or running the feedback report.

Home > Services > Service Details

HOME	Service	
EDIT SERVICE	Service Name	Service example
VIEW FEEDBACK	Registration Status	1 categories registered ?
CREATE EVENT	Eligible For Subsidy	<input checked="" type="checkbox"/>
HELP	Description	example service to create screen shots for the guidelines
	Description Registration	

## Reports

Clicking on the REPORTS tab from your HOME page will allow you to see three reports which you are able to run.

Home > Reports

HOME	Services Report
SERVICES	Vouchers Report
BOOKINGS	Feedback Report
VOUCHERS	
REPORTS	
PROVIDER DETAILS	
USERS	
MARKETPLACE	