



Regional Business Partner Website Guide for Service Providers

July 2020



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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 RBP Voucher Funding schemes administered 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 this guide.

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)
<p>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</p>	<p>Will use this site to: Manage Customer Information Allocate voucher funding to businesses.</p>	<p>Will use this site to: Register services. Set up events for businesses to book on. Confirm bookings from Businesses Claim voucher Funding once services are delivered.</p>	<p>Will use this site to: Register Providers to deliver services under the voucher funding schemes. Manage the voucher funds across the country</p>

Registered Services

Registered Services are the services that NZTE agrees to register for the Voucher Funding schemes available.

RBP Voucher Funding Schemes:

The RBP network may at times administer more than one funding scheme on the RBP website. Current Funding Schemes are:

1. 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 may receive in one year is \$5,000 excluding GST. 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.

2. COVID-19 Business Advisory Funding

The Covid-19 Business Advisory Funding provides financial subsidy of up to 100% towards expert advice to support businesses impacted by the COVID-19 outbreak. The maximum amount a business may receive is \$5000. Categories services can be registered in are COVID-19 Support (compulsory category), Digital Enablement (if relevant to your service)

Business Eligibility

Management Capability Development Fund Business Eligibility click [here](#)

COVID-19 Business Advisory Support Fund business eligibility click [here](#)

SECTION 2 - REGISTRATION

How to become registered as a Service Provider

- **Part 1:** create a profile for your business on the [Regional Business Partner \(RBP\) website](#)
- **Part 2:** Complete the Registration / Expression of Interest (EOI) process,
 - Download required EOI Form and save it to your desktop.
 - Open the saved Form and fill it out.
 - Log back in to the RBP website and upload the completed registration document.
 - Create a service by entering the details of the service/s you offer directly into the RBP Website, you may create one or more services.
 - Click Submit.
- **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 and scroll down to the 'Provide support to New Zealand Businesses' section and click Register here

Provide support to New Zealand businesses

Register now if your company provides the key capabilities listed in the links below, and you'd like to be considered to provide services to New Zealand businesses.

Register here

Helpful resources:

- [Service provider eligibility](#)
- [Eligible service subjects](#)
- [RBP Programme handbook for service providers](#)
- [RBP website User Guide for service providers](#)
- [Communication Guidelines for services providers](#)

2. Enter your Details to create a profile for your organisation
3. 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.
4. 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 button on the RBP website, or using the original URL (www.regionalbusinesspartners.co.nz) and clicking Login.

The RBP network can connect you.

To keep you growing you need the right advice.

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 enterprise efficiently and effectively.

Log in to your RBP
account



Register now

Ready to grow your business? Or think you can provide New Zealand businesses with support or training solutions? **Register below.**

Grow your business

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

Regional Business Partner Network

HOW IT WORKS SUCCESS STORIES REGISTER RESOURCES CONTACT

Welcome, Jacinda! My Details | Click here to log out

Home

HOME

EOI GUIDE - CLICK FOR HELP

SERVICES

PROVIDER DETAILS

USERS

MARKETPLACE

Thank you for creating a profile

To participate in the Business Development programme, we require you to complete an online Expression of Interest (EOI). This is done only once.

Status: EOI Required

BEGIN YOUR EOI

Click here to view the Programme Terms and Conditions

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 more 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” to your desktop. Then complete the required fields, sign the declaration and save.

Update Your EOI
Updating your EOI takes 5 easy steps...

HOME
UPDATE YOUR EOI
EOI GUIDE - CLICK FOR HELP

STEP 1: Download a current Expression of Interest (EOI)
Regional Business Partner Network Expression of Interest template

STEP 2: Complete and upload your EOI
EOI Document [?](#) No file chosen
You can save now should you wish

STEP 3: Create your first service

STEP 4: Confirm your acceptance of the Terms and Conditions
Click here to view the Programme Terms and Conditions
Accept T&C's

STEP 5: Submit your EOI
The EOI cannot be submitted as you have not submitted one or more services.

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 [?](#) No file chosen
You can save now should you wish

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 Delivery, is it a workshop, or one-to-one training?
- What does the service consist of?
- What are the 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 delivery to the business owner are eligible for voucher funding.

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.

Management Capability Categories: Business Planning, Business Systems, Business Sustainability, Capital Raising, Export, Finance, Governance, Lean Manufacturing/ Business Operations, Managing Resources, and Marketing.

COVID-19 Business Advisory Funding: COVID-19 Support (compulsory), Digital Enablement (if relevant)

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.

If your service is rejected you will receive an email, please click the link in the email to read the reason it was rejected.

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

Setting up new Users:

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

VOUCHERS	APPLY FILTER		
REPORTS			
PROVIDER DETAILS			
USERS	VIEW	Username	Name
+ CREATE USER		RBPGuidelines	Jacinda Swain
MARKETPLACE		Email Address	
		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

First Name *

Last Name *

Email Address *

Phone Number

Administrator

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

Step1: 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 456785
LOGO	Company Office Registration 456785
USERS	Primary Business Location Welling
MARKETPLACE	Contact Person Name Jacinda
	Contact Person Email Address jacinda
	Primary Physical Location test Pri

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 No file chosen

Alternate Text

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**

Surround phrases or words with double quotes "" to search for exact matches. Words of 3 characters or less will be removed from your search unless contained within double quotes.

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
VIEW	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.
 - If the service is rejected it will still show in your services and you can review the reasons for rejection and make corrections if needed.

Welcome, Jacinda! My Details | Click here to log out

Home

<ul style="list-style-type: none"> HOME EOI GUIDE - CLICK FOR HELP SERVICES PROVIDER DETAILS USERS MARKETPLACE 	EOI Pending Registration			
	VIEW	Requested	Document	
		Tuesday, 21 November 2017	2300_RBP Registration form_20171121161213.pdf [166,053 bytes]	
	Services Pending Registration			
	VIEW	Service Name	Registered Service Categories	Status
		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
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 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
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 to discuss further training options.

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

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

Service Name

Pending Active Cancelled

APPLY FILTER

Name	Registrations	Total
Service example	1 categories registered	0.00

2. Then click the CREATE EVENT link.

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

From*

To*

Location*

Instructor*

Event Reference*

Contact Email*

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.

“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

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
VIEW	EG1234	Wellington	RBP Guide	Thursday, 22 March 2018	Friday, 30 March 2018	Course

Then clicking either “Edit” or “Cancel Event”

EDIT

CANCEL EVENT

SERVICE DETAILS

HOME

Event Details

Provider: RBP Guidelines example

Service: Service example

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	Bookings To Confirm						
SERVICES		Event Name	Voucher Code	Booking ID	Date Booking Made	Total Cost of Service	Voucher Value Allocated
BOOKINGS	CONFIRM	Service example	WLG2669	19237	Wednesday, 22 November 2017	\$500.00	\$250.00
VOUCHERS							

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

1. Click on the “Bookings” tab on the left hand menu. This will provide a list of ALL bookings paced by businesses on your events.
2. 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	Business Name	<input type="text"/>
SERVICES		
BOOKINGS		APPLY FILTER
VOUCHERS		
REPORTS		
PROVIDER DETAILS	VIEW	
USERS		
MARKETPLACE		

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

3. Click “Cancel this Booking”.

Home > Booking List > Booking Details

CANCEL THIS BOOKING	Booking	
CONFIRM THIS BOOKING	Status	Pending
BACK TO LIST	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	Bookings To Confirm No bookings are awaiting confirmation
SERVICES	
BOOKINGS	
VOUCHERS	Claims
REPORTS	HOW TO MAKE A CLAIM
PROVIDER DETAILS	CLAIM VOUCHERS
USERS	CLAIM HISTORY
MARKETPLACE	
	Services Pending Registration No services are pending registration

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

Making a Claim

1. Select CLAIM VOUCHERS on your HOME page.

Home

HOME	Bookings To Confirm No bookings are awaiting confirmation
SERVICES	
BOOKINGS	
VOUCHERS	Claims
REPORTS	HOW TO MAKE A CLAIM
PROVIDER DETAILS	CLAIM VOUCHERS
USERS	CLAIM HISTORY
MARKETPLACE	
	Services Pending Registration No services are pending registration

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

2. Enter the amount you are claiming. Note you can only claim for eligible cost of the service that has been delivered. The portion will depend on the Funding Scheme being used, i.e. 50% for the Management Capability Development Fund, 100% for the COVID-19 Business Advisory Fund.
3. If this is the final claim you will be making tick the “Full and Final Claim” box. Please do not tick this if you are making a part claim.

HOME

HOW TO MAKE A CLAIM

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" value="250"/>	<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

Bulk Completion

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

Claim Voucher?

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	<input type="text" value="250"/>	<input type="checkbox"/>

SAVE CANCEL

5. Once a claim is entered into the regionalbusinesspartners.co.nz website you will need to generate an invoice from your own invoicing system. The invoice will need to be addressed to:

NZTE
PO Box 2878
Wellington, 6140

Invoices should be emailed to trainingproviders@nzte.govt.nz

The following information must be included in the Invoice:

- Voucher Code
- Name of the business receiving the training
- Name of the service you delivered to the business
- The net amount you are claiming against the voucher

Multiple vouchers can be invoiced for on one invoice. It is preferred that you only send one invoice to NZTE each month covering all voucher claims for the month.

NZTE does pay the GST relating to the amount of the voucher so please include GST in your invoice.

All invoices are aimed to be paid before the 20th of the month following receipt.

SECTION 7 – FEEDBACK & REPORTS

Once a business has completed their service, 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.

	Service	
HOME	Service Name	Service example
EDIT SERVICE	Registration Status	1 categories registered 
VIEW FEEDBACK	Eligible For Subsidy	<input checked="" type="checkbox"/>
CREATE EVENT	Description	example service to create screen shots for the guidelines
HELP	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	Services Report
SERVICES	Vouchers Report
BOOKINGS	Feedback Report
REPORTS	
PROVIDER DETAILS	
USERS	
MARKETPLACE	