

Regional Business Partner Network

info@regionalbusinesspartners.co.nz

Guide to the Regional Business Partner Website for Businesses

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REGIONAL BUSINESS PARTNER PROGRAMME PROCESS FLOW DIAGRAM

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Regional Business Partners website – the marketplace for business growth

SECTION 1 - INTRODUCTION

Introduction

This Manual has been designed to assist you with using the new Regional Business Partners website. The website has been developed to create a virtual marketplace detailing registered services¹ and where businesses can redeem their capability vouchers.

If you are eligible² for a voucher, you **must** register on the Regional Business Partners website in order to receive and utilise this voucher. **Please let your local Regional Business Partner know when you have completed the registration process.** You will be able to create your own unique company profile, and set up users under your company profile.

Who will use the Regional Business Partners website?

The groups that will use the website are:

- **Regional Business Partners** – regional organisations contracted by NZTE³ to deliver services to businesses, designed to help businesses improve their management capability and grow. The website will enable a Regional Business Partner to issue a virtual voucher to an eligible² business against a specified service category.
- **Registered Service Providers** – organisations registered by NZTE to deliver management capability services to businesses. A Service Provider's registered services will be visible in the Marketplace, where a business can search for details of services available in their region.
- **Businesses** – businesses utilising the Regional Business Partner network, aiming to build management capability and to grow. This will be you. You must be registered on the site to receive a virtual capability development voucher.

¹ **Registered services:** these have been registered under the NZTE Capability Voucher Scheme. For further information on applying to be a registered Service Provider, please [click here](#)

² **eligible business** – see next page for eligibility criteria

³ **NZTE** - the Crown Entity set up to accelerate NZ's economic growth with a focus on increasing exports. NZTE funds the Regional Business Partner Network (in conjunction with Callaghan Innovation))

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About the NZTE Capability Voucher Scheme

The Capability Voucher Scheme enables a business to receive a financial subsidy of up to 50% towards the cost of their management capability building, utilising a registered service.

After a business has met with a Regional Business Partner and undergone a capability assessment, the Regional Business Partner may advise that key management staff invest their time in specific training.

In some cases businesses may be provided with an NZTE Capability Voucher, to use as a partial payment towards the cost of training and business development services. Particular areas of capability development include **Business Planning, Business Systems, Business Sustainability, Capital Raising, Export, Finance, Governance, Lean Manufacturing/ Business Operations, Managing Resources, and Marketing.**

The value of vouchers issued will vary and they can be used to cover up to 50% of the full cost of the service fee, up to a maximum value set by the issuing Regional Business Partner. The maximum amount a business can receive in one financial year is \$5,000 excluding GST.

To be able to receive a NZTE Capability Voucher, a business must be registered on the Regional Business Partners website and meet the following criteria.

NZTE Capability Vouchers are available to businesses that demonstrate a desire to innovate and grow, and who meet criteria such as:

- have undergone an **assessment** with a Regional Partner
- have fewer than 50 full time equivalent employees
- are registered for GST in New Zealand
- are operating in a commercial environment
- privately owned businesses, or are a Maori Trust or incorporation under the Te Ture Whenua Maori Act 1993 or similar organisation managing Maori assets under multiple ownership

Why a Business must use Regional Business Partners

The website has been developed to provide a virtual marketplace of registered services and manage the lifecycle of issued capability vouchers. By registering and creating a profile for your business on this site you will enable your local Regional Business Partner to work with you and ensure that you are kept up to date with relevant information that will help you to grow your business.

If you have met with your local Regional Business Partner and been advised that you are eligible for NZTE Capability Vouchers you will need to register your business before the RBP can issue your voucher.

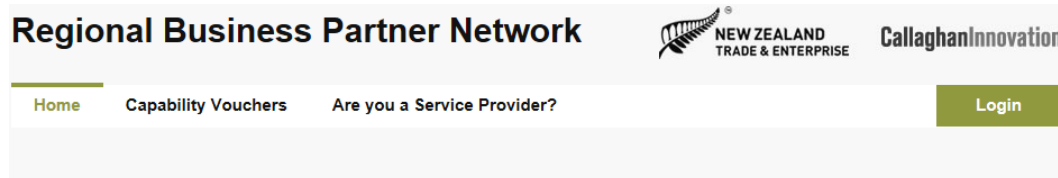
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SECTION 2 - REGISTRATION

Register and create a Business company profile

Click on www.regionalbusinesspartners.co.nz and click “Register as a business” and follow the registration process.



Regional Business Partner Network

If you are a business owner and you want your business to grow and innovate, the **Regional Business Partner (RBP) Network** can help. The RBP Network has specialist business advisors available to provide you with advice, information and connections to support your business.

The network can help you:

- Gain an outside perspective from an independent, experienced business advisor in a confidential environment
- Help identify the next steps for your business

Note eligibility criteria apply.

GETTING STARTED

[Click this link to start the business registration process](#)

The first step is to [register as a business](#) and your local Regional Business Partner will be in touch shortly to set up a meeting.

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Complete the "Register New Business" form to create your business company profile.


Register New Business


* indicates a required field.

Business Details


Legal Business Name * 

Trading Name

Business Contact Person * 

Business Contact Email * 

Business Structure *

Year Started Trading 

OR *

Planned Trading Start

Does Employ Staff

GST Number *

BUSINESS DETAILS:

All * fields are mandatory, including the GST number

Name: the legal name of the company

Please provide as much information as you can, including staff employed numbers and turnover

The data is collected and used in anonymous form, to support government statistical analysis of regional and national business development, please see the Terms and Conditions at the bottom of the 'Register New Business' form for more information.

User Details

Please complete the details for the business's administrator user (i.e. you).

Title

First Name *

Last Name *

Phone Number

Email Address *

Username *

Your password must be at least 8 characters long

Password *

Confirm Password *

USER DETAILS:

These are your personal details and will create the initial user for the business profile. The user name you define here will be the one you use to login to the system in the future, so **PLEASE USE A USERNAME THAT YOU WILL REMEMBER. Also, use your business email address.**

Read and accept terms and conditions and then click CREATE

* I have read and accept the Terms and Conditions

CREATE

CANCEL

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EMAIL CONFIRMATION:

As a security feature you will be asked to verify your email account you used during account setup. An email will be sent to your account from Regional Business Partners Website requesting you to confirm your email address and complete registration. Please click on the link contained in the email as below:

From: Regional Business Partners [mailto:no-reply@regionalbusinesspartners.co.nz]
Sent: Thursday, 2 October 2014 6:24 p.m.
To: Test User
Subject: Please confirm your contact email address.

Dear Test User

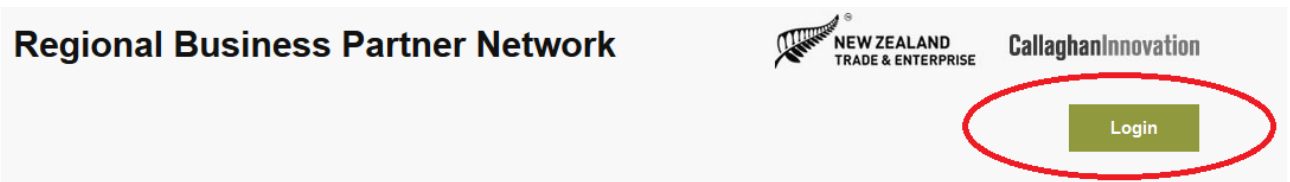
Thank you for registering with the Regional Business Partners Website! Click on the link below to confirm your registration and return to the application.

<https://app.regionalbusinesspartners.co.nz:443/Account/ConfirmEmailAddress?username=test47&confirmationKey=ktHVkLc->

IMPORTANT:

If you have not received an email please check your SPAM or JUNK folder before calling the helpdesk.

You can now log in by clicking on the 'Click here to log in' link in the top right corner.



Email Address Confirmation



UNABLE TO REMEMBER USERNAME OR PASSWORD?

If you have forgotten your password or your username (the unique name you assigned during registration) please click on the relevant link. Note during password reset you are best advised to copy the password but be careful that it does not include an extra space at the end of the password.

Log In

Please enter your user name and password. If you don't have an account, you can register as a [business](#) or as a [provider](#).

* indicates a required field.

Account Information

Username *

If you've forgotten your username, [click here to retrieve it.](#) You will be asked to provide the email address you set for your user profile

Password *

If you've forgotten your password or your account has been locked out, [click here to reset your password.](#)

Keep me signed on? You will be asked for your Username

LOG ON

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SECTION 3 – YOUR HOME PAGE

Overview

Once you have logged on your home page will be displayed and will look like the screenshot below. Use the tabs on the left side of the page to negotiate the site.

| HOME | UPCOMING EVENTS This shows when you have an event that has not yet started | | | | | | | | | | | | | | |
|---------------------|---|---------------------------------------|---|--------------------------|-----------------------|---------------------|-----------------------|--------------------------|---------------------------------------|--------------------------|----------|---|--------------------------|-----------|-----|
| BOOKINGS | <table border="1"><thead><tr><th></th><th>Event Date</th><th>Event Name</th><th>Provider Name</th><th>Provider Reference</th><th>Status</th><th>Voucher Reference</th></tr></thead><tbody><tr><td>VIEW</td><td>Tuesday, 9 December 2014</td><td>Business</td><td>New Zealand</td><td>testreskin</td><td>Confirmed</td><td>WKO</td></tr></tbody></table> | | Event Date | Event Name | Provider Name | Provider Reference | Status | Voucher Reference | VIEW | Tuesday, 9 December 2014 | Business | New Zealand | testreskin | Confirmed | WKO |
| | Event Date | Event Name | Provider Name | Provider Reference | Status | Voucher Reference | | | | | | | | | |
| VIEW | Tuesday, 9 December 2014 | Business | New Zealand | testreskin | Confirmed | WKO | | | | | | | | | |
| VOUCHERS | UNUSED VOUCHERS Vouchers are shown when they have not been assigned to an event | | | | | | | | | | | | | | |
| HOW TO USE VOUCHERS | To use a voucher, please click on the "Marketplace" tab to start your search for business development services. | | | | | | | | | | | | | | |
| BUSINESS DETAILS | <table border="1"><thead><tr><th></th><th>Voucher Reference</th><th>Voucher Value Assigned</th><th>Voucher Restrictions</th><th>Voucher Expiry Date</th><th>Business Advisor Name</th><th>Contact Number</th></tr></thead><tbody><tr><td>VIEW</td><td>WKC</td><td>\$250.00</td><td>Business Planning, Business Sustainability, Business Systems, Capital Raising, Export, Finance, Governance, Lean Manufacturing/Business Operations, Managing Resources, Marketing</td><td>Tuesday, 2 December 2014</td><td></td><td></td></tr></tbody></table> | | Voucher Reference | Voucher Value Assigned | Voucher Restrictions | Voucher Expiry Date | Business Advisor Name | Contact Number | VIEW | WKC | \$250.00 | Business Planning, Business Sustainability, Business Systems, Capital Raising, Export, Finance, Governance, Lean Manufacturing/Business Operations, Managing Resources, Marketing | Tuesday, 2 December 2014 | | |
| | Voucher Reference | Voucher Value Assigned | Voucher Restrictions | Voucher Expiry Date | Business Advisor Name | Contact Number | | | | | | | | | |
| VIEW | WKC | \$250.00 | Business Planning, Business Sustainability, Business Systems, Capital Raising, Export, Finance, Governance, Lean Manufacturing/Business Operations, Managing Resources, Marketing | Tuesday, 2 December 2014 | | | | | | | | | | | |
| USERS | COMPLETED SERVICES Once an event is complete you will be able to submit Feedback | | | | | | | | | | | | | | |
| MARKETPLACE | <table border="1"><thead><tr><th></th><th>Event Date</th><th>Event Name</th><th>Provider Name</th><th>Feedback Rating</th></tr></thead><tbody><tr><td>VIEW</td><td>Wednesday, 25 April 2012</td><td>Business plans – Planning for success</td><td>Limited</td><td>2</td></tr></tbody></table> | | Event Date | Event Name | Provider Name | Feedback Rating | VIEW | Wednesday, 25 April 2012 | Business plans – Planning for success | Limited | 2 | | | | |
| | Event Date | Event Name | Provider Name | Feedback Rating | | | | | | | | | | | |
| VIEW | Wednesday, 25 April 2012 | Business plans – Planning for success | Limited | 2 | | | | | | | | | | | |

Home: provides a summary of upcoming events you are booked on, vouchers you have not used and services you have completed.

Bookings: will show full details of events you have booked on

Vouchers: if you have been issued vouchers this is where you will see the details

Business Details: this is your business detail information, once in this page you can edit the business profile details.

Users: will show a list of the users registered under your business profile. Once in this page you can edit user details and create new users.

Market Place: this will take you to the online market place where you can search for relevant training services to help you grow your business.

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SECTION 4 – RECEIVING AN NZTE CAPABILITY VOUCHER

Receiving a ‘virtual’ capability voucher

Your local Regional Business Partner will issue a voucher for a certain amount, **against specified service categories** using the website. New vouchers will be visible on your HOME page, under UNUSED VOUCHERS.

HOME
BOOKINGS
VOUCHERS
HOW TO USE VOUCHERS
BUSINESS DETAILS
USERS
MARKETPLACE

UPCOMING EVENTS

UNUSED VOUCHERS

To use a voucher, please click on the "Marketplace" tab to start your search for business development services.

| Voucher Reference | Voucher Value Assigned | Voucher Restrictions | Voucher Expiry Date | Business Advisor Name | Contact Number |
|-------------------|------------------------|---|--------------------------|-----------------------|----------------|
| WKC | \$250.00 | Business Planning, Business Sustainability, Business Systems, Capital Raising, Export, Finance, Governance, Lean Manufacturing/Business Operations, Managing Resources, Marketing | Tuesday, 2 December 2014 | | |

VIEW

Voucher Restrictions show the service categories that your voucher can be applied against.

COMPLETED SERVICES

To see more detail regarding the voucher, click on the VIEW tab.

How to use your Voucher

Click on the "Marketplace" to search a large number of services designed to help business owners grow their businesses. The Marketplace has a number of filters to help you find the right service. They are:

Search Marketplace

Service/Training Provider
Type and select provider

Event Reference
TEST123

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

Service Categories
(any category)
Business Planning
Business Sustainability
Business Systems
Capital Raising
Export
Finance
Governance
Lean Manufacturing/Business Operations
Managing Resources
Marketing

Regions
(any region)

Locations, instructors

Search

to search for exact matches. Words of 3 characters or less will be removed quotes.

Service Categories - a service has one or more service categories assigned to them: **Business Planning, Business Systems, Business Sustainability, Capital Raising, Export, Finance, Governance, Lean Manufacturing/ Business Operations, Managing Resources, and Marketing.**

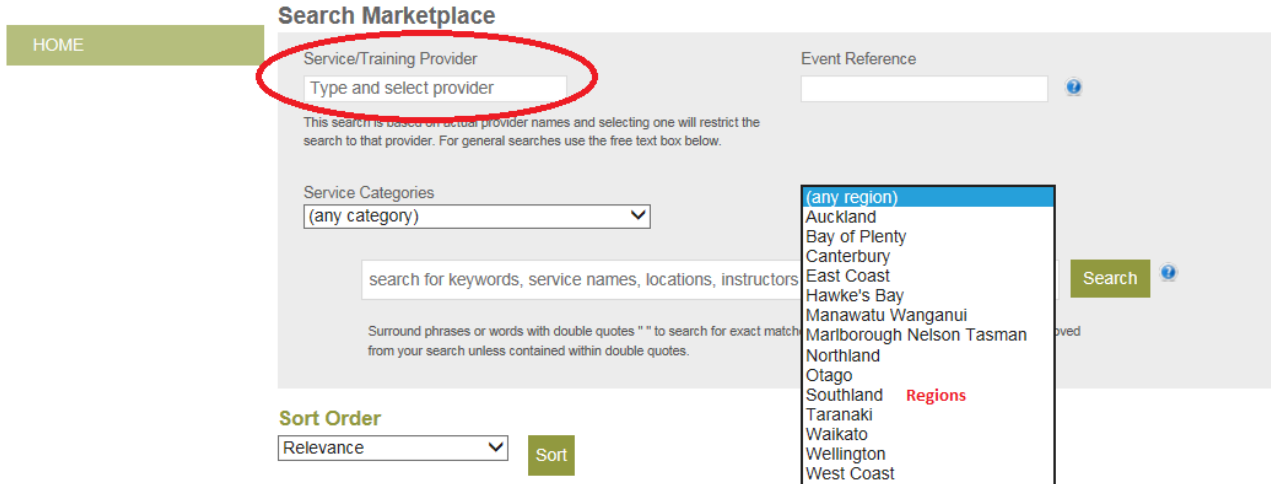
Event Reference – the service provider will assign each event an “event reference” which will take you directly to their service, in the example above entering “TEST123” and clicking Search will take you directly to the service

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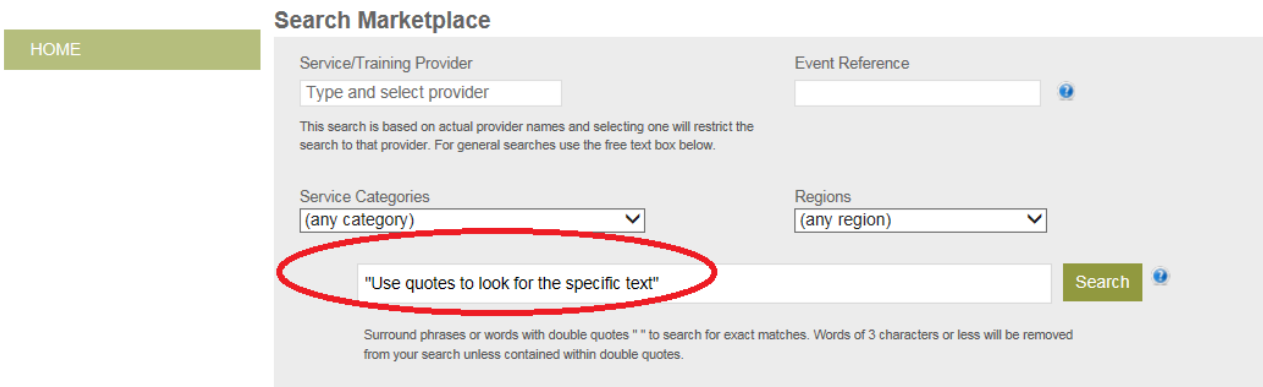
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Service / Training Provider – enter the first three letters of the provider and the provider name should show on a list that you can select from.

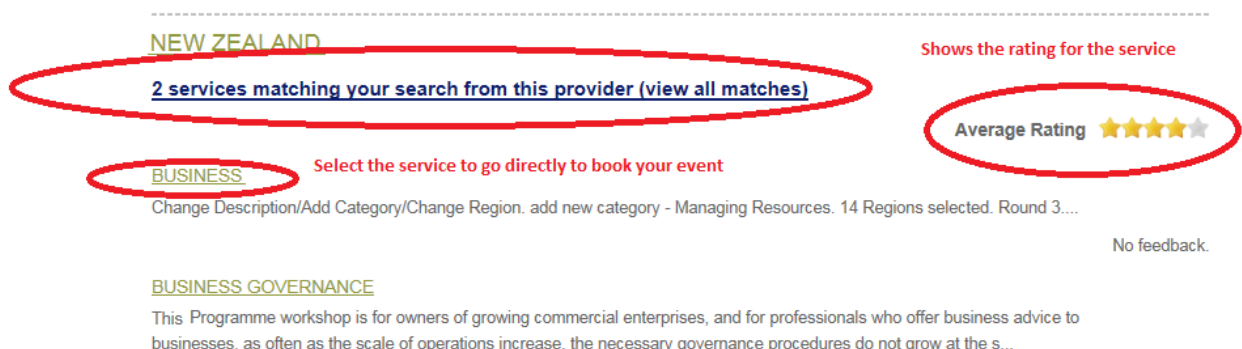
Regions – selecting a region will restrict the services that are available in those regions.



Search for keywords – You can perform a keyword search, by entering the applicable Service Provider company name or contact name, the Service Title or a unique event reference number (if known) in the search field box at the top to speed up your search. Please note all results which include these keywords will be displayed.



Your search result may return multiple providers and or services. The first four services for each provider will show, with each provider shown in sequence. Services will display feedback ratings if they have been provided. To make a booking select either the service name or click the search summary:



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To make a Booking

It is likely that you will need to arrange for the provider to create an event for you (one on one training) and you will see the provider contact details under the service:

HOME | [NEW ZEALAND](#)

MARKETPLACE | BUSINESS GOVERNANCE

Categories: Governance

Service available in: Auckland, Waikato, Taranaki, Wellington, Canterbury, Otago, Southland, Northland, West Coast, Bay of Plenty, East Coast, Hawke's Bay, Manawatu Wanganui, Marlborough Nelson Tasman

Description
This Programme workshop is for owners of growing commercial enterprises, and for professionals who offer business advice to businesses, as often as the scale of operations increase, the necessary governance procedures do not grow at the same rate. The following topics will be covered: more

Contact: Programme Team ddfadafdf No reviews for this service.
 Email: yahoo.com
 Phone: 0800
 Website: <http://www.programmes.co.nz>

The message below means that an event has not been setup for you to book on. Please contact the provider to arrange a booking

To make a booking please contact Programme Team ddfadafdf on 0800 or yahoo.com to discuss your training needs.

Once an event is available you will be able to make a booking, the event will have a unique reference code to help your search. Click on the "Make a booking" button to start the process:

HOME | [NEW ZEALAND](#)

MARKETPLACE | BUSINESS GOVERNANCE

Categories: Governance

Service available in: Auckland, Waikato, Taranaki, Wellington, Canterbury, Otago, Southland, Northland, West Coast, Bay of Plenty, East Coast, Hawke's Bay, Manawatu Wanganui, Marlborough Nelson Tasman

Description
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Contact: Programme Team ddfadafdf No reviews for this service.
 Email: yahoo.com
 Phone: 0800
 Website: <http://www.programmes.co.nz>

| Type | Price (excl. GST) | Per Person | Reference | Location | Instructor | Starts | Ends | Additional Details |
|------------|-------------------|--------------------------|------------|-----------|------------|--------------------------|-----------------------------|-------------------------|
| One on One | \$435.00 | <input type="checkbox"/> | testreskin | ddfadafdf | dfasdfadfd | Tuesday, 9 December 2014 | Wednesday, 11 February 2015 | Details |

MAKE BOOKING

Select the voucher you want to use and click "Continue":

Marketplace > Events

Select a Voucher

| Voucher Code | Valid From | Make Booking Before | Value | Subsidy (%) | Comments |
|--------------|-------------------------|--------------------------|----------|-------------|---|
| WK01751 | Sunday, 2 November 2014 | Tuesday, 2 December 2014 | \$250.00 | 50% | Book using this voucher <input type="radio"/> |

CONTINUE
CANCEL

To complete the booking, you need to provide an email address, and enter the FULL names of all attendees who will be attending the training. Each name needs to be separated by a line break (return) or a comma.

Legal Business Name: NZ (2005) Ltd

Contact Name:

Contact Email Address *

Voucher Code: WK01751

Attendees (enter attendee names separated by a line break or a comma)

NEXT
CANCEL

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Once you have completed the details and clicked on NEXT, you will need to “Submit the booking request”.

Marketplace > Events > Voucher

| | |
|---|----------------------------|
| HOME | Confirm Booking |
| MARKETPLACE | BUSINESS FINANCIALS |
| Event Cost (excl. GST) | \$435.00 |
| Attendees | test emails |
| Total Cost | \$435.00 |
| SUBMIT BOOKING REQUEST REJECT | |

You will then be shown a booking confirmation screen and the provider will be sent an email letting them know that you have made the booking.

Marketplace > Events >

| | |
|------------------------|----------------------------|
| HOME | Booking Confirmed |
| MARKETPLACE | BUSINESS FINANCIALS |
| Event Cost (excl. GST) | \$435.00 |
| Attendees | test emails |
| Total Cost | \$435.00 |

Canceling a booking

If you need to CANCEL a booking, from the HOME PAGE, click on BOOKINGS, choose the relevant booking, and choose the CANCEL OPTION. **Please be aware that you may be required to pay cancellation charges to the Service Provider.**

| | |
|-------------------------------------|------------------------|
| CANCEL THIS BOOKING | Booking |
| BACK TO LIST | Status Pending |
| | Business NZ (2005) Ltd |
| | Service Financials |
| | Booking Reference |
| | Contact Email |
| | Attendees test emails |

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SECTION 5 – PROVIDING FEEDBACK ON THE TRAINING RECEIVED

An email requesting your Feedback is sent when you have **completed** training. This will show on your HOME PAGE, at the bottom under COMPLETED SERVICES.

Click VIEW to see the Event information and provide feedback.

| HOME | UPCOMING EVENTS | | | | | | | | |
|---|--|---------------------------|------------------------|-----------------------|---------------------|---|---------------------|---------------------------|-------------------|
| BOOKINGS | <table border="1"><thead><tr><th>Event Date</th><th>Event Name</th><th>Provider Name</th><th>Provider Reference</th><th>Status</th><th>Voucher Reference</th></tr></thead></table> | Event Date | Event Name | Provider Name | Provider Reference | Status | Voucher Reference | | |
| Event Date | Event Name | Provider Name | Provider Reference | Status | Voucher Reference | | | | |
| VOUCHERS | UNUSED VOUCHERS | | | | | | | | |
| BUSINESS DETAILS | Vouchers are assigned by Regional Partners on behalf of NZTE for the development of business capability. Businesses can still search the Marketplace and book development services without vouchers. Please click on the "Marketplace" tab to begin your search. | | | | | | | | |
| USERS | <table border="1"><thead><tr><th>Voucher Reference</th><th>Voucher Value Assigned</th><th>Voucher Restrictions</th><th>Voucher Expiry Date</th><th>Business Advisor Name</th><th>Contact Number</th></tr></thead></table> | Voucher Reference | Voucher Value Assigned | Voucher Restrictions | Voucher Expiry Date | Business Advisor Name | Contact Number | | |
| Voucher Reference | Voucher Value Assigned | Voucher Restrictions | Voucher Expiry Date | Business Advisor Name | Contact Number | | | | |
| MARKETPLACE | COMPLETED SERVICES | | | | | | | | |
| | <table border="1"><thead><tr><th>Event Date</th><th>Event Name</th><th>Provider Name</th><th>Feedback Rating</th></tr></thead><tbody><tr><td>VIEW Sunday, 5 October 2014</td><td>Business Financials</td><td>Bank of New Zealand (BNZ)</td><td>Feedback Required</td></tr></tbody></table> | Event Date | Event Name | Provider Name | Feedback Rating | VIEW Sunday, 5 October 2014 | Business Financials | Bank of New Zealand (BNZ) | Feedback Required |
| Event Date | Event Name | Provider Name | Feedback Rating | | | | | | |
| VIEW Sunday, 5 October 2014 | Business Financials | Bank of New Zealand (BNZ) | Feedback Required | | | | | | |

Then select "Provide Feedback".

| | |
|----------------------------------|------------------------|
| PROVIDE FEEDBACK | Booking |
| BACK TO LIST | Status Confirmed |
| | Business NZ (2005) Ltd |
| | Service Financials |
| | Booking Reference |

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SECTION 6 – UPDATING YOUR USER AND BUSINESS DETAILS

Updating Your User Details

Clicking on the MY DETAILS link in the top right hand corner will show your Account Details. Details can be edited in this section, including the option to change your password.

Home Welcome, _____

Regional Business Partner Network NEW ZEALAND TRADE & ENTERPRISE CallaghanInnovation

UPCOMING EVENTS

| Event Date | Event Name | Provider Name | Provider Reference | Status | Voucher Reference |
|------------|------------|---------------|--------------------|--------|-------------------|
|------------|------------|---------------|--------------------|--------|-------------------|

UNUSED VOUCHERS

Vouchers are assigned by Regional Partners on behalf of NZTE for the development of business capability. Businesses can still search the Marketplace and book development services without vouchers. Please click on the "Marketplace" tab to begin your search.

| Voucher Reference | Voucher Value Assigned | Voucher Restrictions | Voucher Expiry Date | Business Advisor Name | Contact Number |
|-------------------|------------------------|----------------------|---------------------|-----------------------|----------------|
|-------------------|------------------------|----------------------|---------------------|-----------------------|----------------|

Update Business Details

Click on the Business Details tab and then select EDIT to make changes to your business details:

Business Details

BUSINESS DETAILS

Legal Business Name: NZ (2005) Ltd

Trading Name: Northland

Business Contact Person: Grant

Business Contact Person Email: @yahoo.com

Business Structure: NZ-Registered Company

Create New User

Click on the USER tab which shows all current users.

- You can select CREATE USER tab to add a new user
- Select "View" to update current user details:

Home > Users

NZ (2005) Ltd Users

Name:

APPLY FILTER

| Username | Name | Email Address | Phone Number | User Type | Organisation | Status | Email Confirmed |
|----------|-----------------|---------------|--------------|----------------|--------------|------------|-----------------|
| | sdfasdf adfasdf | @yahoo.com | 31 | Business Admin | (2005) Ltd | Registered | |

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Complete relevant fields and tick ADMINISTRATOR if you want the new user able to setup new users.

Create New Business 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"/> |



Once you have created a new User, a new screen will appear, with a grey text box. Right click on the grey box, choose copy, and then enter this information into a new mail message. Send this information to the new user, and they will be able to complete the registration process, setting up a user name and password for the system. Information is provided at the bottom of the screen to assist.

[Home](#) > [Users](#) > [User Created](#)

User Successfully Created

A user account for **Test User** has been partially registered. This user's registration code is:

GsquD6y5pc2R9X7tdZha

Test User can complete his/her registration by visiting this website (<http://210.48.64.19/UAT/>) and registering with the above registration code. He/she can also register by simply visiting the following URL:

<http://210.48.64.19/UAT/Account/RegisterWithCode?code=GsqD6y5pc2R9X7tdZha>

You will need to send the registration code to Test User (test@user.co.nz). Below is a sample email message you can send to Test User 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 Test User,

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://210.48.64.19/UAT/Account/RegisterWithCode?code=GsqD6y5pc2R9X7tdZha>

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: