
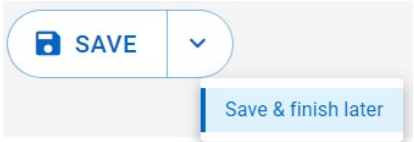

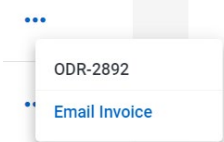

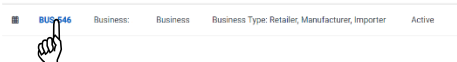

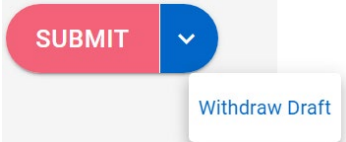


## HARP GUIDANCE – RegWorks v5 to v6 Upgrade

Vaping Release 2.4.2 – 1 August 2022

The HARP system is being updated over the weekend of 29 to 31 July to support product notification renewals, and to move the HARP Vaping system onto a new server based on a new version of the RegWorks product.

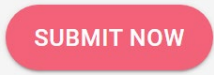
As a result, retailers and notifiers will not be able to log into HARP from 7pm on Friday 29 July to 8am on Monday 1 August. The new RegWorks product brings a few changes to the HARP user interface, and adds the ability to renew product notifications:

Function	Old – RegWorks v5	New – RegWorks v6
<p><b>New Web Address</b></p> <p>HARP for Vaping has a new server with a new URL. The old URL may still be used for other HARP systems</p>	<p><a href="https://harp.health.nz">https://harp.health.nz</a></p>	<p><a href="https://vaping.harp.health.nz">https://vaping.harp.health.nz</a></p>
<p><b>Save</b></p> <p>Submissions can now be saved part way through</p>	N/A	
<p><b>Save &amp; finish later</b></p> <p>After saving a submission as Draft, you can go back and finish it later from your My Submissions dashboard</p>	N/A	
<p><b>Dashboard Actions</b></p> <p>On your My Submissions dashboard, actions are now accessed by clicking the ellipses (...)</p>		
<p><b>Open Record</b></p> <p>To open a record from your My Submissions dashboard, you now need to click on the code rather than anywhere on the row</p>	 <p>click anywhere on the row</p>	 <p>only click on the Code</p>
<p><b>Submission Actions</b></p> <p>When making a Submission, additional actions may now be accessed by clicking the down arrow (v)</p>		
<p><b>Product Notification Renewal</b></p> <p>Product Notifications can now be renewed up to two months before they are due to expire</p> <p>(see step-by-step guidance overleaf)</p>	N/A	<ul style="list-style-type: none"> <li>• Select New Submission, VRA Applications, Product Notification Renewal</li> <li>• Select which Business's notifications you want to renew and submit the Product Notification Renewal</li> <li>• On the new PNREN record on your My Notifier Applications dashboard, choose which Product Notifications you want to renew</li> <li>• Generate, Submit and Pay for the renewal Order, and your product notifications will be extended by 12 months from the current expiry date</li> </ul>

## Product Notification Renewals – Step-by-Step Guide

1. Create a New Submission – VRA Applications – Product Notification Renewal
2. Choose the correct business from the Business Name Confirmation drop-down:

3. Review & Submit the Product Notification Renewal request



4. Follow the link in the confirmation message or open the new PNREN record from your My Notifier Applications dashboard:

The form has been submitted

*Your product notification renewal PNREN-10 has been created and is available for you to review under My Notifier Applications dashboard. Please select all products or the relevant products under [Product Renewal Details](#) and generate the order.*

*Products will not be renewed until the order is generated and outstanding payment processed.*

5. Select the Products that you want to renew from the Product list on the Products Renewal Details tab:

6. Generate Order for selected products



7. Submit Order, and either Pay Now or Email Invoice and pay offline:

8. Repeat steps for other businesses and/or products as needed – any products not renewed will expire

**Notifiers are no longer permitted to sell products whose Notification has expired, but Retailers have 3 months to sell through or return their existing stock**

*If you need to change the flavour, PG:VG ratio, ingredients or components for a product then you should withdraw the current Product Notification and create a new one rather than renewing the current one*

*Changes to nicotine strength or container size can be done through the normal Request Amendment process*