

Commerce Commission Data Portal

User Guide – Disclosure Industry Participant

March 2024

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1. Introduction

The Commerce Commission Data Portal has been created to allow industry participants to securely submit their disclosures and requests for information to the Commerce Commission.

This user guide will cover the Industry Resources Functionality for users who are required to submit disclosures to the Commission, it does not cover the Annual Return functionality for users invited to complete a return via email. Please note that some sections of this guide may not be relevant to your industry.

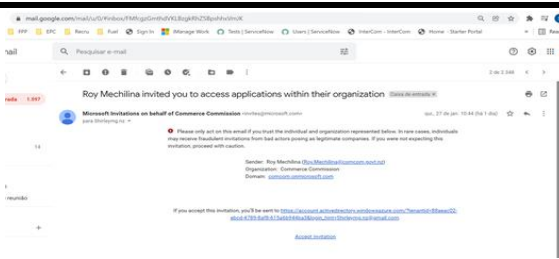
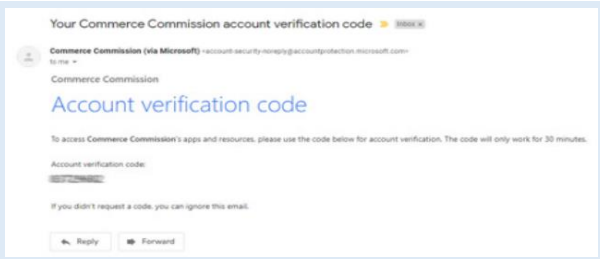
For any troubleshooting, please contact your industry email listed on the help page. We will be happy to assist.

2. Requesting a New User

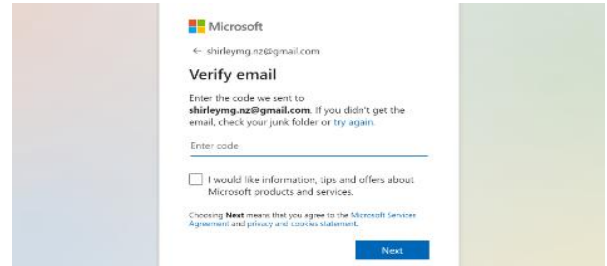
Each Industry Participant may request a number of portal users. Users can be requested via the *Commerce Commission Data Portal Onboarding Form*. Completed onboarding forms should be sent to your industry email listed on the help page.

Once user requests have been processed, each user will receive an invitation email (see below 3. Getting Set Up).

3. Getting Set Up

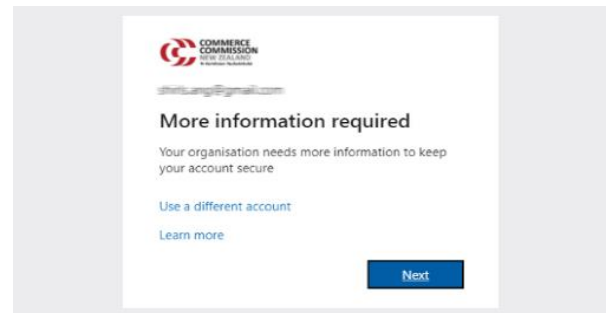
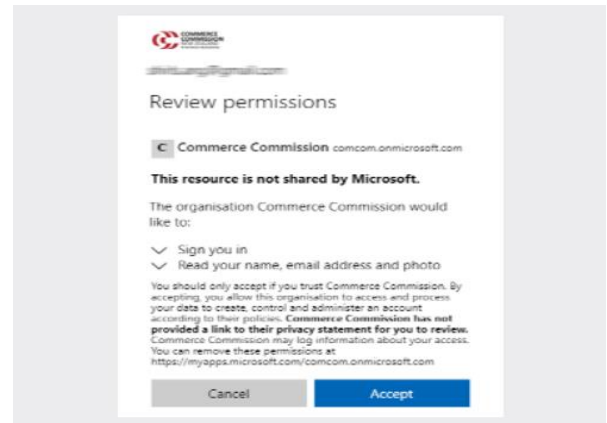
#	Step	Screenshots (if applicable)
1	Once access is approved, you will receive a Microsoft invitation email to your company email address. Click 'Accept Invitation'. To request access, please email your industry email listed on the help page.	
2	Check your email and look for the email from Microsoft containing the security code. Enter this code in the Microsoft Portal and click 'Next'.	

- 3 You will be redirected to the Microsoft Portal. Select 'Next' and fill in your password to verify your email. (This is the password associated with your company email account).

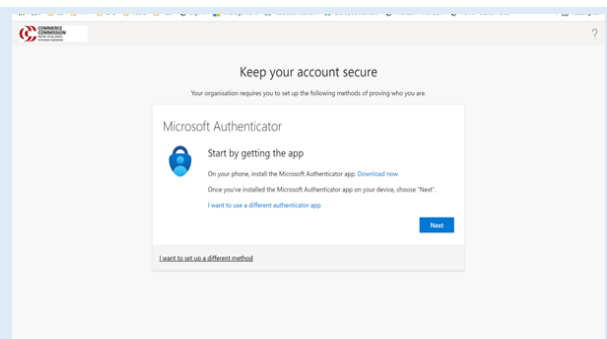


- 4 You will be prompted to solve a robot puzzle and asked if you would like to stay signed in. Select 'Yes'.

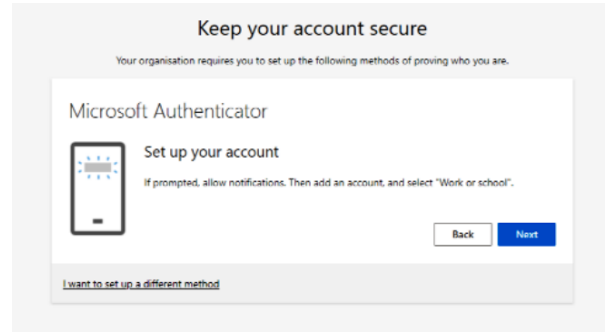
- 5 Microsoft will ask you to review your permissions, select 'Accept'. The Portal will then say More Information is Required, click 'Next'.



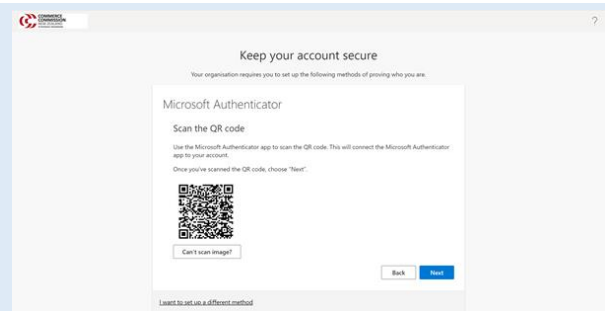
- 6 You will also require Microsoft Authenticator on your smart phone to keep your account secure. To download this app click here. Alternatively, search for 'Microsoft Authenticator' on your mobile phone – Google Play (Android) or App Store (iPhone).



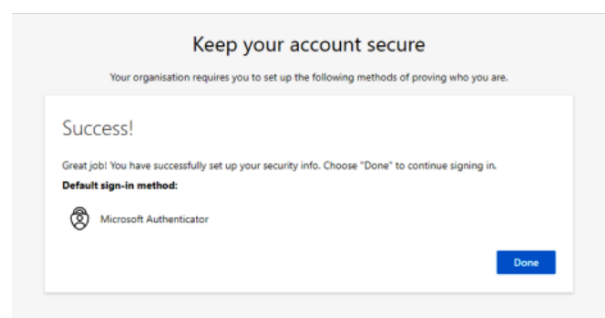
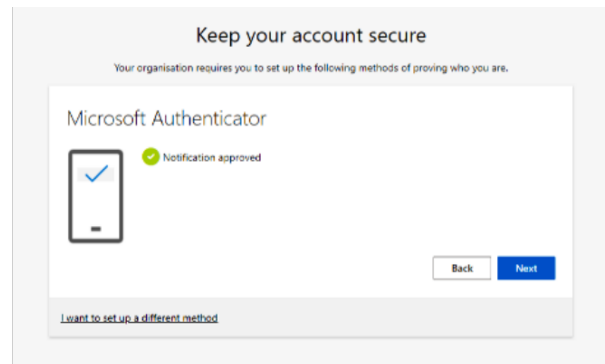
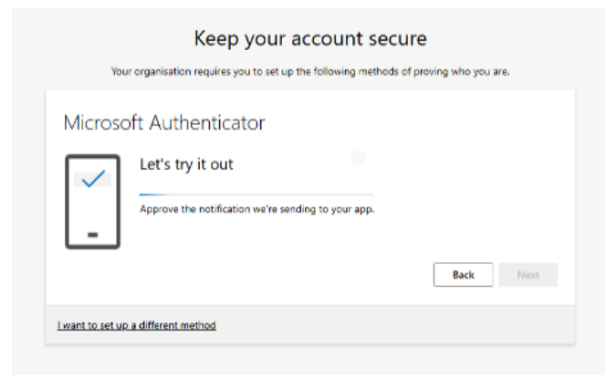
- 7 Once you have downloaded the Microsoft Authenticator app, click 'Next' on your computer. To set up your account click 'Next' again.



- 8 Open the Authenticator app and scan the unique code. Click 'Next' on your computer



- 9 In the Authenticator app, click 'Approved'. You will then see a 'Notification approved' screen on your computer. Click 'Next'. Then, when the computer screen shows 'Success!', click 'Done'.



- 10 You may see the below 'No apps to show' screen. You can close this and enter the portal web address <https://disclose.comcom.govt.nz/> . You are now ready to log in.



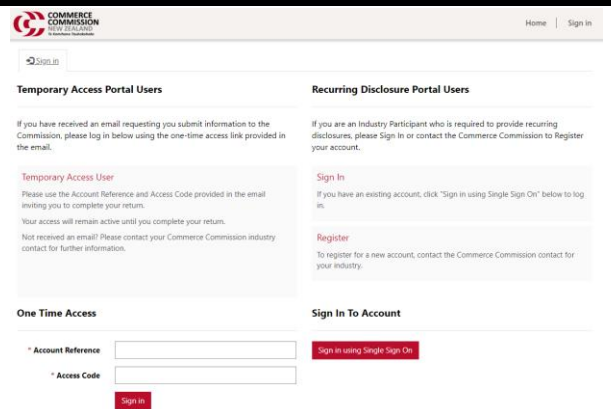
4. How to Log In

Before attempting to log in, you must have completed Steps 2 and 3 above.

Step

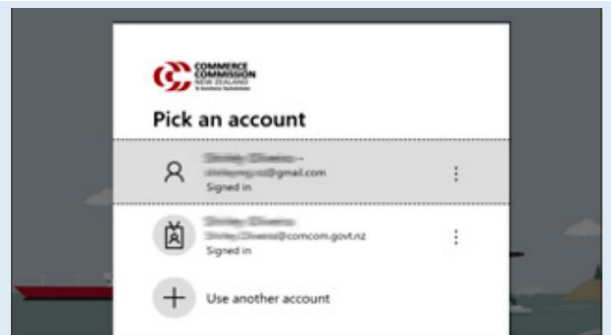
Screenshots (if applicable)

- 1 Navigate to the [Sign in](#) Page, and click 'Sign in using Single Sign On' under the Recurring Disclosure Portal Users section.



- 2 Click on the account you would like to sign in with and follow the prompts to sign in with your account details.

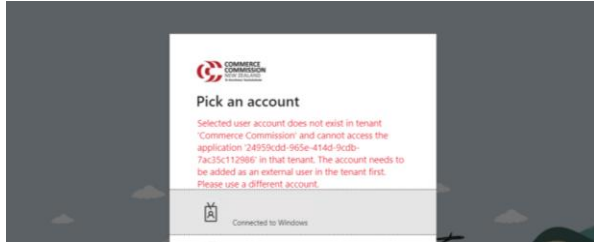
This should be the email address that your invitation email was sent to.



Common Log In Error Messages

Error Message 1

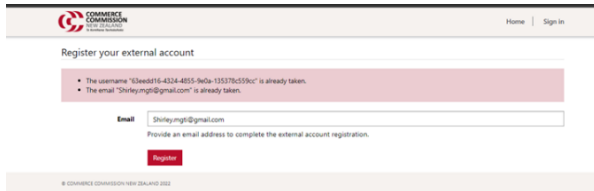
This error message occurs if your account has not been fully set up. Please contact your industry email listed on the help page for assistance.



Error Message 2

This error message occurs if your account is not active.

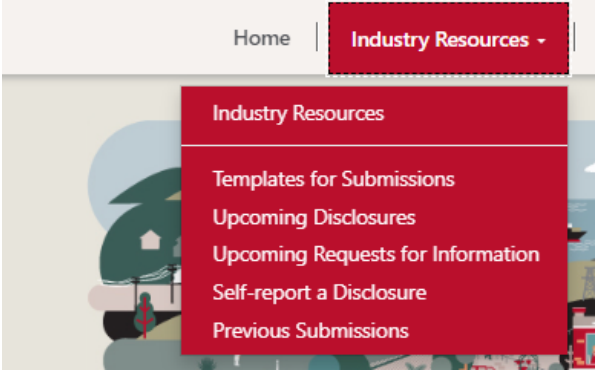
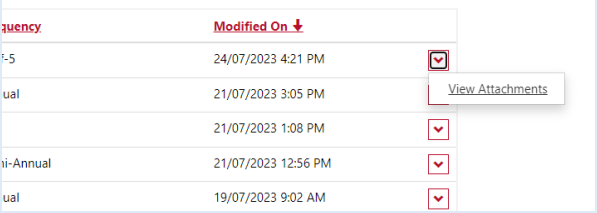

Please contact your industry email listed on the help page for assistance.



5. Upcoming Disclosures

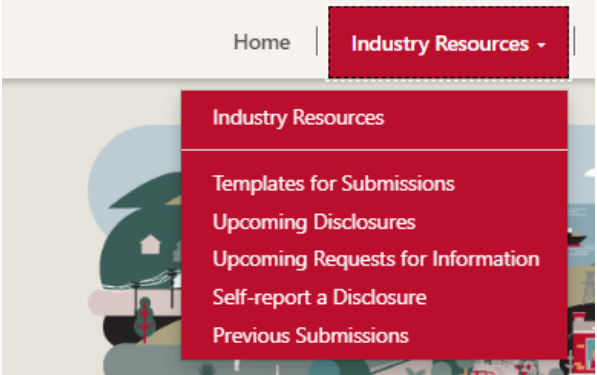
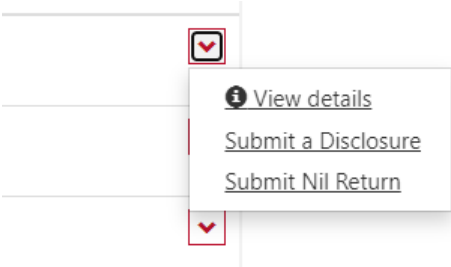
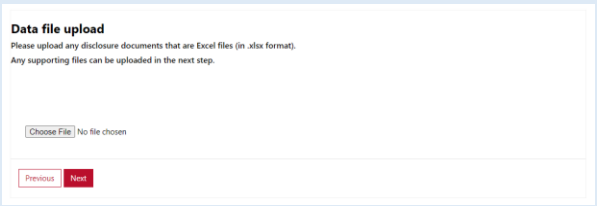
5.1 How to Download Disclosure Templates

Once signed in, follow the instructions below to download blank disclosure templates.

#	Step	Screenshots (if applicable)																		
1	<p>Navigate to the Templates for Submissions page using the top navigation by clicking Industry Resources then Templates for Submissions.</p> <p>Note: ‘Upcoming Requests for Information’ and ‘Self-report a Disclosure’ pages shown in the screenshot will only be visible to you if your industry requires you to submit these types of disclosures.</p>																			
2	<p>Use the action menu for the specific disclosures and click View Attachments.</p>	 <table border="1"><thead><tr><th>Frequency</th><th>Modified On</th><th>Action</th></tr></thead><tbody><tr><td>Quarterly</td><td>24/07/2023 4:21 PM</td><td>View Attachments</td></tr><tr><td>Quarterly</td><td>21/07/2023 3:05 PM</td><td>View Attachments</td></tr><tr><td>Quarterly</td><td>21/07/2023 1:08 PM</td><td>View Attachments</td></tr><tr><td>Half-Annual</td><td>21/07/2023 12:56 PM</td><td>View Attachments</td></tr><tr><td>Quarterly</td><td>19/07/2023 9:02 AM</td><td>View Attachments</td></tr></tbody></table>	Frequency	Modified On	Action	Quarterly	24/07/2023 4:21 PM	View Attachments	Quarterly	21/07/2023 3:05 PM	View Attachments	Quarterly	21/07/2023 1:08 PM	View Attachments	Half-Annual	21/07/2023 12:56 PM	View Attachments	Quarterly	19/07/2023 9:02 AM	View Attachments
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3	<p>To download the attachment click the file name.</p>	 <p>Required Files</p> <ul style="list-style-type: none">Data File Required <p>Modified On</p> <p>21/07/2023 1:08 PM</p> <p>Template Files</p> <ul style="list-style-type: none">Guidance FileSample Attachment.pdfData Template File																		

5.2. How to Submit an Upcoming Disclosure

Once you have downloaded, completed, and saved your template, you are ready to submit the disclosure document. Please see below for instructions on how to submit.

#	Step	Screenshots (if applicable)
1	<p>Navigate to the Upcoming Disclosures using the top navigation by clicking Industry Resources, then Upcoming Disclosures.</p> <p>Note: ‘Upcoming Requests for Information’ and ‘Self-report a Disclosure’ pages shown in the screenshot will only be visible to you if your industry requires you to submit these types of disclosures.</p>	
2	<p>The Disclosures table displays a list of upcoming disclosures.</p>	
3	<p>To submit a disclosures, click the action menu, then Submit a Disclosure.</p> <p>Check the details for the disclosures you are submitting. You are also able to download any disclosure templates that you will be required to submit against. Then click Next.</p>	
4	<p>If this disclosure requires a data file, then the Upload Data file screen will be shown and uploading a file (template) will be mandatory.</p> <p>Click Upload File and select the data file. The file name should be shown on the screen.</p> <p>Click Next to proceed to the upload supporting files screen.</p>	

- 5 On the Upload Supporting Files screen, upload a supporting file if required. To upload multiple files, click the Upload File button, then select multiple files while holding down the Ctrl key.

If you wish to submit multiple supporting files, please ensure that the files are saved in the same folder before uploading.

Click Next to proceed to the confirmation screen, then click Next.

Supporting file upload

If required, please upload any disclosure documents in .docx, .doc, .pdf, .zip, .eml, .xlsx, .csv, .png, .jpg, .jpeg or .txt format (multiple documents can be saved together into a single zip file).

This section will allow upload of an unlimited number of supporting files, however, the total size of the files uploaded cannot exceed 125MB. Should you need to upload files totalling more than 125MB in size, please notify your industry contact at the Commerce Commission and they will provide an alternative option.

Uploaded Files

less than a minute ago

super_hero_cowers.xlsx (118.04 KB)

Choose Files No file chosen

Previous Next

- 6 Review the confirmation screen then click Submit to mark the disclosure as Complete. Uploaded files can be reviewed and updated by returning to the previous pages.

Complete submission

Please click submit to mark this disclosure as Complete.

Uploaded files can be reviewed and updated by returning to the previous pages.

Disclosure Type

Price Quality Paths (Deprecated)

Description

—

Period

—

Industry

Fuel

Previous Submit

- 7 You will be shown a Submission Confirmation page and can click Return to the Upcoming Disclosures page.

Submission Confirmation

Thank you - your submission has been completed successfully.

Disclosure Requirement Number

REQ-1834

Submission Date

27/02/2024 3:40 PM

Return to Upcoming Disclosures

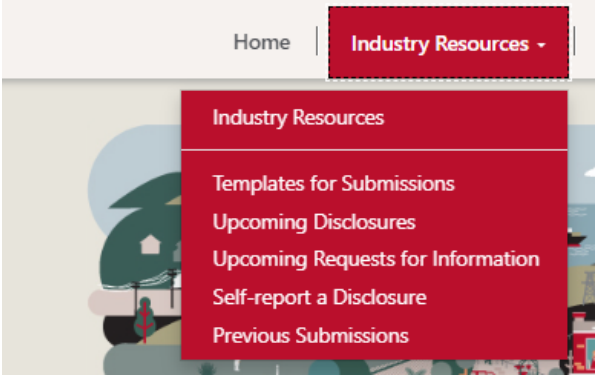
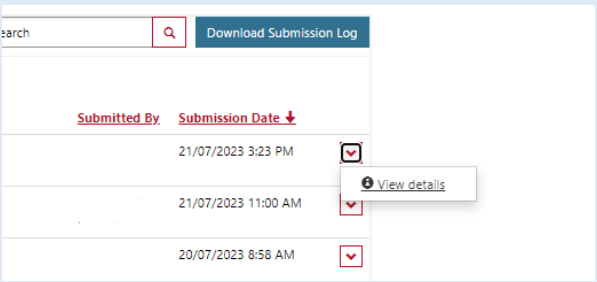
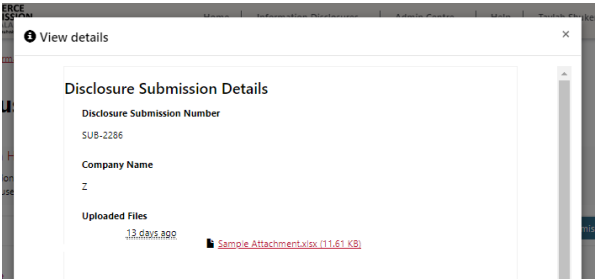
- 8 To resubmit a disclosure, follow the same steps above 1-7.

When the form is submitted, the status of the disclosure will be updated to Completed. The original submission will not be available to edit.

Note: The table of disclosure requirements on the Upcoming Disclosures page only shows records with a status of Due or a due date after today. If you need to resubmit a previously completed disclosure after the due date, please contact your industry email listed on the help page.

5.3. Review Previous Disclosure

Should you wish to view any of the disclosures previously submitted on behalf of your company, please follow the steps below.

#	Step	Screenshots (if applicable)
1	<p>Navigate to the Previous Submissions page using the top navigation by clicking Industry Resources, then Previous Submissions.</p> <p>Note: 'Upcoming Requests for Information' and 'Self-report a Disclosure' pages shown in the screenshot will only be visible to you if your industry requires you to submit these types of disclosures.</p>	
2	<p>Locate the submission in the table, using the search bar if required.</p> <p>Click the action menu and then View Details.</p>	
3	<p>Click the file name/s to download and view the submission.</p>	

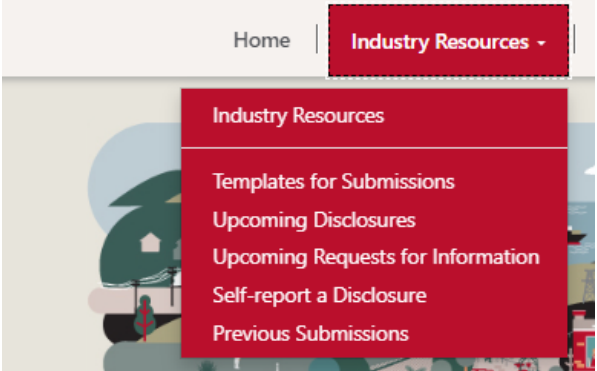
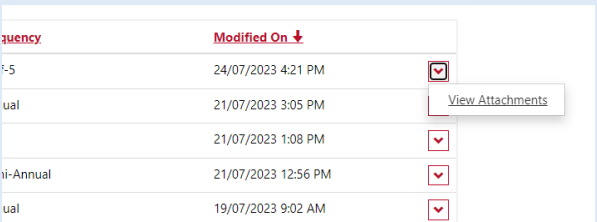
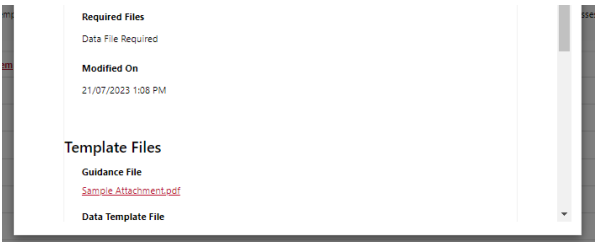
6. Upcoming Requests For Information

The Request for Information feature allows groupings of disclosures that a given industry is required to submit against.

Note: Requests for Information are not required for all industries – if your industry is required to submit requests for information you will see the ‘Upcoming Requests For Information’ page under the Industry Resources top navigation. If you do not see this page under the Industry Resources top navigation, this section is not relevant to you, please skip to [section 7](#).

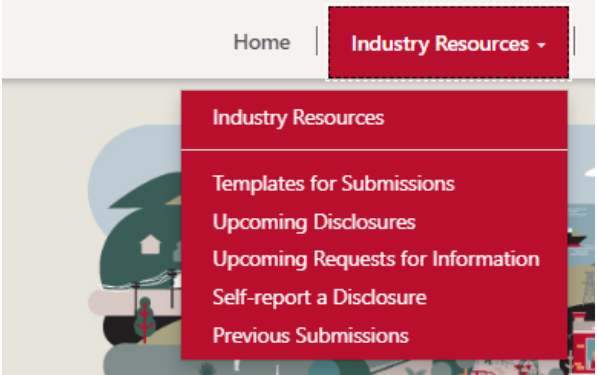
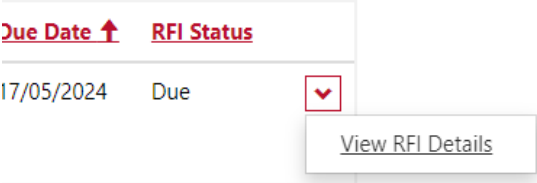
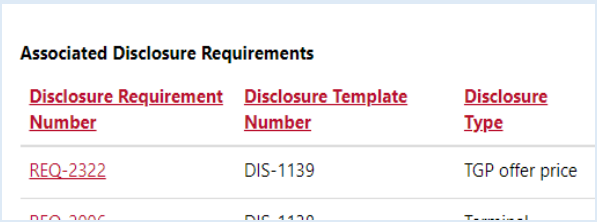
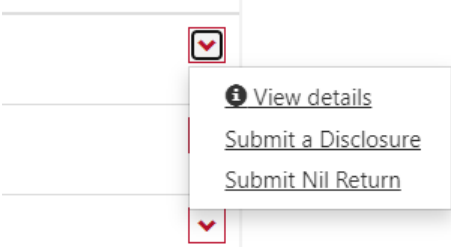
6.1. How to Download Disclosure Templates

Once signed in, follow the instructions below to download blank disclosure templates.

#	Step	Screenshots (if applicable)
1	Navigate to the Templates for Submissions page using the top navigation by clicking Industry Resources then Templates for Submissions. Note: ‘Self-report a Disclosure’ page shown in the screenshot will only be visible to you if your industry requires you to submit this type of disclosure.	
2	Use the action menu for the specific disclosures and click View Attachments.	
3	To download the attachment click the file name.	

6.2. How to Submit a Request for Information

Once you have downloaded, completed, and saved your template, you are ready to submit the disclosure document. Please see below for instructions on how to submit.

#	Step	Screenshots (if applicable)									
1	<p>Navigate to the Upcoming Requests for Information using the top navigation by clicking Industry Resources, then Upcoming Requests for Information.</p> <p>Note: 'Self-report a Disclosure' page shown in the screenshot will only be visible to you if your industry requires you to submit this type of disclosure.</p>										
2	The Due Requests for Information table displays a list of upcoming disclosures.										
3	To view the RFI details and associated requirements, click the action menu, and then View RFI details.										
4	The Associated Disclosure Requirements table displays a list of requirements that require submission.	 <table border="1"> <thead> <tr> <th>Disclosure Requirement Number</th> <th>Disclosure Template Number</th> <th>Disclosure Type</th> </tr> </thead> <tbody> <tr> <td>REQ-2322</td> <td>DIS-1139</td> <td>TGP offer price</td> </tr> <tr> <td>REQ-2006</td> <td>DIS-1139</td> <td>Terminal</td> </tr> </tbody> </table>	Disclosure Requirement Number	Disclosure Template Number	Disclosure Type	REQ-2322	DIS-1139	TGP offer price	REQ-2006	DIS-1139	Terminal
Disclosure Requirement Number	Disclosure Template Number	Disclosure Type									
REQ-2322	DIS-1139	TGP offer price									
REQ-2006	DIS-1139	Terminal									
5	<p>To submit a disclosure, click the action menu, then Submit a Disclosure.</p> <p>Click the details for the disclosure you are submitting, then click Next.</p>										

6 Page 1 will ask you to verify your disclosure details. You are also able to download any disclosure templates that you will be required to submit.

7 If this disclosure requires a data file, then the Upload Data file screen will be shown and uploading a file (template) will be mandatory.

Click Upload File and select the data file. The file name should be shown on the screen.

Click Next to proceed to the upload supporting files screen.

Data file upload

Please upload any disclosure documents that are Excel files (in .xlsx format). Any supporting files can be uploaded in the next step.

Choose File No file chosen

Previous Next

5 On the Upload Supporting Files screen, upload a supporting file if required. To upload multiple files, click the Upload File button, then select multiple files while holding down the Ctrl key.

If you wish to submit multiple supporting files, please ensure that the files are saved in the same folder before uploading.

Click Next to proceed to the confirmation screen, then click Next.

Supporting file upload

If required, please upload any disclosure documents in .docx, .doc, .pdf, .zip, .eml, .xlsx, .csv, .png, .jpg, .jpeg or .txt format (multiple documents can be saved together into a single zip file).

This section will allow upload of an unlimited number of supporting files, however, the total size of the files uploaded cannot exceed 125MB. Should you need to upload files totalling more than 125MB in size, please notify your industry contact at the Commerce Commission and they will provide an alternative option.

Uploaded Files

less than a minute ago super_hero_sowers.xlsx (118.04 KB)

Choose Files No file chosen

Previous Next

6 Review the confirmation screen then click Submit to mark the disclosure as Complete. Uploaded files can be reviewed and updated by returning to the previous pages.

Complete submission

Please click submit to mark this disclosure as Complete. Uploaded files can be reviewed and updated by returning to the previous pages.

Disclosure Type

Price Quality Paths (Deprecated)

Description

—

Period

—

Industry

Fuel

Previous Submit

7 You will be shown a Submission Confirmation page and can click Return to the Upcoming Disclosures page.

Submission Confirmation

Thank you - your submission has been completed successfully.

Disclosure Requirement Number

REQ-1834

Submission Date

27/02/2024 3:40 PM

Return to Upcoming Disclosures

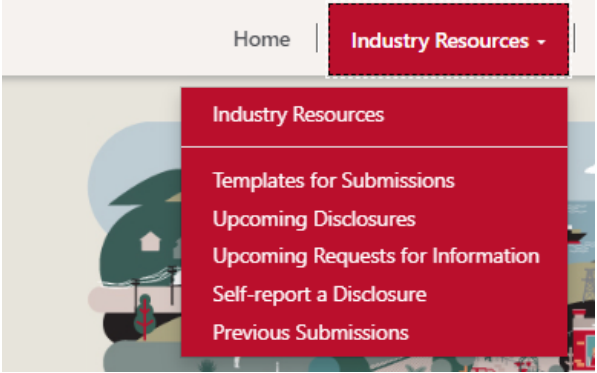
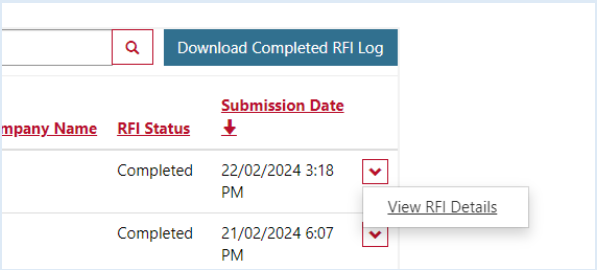
- 8 To resubmit a disclosure within a request for information, follow the same steps above 1-7.

When the form is submitted, the status of the disclosure will be updated to Completed. The original submission will not be available to edit.

Note: If you need to resubmit a previously completed disclosure after the request for information is completed, please contact your industry email listed on the help page.

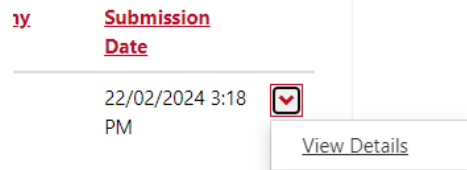
6.3. Review Previous Request for Information

A completed request for information occurs when every requirement associated with a request for information is completed. Should you wish to view any of the completed requests for information previously submitted on behalf of your company, please follow the steps below.

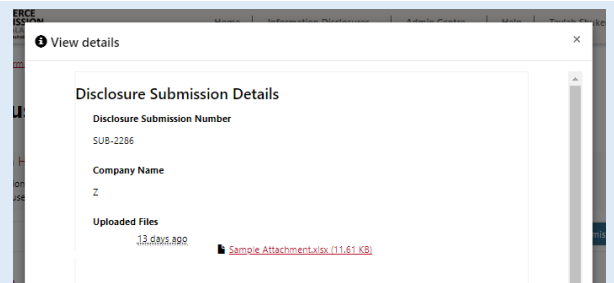
#	Step	Screenshots (if applicable)
1	<p>Navigate to the Upcoming Request for Information Page using the top navigation by clicking Industry Resources, then Upcoming Requests for Information.</p> <p>Note: 'Self-report a Disclosure' page shown in the screenshot will only be visible to you if your industry requires you to submit this type of disclosure.</p>	
2	<p>Locate the Completed RFI in the table, using the search bar if required. Click the action menu and then View RFI Details.</p>	

- The Associated Disclosure Requirements table displays a list of requirements that were submitted against.

Locate the submission in the table, using the search bar if required.
Click the action menu and then View Details



- Click the file name/s to download and view the submission.



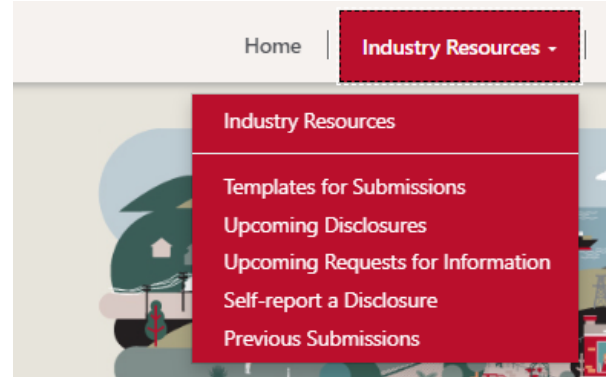
Should you wish to view any of the disclosures that are associated to a request for information previously submitted on behalf of your company, please follow the steps below. This may include disclosures that are still associated with a Due request for information.

Step

Screenshots (if applicable)

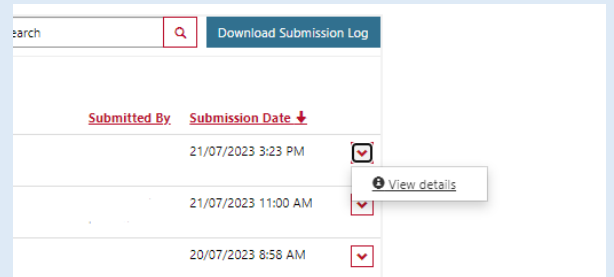
- Navigate to the Previous Submissions page using the top navigation by clicking Industry Resources, then Previous Submissions.

Note: 'Self-report a Disclosure' page shown in the screenshot will only be visible to you if your industry requires you to submit this type of disclosure.

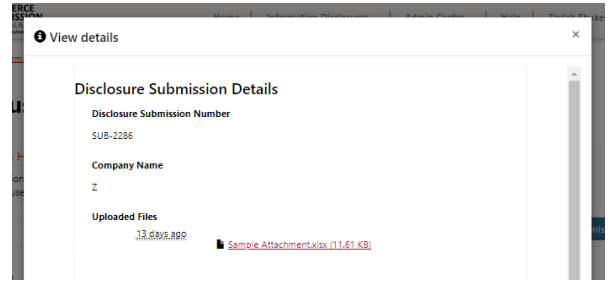


- Locate the submission in the table, using the search bar if required.

Click the action menu and then View Details.



- 3 Click the file name/s to download and view the submission.



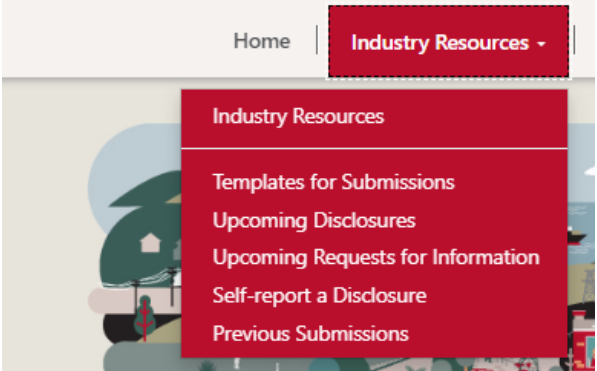
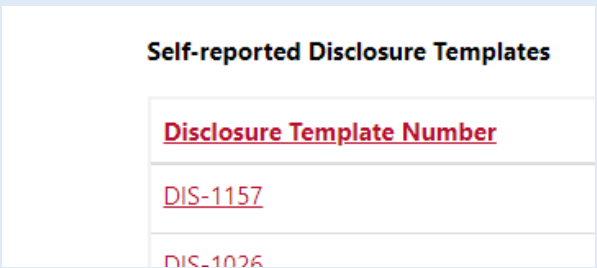
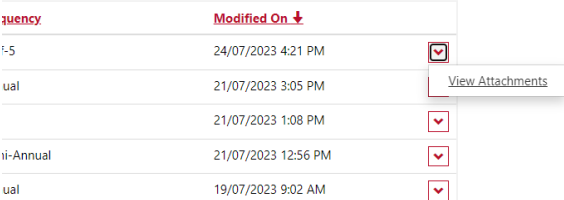
7. Self-report a Disclosure

Self-reported Disclosure functionality allows industry participants to report information to the Commission when an event occurs that requires disclosure.

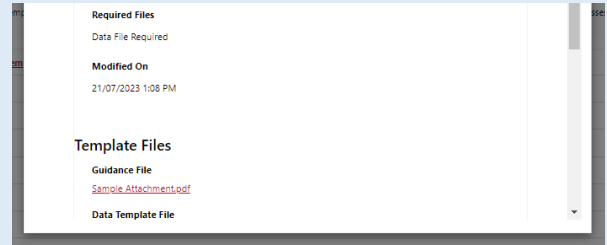
Note: Self-reported disclosures are not required for all industries – if your industry is required to self-report disclosures you will see the ‘Self-report a Disclosure’ page under the Industry Resources top navigation. If you do not see this page under the Industry Resources top navigation, this section is not relevant to you.

7.1. How to Download Disclosure Templates

Once signed in, follow the instructions below to download blank disclosure templates from the self-report a disclosure page.

#	Step	Screenshots (if applicable)																		
1	<p>Navigate to the Self-report a Disclosure page using the top navigation by clicking Industry Resources, then Self-report a Disclosure.</p> <p>Note: ‘Upcoming Requests for Information’ page shown in the screenshot will only be visible to you if your industry requires you to submit this type of disclosure.</p>																			
2	<p>The Self-reported Disclosure Templates table displays a list of templates your industry is able to submit a self-reported disclosure against.</p>																			
3	<p>Use the action menu for the specific disclosures and click View Templates.</p>	 <table border="1"> <thead> <tr> <th>Agency</th> <th>Modified On ↓</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>Agency 1</td> <td>24/07/2023 4:21 PM</td> <td>View Attachments</td> </tr> <tr> <td>Agency 2</td> <td>21/07/2023 3:05 PM</td> <td>View Attachments</td> </tr> <tr> <td>Agency 3</td> <td>21/07/2023 1:08 PM</td> <td>View Attachments</td> </tr> <tr> <td>Agency 4</td> <td>21/07/2023 12:56 PM</td> <td>View Attachments</td> </tr> <tr> <td>Agency 5</td> <td>19/07/2023 9:02 AM</td> <td>View Attachments</td> </tr> </tbody> </table>	Agency	Modified On ↓	Action	Agency 1	24/07/2023 4:21 PM	View Attachments	Agency 2	21/07/2023 3:05 PM	View Attachments	Agency 3	21/07/2023 1:08 PM	View Attachments	Agency 4	21/07/2023 12:56 PM	View Attachments	Agency 5	19/07/2023 9:02 AM	View Attachments
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Agency 4	21/07/2023 12:56 PM	View Attachments																		
Agency 5	19/07/2023 9:02 AM	View Attachments																		

3 To download the attachment click the file name.

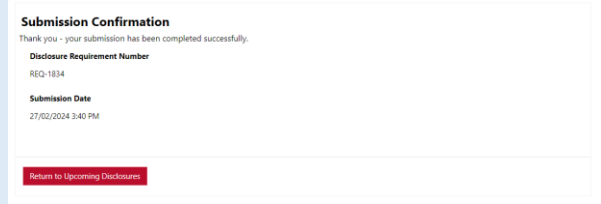


7.2. How to Submit a Self-reported Disclosure

Once you have downloaded, completed, and saved your template, you are ready to submit a self-reported disclosure. Please see below for instructions on how to submit.

#	Step	Screenshots (if applicable)
1	<p>Navigate to the Self-report a Disclosure page using the top navigation by clicking Disclosures, then Self-report a Disclosure.</p> <p>Note: ‘Upcoming Requests for Information’ page shown in the screenshot will only be visible to you if your industry requires you to submit this type of disclosure.</p>	
2	<p>To submit a disclosure, click the action menu, then Begin Submission.</p> <p>You are also able to view or download any templates by clicking the action menu, then View Templates.</p> <p>Check the details for the self-reported disclosures you are submitting. Then click Submit.</p>	
3	<p>You will be redirected to the Due Self-reported Disclosure Requirements page.</p> <p>The table will display your newly created disclosure requirement. To submit against it, click the action menu, then Submit Self-reported Disclosure.</p> <p>Please note that incomplete self-reported disclosure requirements (including those created in error) are automatically deleted after 48 hours.</p>	

- You will be shown a Submission Confirmation page and can click Return to the Self-reported Disclosures page.



7.3. Review Previous Self-reported Disclosures

Should you wish to view any of the self-reported disclosures previously submitted on behalf of your company, please follow the steps below.

#	Step	Screenshots (if applicable)
1	<p>Navigate to the Self-report a Disclosure Page using the top navigation by clicking Industry Resources, then Self-report a Disclosure.</p> <p>Note: 'Upcoming Requests for Information' page shown in the screenshot will only be visible to you if your industry requires you to submit this type of disclosure.</p>	
2	<p>Scroll to view the Completed Self-reported Disclosures submissions table.</p> <p>Locate the submission in the table, using the search bar if required.</p> <p>Click the action menu and then View Details.</p>	
3	<p>Click the file name/s to download and view the submission.</p>	