

2024 Vaping & other notifiable products annual returns

User guide

You have until 31 January 2025 to complete your annual return submission(s).

Please read page 3 before completing your return.

You can only submit a 2024 annual return if you have received an email containing a unique link.

Your progress will be saved automatically, so you do not need to complete and submit it all at once.

If you experience any issues submitting your return by 31 January 2025, email vapingandsmoking@health.govt.nz

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Who should submit an annual return

Specialist Vape Retailers

- If you hold an **approved vaping premise (AVP)** approval, you will need to complete **one** return for **each specialist vaping premises**.
- If you hold an **approved internet site (AIS)** approval, you will need to complete **one** return for **each online specialist store**.
- See pages **4-15** of this user guide

Importers and Manufacturers (notifiers)

- **A business** that **imports or manufactures** vaping, herbal and smokeless tobacco products must complete **one** return.
- See pages **4-15** of this user guide

General Vape Retailers (e.g. supermarket, petrol station, diary)

- For **general retailers** who sell vaping, herbal, and smokeless tobacco products **each business** that holds **the regulated product seller (RPS) notification** must provide **one** return. Note this may cover multiple stores.
- See pages **16-27** of this user guide

Specialist vape retailer and notifiers (AIS and AVP license)

(Pages 4-15)

Please confirm your details

NZBN

Your NZBN should be 7-14 characters long

Continue










- Enter your NZBN number.
- If it fails to validate, check [here](#) and re-enter.
- If you are unable to confirm your details email: vapingandsmoking@health.govt.nz
- If you have multiple businesses, you will receive an email for each business with a unique link for that business.
- You cannot share links between businesses. **The link is unique for each business/ NZBN.**

Specialist vape retailers and notifiers (AVP and AIS licence)

[Change licence](#)
 [Find and add products](#)
 [Manually enter products](#)
 [Edit and submit return](#)

- The navigation panel shown above appears on every page and allows you to move between pages.

Licence type

RPS	Begin return	▼
AVP	Begin return	▲
AVP- 	Begin return	>
AVP- 	Begin return	>
AVP- 	Begin return	>
AVP- 	Begin return	>
AVP- 	Begin return	>
AVP- 	Begin return	>
AVP- 	Begin return	>
AVP- 	Begin return	>
AVP- 	Begin return	>
AIS	Begin return	▼
No licence	Begin return	▼

- As a specialist retailer, all your AVP and AIS licences will be listed.
- To begin a return, click on the AVP/ AIS code that relates to the store you would like to submit a return for.
- The status on this page will change when a return is completed and submitted.
- If you are a notifier and do not have a license, you can submit a return without one. Select no license at the bottom of the page.

Options for entering your return information

Bulk entry

This option requires a spreadsheet to be uploaded. We recommend you select this option, if you have more than 100 products

Continue

Manual entry

This option means you will find and add each product from a database. We recommend you select this option, if you have less than 100 products

Continue

- Select how you want to submit your return.
- For bulk entry guidance, go to page 7 of this user guide.
- For manual entry guidance, go to page 12 of this user guide.

Bulk entry: specialist vape retailers and notifiers (AVP and AIS licence)

Bulk Entry

How to use bulk entry▼

1. Download & complete CSV template

Download (XLSX, 368 KB)

2. Upload completed CSV

Choose file No file chosen

Submit

- Click the arrow – how to use bulk entry for further instructions.
- Select specialist vape retailer template.
- Go to page 8 for guidance to fill out the template.
- Once completed, upload and submit your CSV file.
- You will need to complete a declaration in order to upload your return, go to page 9 of this user guide.

Bulk entry CSV template - Specialist vape retailers and notifiers (AVP & AIS licences)

- The following information is required when manually entering in the template for bulk upload:

Product type (must sure you enter one of the following):

- Vaping device
- Kit
- Freebase Nicotine Vaping Substance
- Nicotine Salt Vaping Substance
- Herbal smoking product – loose Mix
- Herbal Smoking Product – cigarette
- Smokeless tobacco product

Product Brand (this is a free box text)

Variant/ Flavour (this is a free box text)

Barcode (Universal Product Code)

- You will not be able to enter more than 14 numbers.

PG:VG Ratio

- Make sure that the ratio equals 100
- The required format looks like 60:40

Strength (mg/ ml), make sure you enter one of these options:

- 0mg, 1.04mg, 1.06mg, 1.07mg, 1.14mg, 1.15mg, 1.17mg, 1.21mg, 1.23mg, 1.25mg, 3mg, 5mg, 6mg, 9mg, 10mg, 12mg, 15mg, 16mg, 18mg, 20mg, 22mg, 24mg, 25mg, 28.5mg, 30mg, 34mg, 35mg, 36mg, 38mg, 40mg, 45mg, 48mg, 47mg, 50mg.

Size/ Volume (ml), make sure you enter one of these options:

- 0ml, 1.5ml, 1.8ml, 1.9ml, 2ml, 2.5ml, 3ml, 3.5ml, 3.8ml, 4ml, 4.8ml, 5ml, 6ml, 6.8ml, 7ml, 8ml, 9ml, 10ml, 11ml, 12ml, 13ml, 14ml, 15ml, 16ml, 18ml, 20ml, 30ml, 50ml, 60ml, 100ml, 120ml, 200ml.

RRP (\$)

- You do not need to add the '\$'
- This is the suppliers recommended retailer price

Quantity

- This is the total number of the product sold

Quantity sold

- This is the total number of the product sold

Make a declaration

Declaration ×

I, [full name] of [address], [position held/job title], certify that the information contained in this return is correct for the purposes of the Smokefree Environments and Regulated Products Regulations 2021.

Agree and submit

- To upload your return, you must complete the declaration.
- Make sure your *full name, address, position held/ job title* has been entered before clicking **Agree and submit**.

Submission successful

You should receive an email confirmation shortly. If there are any errors in your submission you will receive an additional email. You will need to fix these errors before your return is complete

If you are a specialist vape retailer, you must enter your total sales of non-notifiable products e.g food and drinks. To do so, you must review your return after the validation is completed, you will receive a link to review

- If you need to submit another return, click start new submission. You will be taken back to select a new licence code, go to page 5 of this user guide.
- If your upload is complete, you will receive an email within 15 minutes to confirm that your return has been validated.
- Note specialist vape retailers need to provided their net revenue for non-notifiable products e.g. food and drinks.
- Click on the link in the email to complete this step. Refer to page 11 for guidance on this step.

Errors found in bulk entry - How to review and edit

- You will have been sent an email indicating errors have been found.
- Click on the link in the email

Hide completed product entries

Barcode	Brand	Product Type Category	Flavour/Variant	PG:VG Ratio	Size/Volume (Mg or ml)	Strength	RRP \$	Quantity	Total sales	
5055938614312	Aisu	Nicotine Salt Vaping Substance	Aloe Vera	30:70	<input type="text" value="88.2g"/>	<input type="text" value="3mg"/>	<input type="text" value="100"/>	<input type="text" value="100"/>	<input type="text" value="\$360"/>	<input type="button" value="✘"/>
5055938610314	Aisu	Nicotine Salt Vaping Substance	Aloe Vera	30:70	<input type="text" value="88.2g"/>	<input type="text" value="3mg"/>	<input style="border: 2px solid red;" type="text"/>	<input type="text" value="100"/>	<input style="border: 2px solid red;" type="text"/>	<input style="border: 2px solid red;" type="button" value="✘"/>
5055938614312	Aisu	Nicotine Salt Vaping Substance	Aloe Vera	30:70	<input type="text" value="88.2g"/>	<input type="text" value="3mg"/>	<input type="text" value="100"/>	<input type="text" value="100"/>	<input type="text" value="\$360"/>	<input type="button" value="✘"/>
5055938610314	Aisu	Nicotine Salt Vaping Substance	Aloe Vera	30:70	<input type="text" value="88.2g"/>	<input type="text" value="3mg"/>	<input style="border: 2px solid red;" type="text"/>	<input type="text" value="100"/>	<input style="border: 2px solid red;" type="text"/>	<input style="border: 2px solid red;" type="button" value="✘"/>

- The screen will display all the products from your return.
- At the top of the page, you can select to *hide completed product entries*. When selected, you will only see the products that require more information.
- Incorrect entries will show as a red box. Enter the correct values for the fields that are indentified in red.
- The product line will appear grey once all fields have been entered correctly.
- Be sure to save your progress.**
- Note you are required to provide the total net revenue for non-notifiable products sold at each premises or website, refer to page 11 of this guide.

Entering net revenue for non-notifiable product and resubmit

Total sales \$1,945

Specialist vape retailers provide your net revenue for non-notifiable products e.g food and drinks etc



Your progress: Select licence → Add Products → Review & edit

Submit return

- Under your product lists, enter your total net revenue of non-notifiable products e.g food and drinks etc.
- Click the green tick to confirm non-notifiable products sales total.
- Click submit return button, note you will be required to make the declaration again.

This return is complete

Want to make changes to your return?

Reactivate

- If you wish to make any further changes, you can access your return by using the reactivate button. This will take you back to the review and edit page, page 10 of this guide.
- Note you will need to resubmit if any further changes are made.

Manual entry: Specialist vape retailers and notifiers (AVP and AIS licence)

- If you selected manual entry (page 5 of this guide), you will be taken to 'Find and add products' page

Find and add products

Search by product barcode or brand



- You can find a product by entering the product barcode or brand. We recommend entering the barcode as it will result in an exact match. If you enter the brand, it will find similar results.
- If you cannot find a product, you will need to manually enter it, go to page 13 of this guide.

Barcode	Brand	Product Type Category	Flavour / Variant	Size / Volume (Mg or ml)	PG:VG Ratio	Strength	RRP \$	Quantity	Total Sales	Submit
793618003173	Salty Beaver	Nicotine Salt Vaping Substance	Peachy Dream	60ml	70:30	6mg	<input type="text"/>	<input type="text"/>	<input type="text"/>	+ Add
793618003180	Salty Beaver	Nicotine Salt Vaping Substance	Peachy Dream	60ml	60:40	12mg	<input type="text"/>	<input type="text"/>	<input type="text"/>	+ Add

- You are required to enter the recommended retail price (RRP), quantity sold and total net sales revenue for each product.
- Click [+ Add](#) to add the product to your return.

Manually entering a product

Manually add products

Barcode	Brand	Product Type Category	Flavour / Variant	Size / Volume (Mg or ml)	PG:VG Ratio	Strength	RRP \$	Quantity	Total Sales	Submit
<input type="text"/>	<input type="text"/>	Select an option▼	<input type="text"/>	Select an option▼	Select an option▼	Select an option▼	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="⊕"/>

- You will need to manually enter a product if a product cannot be found.
- All fields must be completed. Note some fields are a drop-down selection or a free text box.
- Click **+ Add** to add the product to your return.
- Click enter another product to generate another empty product line.

Enter another product

- If you need to find and add another product, click ‘find and add products’ on navigation panel, see page 12 of this guide.
- If you have added all your products, you will need to review and edit your return. Go to page 14 of this guide.

Review and edit

Hide completed product entries

Barcode	Brand	Product Type Category	Flavour/Variant	PG:VG Ratio	Size/Volume (Mg or ml)	Strength	RRP \$	Quantity	Total sales	
5055938614312	Aisu	Nicotine Salt Vaping Substance	Aloe Vera	30:70	<input type="text" value="88.2g"/>	<input type="text" value="3mg"/>	<input type="text" value="100"/>	<input type="text" value="100"/>	<input type="text" value="\$360"/>	<input type="button" value="✕"/>
5055938610314	Aisu	Nicotine Salt Vaping Substance	Aloe Vera	30:70	<input type="text" value="88.2g"/>	<input type="text" value="3mg"/>	<input style="border: 2px solid red;" type="text"/>	<input type="text" value="100"/>	<input style="border: 2px solid red;" type="text"/>	<input style="border: 2px solid red;" type="button" value="✕"/>
5055938614312	Aisu	Nicotine Salt Vaping Substance	Aloe Vera	30:70	<input type="text" value="88.2g"/>	<input type="text" value="3mg"/>	<input type="text" value="100"/>	<input type="text" value="100"/>	<input type="text" value="\$360"/>	<input type="button" value="✕"/>
5055938610314	Aisu	Nicotine Salt Vaping Substance	Aloe Vera	30:70	<input type="text" value="88.2g"/>	<input type="text" value="3mg"/>	<input style="border: 2px solid red;" type="text"/>	<input type="text" value="100"/>	<input style="border: 2px solid red;" type="text"/>	<input style="border: 2px solid red;" type="button" value="✕"/>

- The review and edit page will display all the products from your return.
- At the top of the page, you can select to *hide completed product entries*. When selected, you will see the products that require more information.
- You will need to enter the value for the fields that are outlined in red.
- The product line will appear grey once all fields have been entered correctly.
- **Make sure you save your progress.**
- Note you are required to provided the total net revenue for non-notifiable products sold at each premises or website, refer to page 15 of this guide.

Net revenue for non-notifiable product and resubmit

5055938810314	Aisu	Nicotine Salt	Aloe Vera	30:70	88.2g	3mg		100		<input checked="" type="checkbox"/>	<input type="checkbox"/>
									Total sales	\$987,432	
									Net revenue from non-licenced products	\$987,432	<input checked="" type="checkbox"/>

My products (326) Your progress: [Select licence](#) → [Add products](#) → [Review & edit](#) [Submit return](#)

- Under your product lists, enter your total net revenue of non-notifiable products e.g food and drinks etc.
- Click the green tick to confirm non-notifiable products sales total.
- Click submit return button, note you will be required to make a declaration.

This return is complete
Want to make changes to your return?
[Reactivate](#)

- If you wish to make any further changes, you can access your return by using the reactivate button. This will take you back to the review and edit page, page 14 of this guide.
- Note you will need to resubmit if any further changes are made.

General retailer e.g supermarkets, dairies, petrol stations

(pages 16-27)

Please confirm your details

NZBN

Your NZBN should be 7-14 characters long

Continue

- Enter your NZBN number.
- If it fails to validate, check [here](#) and re-enter.
- If you are unable to confirm your details email: vapingandsmoking@health.govt.nz
- If you have multiple businesses, you will receive an email for each business with a unique link for that business.
- You will not be able to share links amongst businesses. **The link is unique for each business.**

Licence type

[Change licence](#) [Find and add products](#) [Manually enter products](#) [Edit and submit return](#)

- The navigation panel shown above appears on every page and allows you to move between pages.

RPS	Begin return	^
RPS-48	Begin return	>

- Your regulated product seller (RPS) licence will be listed.

No licence	Begin return	^
------------	------------------------------	---

To complete your return you will need a licence number.

[Register here](#) to begin your licence application.

>

Begin a return without a licence [here](#).

- If you are a general retailer of notifiable products (vaping, herbal smoking or smokeless tobacco) and have not submitted and paid for a regulated product seller (RPS) notification. Please complete the following steps:

1. Use this [link to HARP](#)
2. Log back in, click into 'new submission', and click 'Regulated Product Seller Notification (RPS)'. The RPS is the notification/registration required for general retailers of vaping products. The RPS form may also be visible on the landing page when you first log in – both take you to the same place.
3. Fill out the RPS form, pay the invoice and you're good to go.

- Note you may begin the return without an RPS notification; however, you will be asked to provide an RPS code before submitting the return.

Options for entering your returns information

Enter your products

Bulk entry

If you have more than 200 products, select this option

Continue

Manual entry


If you have less than 200 products, select this option

Continue

- Select how you want to submit your return.
- For bulk entry guidance, go to page 7 of this user guide.
- For manual entry guidance, go to page 12 of this user guide.

Bulk entry: General retailer e.g supermarkets, dairies, petrol stations

Bulk Entry

How to use bulk entry 

1. Download & complete CSV template

Download (XLSX, 368 KB)

2. Upload completed CSV

Choose file No file chosen

Submit

- Click the arrow – how to use bulk entry for further instructions.
- Select general retailer template.
- Go to page 20 for guidance to fill out the template.
- Once completed, upload and submit your CSV file.
- You will need to complete a declaration in order to upload your return, go to page 21 of this user guide.

Bulk entry template – General retailers e.g supermarkets, dairies, petrol stations (RPS license)

- The following information is required when manually entering in the template for bulk upload:
- Note that this template is different than last year, you do not need to provide the RRP or total net revenue for products.

Product type (Must sure you enter one of these):

- Vaping device
- Kit
- Freebase Nicotine Vaping Substance
- Nicotine Salt Vaping Substance
- Herbal smoking product – loose Mix
- Herbal Smoking Product – cigarette
- Smokeless tobacco product

Product Brand (This is a free box text)

Variant/ Flavour (This is a free box text)

Barcode (Universal Product Code)

- You will not be able to enter more than 14 numbers.

PG:VG Ratio

- Make sure that the ratio equals 100
- The required format looks like 60:40

Strength (mg/ ml), make sure you enter one of these options:

- 0mg, 1.04mg, 1.06mg, 1.07mg, 1.14mg, 1.15mg, 1.17mg, 1.21mg, 1.23mg, 1.25mg, 3mg, 5mg, 6mg, 9mg, 10mg, 12mg, 15mg, 16mg, 18mg, 20mg, 22mg, 24mg, 25mg, 28.5mg, 30mg, 34mg, 35mg, 36mg, 38mg, 40mg, 45mg, 48mg, 47mg, 50mg.

Size/ Volume (ml), make sure you enter one of these options:

- 0ml, 1.5ml, 1.8ml, 1.9ml, 2ml, 2.5ml, 3ml, 3.5ml, 3.8ml, 4ml, 4.8ml, 5ml, 6ml, 6.8ml, 7ml, 8ml, 9ml, 10ml, 11ml, 12ml, 13ml, 14ml, 15ml, 16ml, 18ml, 20ml, 30ml, 50ml, 60ml, 100ml, 120ml, 200ml.

Quantity sold

- This is the total number of the product sold

Make a declaration and submit

Declaration ✕

I, [full name] of [address], [position held/job title], certify that the information contained in this return is correct for the purposes of the Smokefree Environments and Regulated Products Regulations 2021.

Agree and submit

- To confirm the submission, you must complete the declaration. Make sure you enter your *full name, address, position held/ job title* before clicking **Agree and submit**.

Upload complete

You should receive an email confirmation shortly. If there are any errors in your submission you will receive an additional email. You will need to fix these errors before your return is complete.

Start new submission

- If you need to submit another return, click start new submission. You will be taken back to select a new licence code, go to page 17 of this user guide.
- If your upload is complete, you will receive an email within 15 minutes to confirm that your return has been validated.
- If your return has errors, the email will contain a link, click that to make the corrections. Go to page 22 of this user guide.

Errors found in bulk entry - How to review and edit

- You will have been sent an email indicating errors have been found.
- Click on the link in the email.

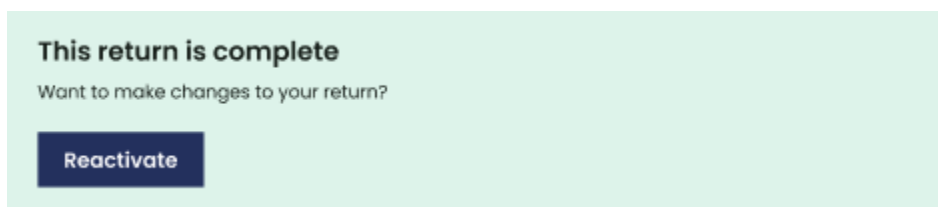
Barcode	Brand	Product Type Category	Flavour / Variant	Size / Volume (Mg or ml)	Strength	Quantity	Submit / Remove
9420076700764	Alt	Nicotine Salt Vaping Substance	Replacement Pod 2- Pack	2ml	40mg	<input style="border: 2px solid red;" type="text"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>

Enter a valid number

- It will display all the products from your return.
- At the top of the page, you can select to *hide completed product entries*. When selected, you will only see the products that require more information.
- Incorrect entries will show as a red box. Enter the correct values for the fields that are indentified in red.
- The product line will appear grey once all fields have been entered correctly.
- **Be sure to save your progress.**
- Go to page 23 of this guide to re submit your return.

Resubmit

- Click submit return button, note you will be required to make a declaration.



- If you wish to make any further changes, you can access your return by using the reactivate button. This will take you back to the review and edit page, page 22 of this guide.
- Note you will need to resubmit if any further changes are made.

Manual entry: RPS licenses e.g supermarkets, dairies, petrol stations

- If you selected manual entry (page 18 of this user guide), you will be taken this page – Find and add products

Find and add products

Search by product barcode or brand



- You can find a product by entering the product barcode or brand. We recommend entering the barcode as it will result in an exact match. If you enter the brand, it will find similar results.

Barcode	Brand	Product Type Category	Flavour / Variant	Size / Volume (Mg or ml)	Strength	Quantity	Submit
8888075040853	Vuse	Nicotine Salt Vaping Substance	CREAMY MINT	1.9ml	18mg	<input type="text"/>	+ Add
8888075040860	Vuse	Nicotine Salt Vaping Substance	CREAMY MINT	1.9ml	34mg	<input type="text"/>	+ Add

- You are required to enter the of quantity sold for each product.
- Click [+ Add](#) to add the product to your return.
- If you cannot find a product, you will need to manually enter it, go to page 25 of this guide.

Manually entering a product

Barcode	Brand	Product Type Category	Flavour / Variant	Size / Volume (Mg or ml)	PG:VG Ratio	Strength	RRP \$	Quantity	Total Sales	Submit
<input type="text"/>	<input type="text"/>	Select ▼	<input type="text"/>	Select ▼	Select ▼	Select ▼	<input type="text"/>	<input type="text"/>	<input type="text"/>	+ Add
<div style="display: flex; justify-content: space-between; align-items: center;"> ← Enter another product → </div>										

- You will need to manually enter a product if a product cannot be found.
- All fields must be completed. Note some fields are a drop-down selection or a free text box.
- Click **+ Add** to add the product to your return.
- Click enter another product to generate another empty product line.

 Enter another product

Add products

- If you need to find and add another product, click ‘find and add products’ on navigation panel, see page 24 of this user guide.
- If you have added all your products, you will need to review and edit your return. Go to page 26 of this user guide.

Review and edit

- It will display all the products from your return.
- At the top of the page, you can select to *hide completed product entries*. When selected, you will see the products that require more information.
- You will need to enter the value for the fields that are outlined in red.
- The product line will appear grey once all fields have been entered correctly.
- **Be sure to save your progress.**
- Go to page 27 of this guide to submit your return.

Submit

Declaration ✕

I, [full name] of [address], [position held/job title], certify that the information contained in this return is correct for the purposes of the Smokefree Environments and Regulated Products Regulations 2021.

Agree and submit

- Click submit return button, note you will be required to make a declaration.

This return is complete

Want to make changes to your return?

Reactivate

- If you wish to make any further changes, you can access your return by using the reactivate button. This will take you back to the review and edit page, page 26 of this guide.
- Note you will need to resubmit if any further changes are made.