

# How to Enter ECIP Delivery Payment Information

Once the Vendor has submitted the ECIP delivery documents and the CAA has reconciled the information, the delivery payment information must be entered in HEAP Cloud.

Click on the grey expansion arrow in the ECIP Qualified Allocation on the benefit tab

Client - Jane MH - Benefit Applied

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Jane MH [11/14/2019]

Client Info Benefits

Quality Confirm Undo Confirm

Denied Denied Reason  
 none

Qualified Allocation + Add

Allocation	Benefit Date	Benefit	Additional Benefit	Total Benefit	Needs Approval	
2020 TANF		\$0.00	\$0.00	\$0.00	NO	+
2020 HEAP	11/14/2019	\$912.00	\$0.00	\$912.00	NO	+
2020 ECIP	11/14/2019	\$350.00	\$0.00	\$350.00	NO	+

Messages

Allocation	Messages
2020 TANF	Client does not meet any benefit rule
2020 TANF	Ineligible
2020 HEAP	Eligible for \$912.00 from 2020 HEAP (DHLIC Annual Energy Cost \$2001-\$2500, Poverty 126%-150%)
2020 HEAP	Benefit Assigned
2020 ECIP	Eligible for Crisis Benefit(\$400.00) from 2020 ECIP

Scroll to the right and click on the + sign associated with the Vendor that needs to be paid.

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Jane MH [11/14/2019]

Client Info Benefits

Quality Confirm Undo Confirm

Allocation	Benefit Date	Benefit	Additional Benefit	Total Benefit	Needs Approval	
2020 ECIP	11/14/2019	\$350.00	\$0.00	\$350.00	NO	+

Benefit Paid Date	Request Date	Comment	PO Date	PO Number	Attach File
		#2 Fuel must be delivered within 18 hours. \$2.109 @ 100 gallons = \$210.90; Plus delivery fee = \$50.00; Plus restart fee = \$89.10	11/14/2019	0000000061	<span>+</span>

Enter the following delivery information:

- Delivery quantity = Enter 1
- Delivery Type = Click on drop down and choose Fuel
- Delivery Unit Price = Enter total ECIP Delivery amount
- Delivery Date = Enter the date the ECIP delivery was made
- Agency Approval Date = Enter the date the Agency Approved for payment

**Benefit Payment Delivery - Jane MH**

Vendor: CN Brown Co-Augusta Heatin      Payment ID:      Allocation Name: 2020 ECIP

Delivery Quantity: 1.000      Delivery Type: Fuel

Delivery Unit Price: 350.000000      Delivery Date: 11/14/2019

Total Amount: 350.000000      Agency Approval Date: 11/14/2019

Attached File Name :  
Comment

**Attach Document**   **Cancel**   **Save**

Click on “Attach Document”.

Upload Vendor Delivery Records (document should be saved with name and date of ECIP). The document should be in the following order:

- Purchase Order
- Delivery ticket
- Invoice (if applicable)
- Confirmation letter of remedied disconnect (utility/natural gas vendors only)

Click Save

**Benefit Payment Delivery - Jane MH**

Vendor: CN Brown Co-Augusta Heatin      Payment ID:      Allocation Name: 2020 ECIP

Delivery Quantity: 1.000      Delivery Type: Fuel

Delivery Unit Price: 350.000000      Delivery Date: 11/14/2019

Total Amount: 350.000000      Agency Approval Date: 11/14/2019

Attached File Name: ECIP Delivery Records 11-14-19.docx

Comment:

Attach Document    Remove Attachment    Cancel    Save

The delivery information will populate in the ECIP Qualified Allocation sub grid.

Client - Jane MH - Benefit Applied

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Jane MH [11/14/2019]

Client Info    Benefits

Quality    Confirm    Undo Confirm

Allocation	Benefit Date	Benefit	Additional Benefit	Total Benefit	Needs Approval
2020 TANF		\$0.00	\$0.00	\$0.00	NO
2020 HEAP	11/14/2019	\$912.00	\$0.00	\$912.00	NO
2020 ECIP	11/14/2019	\$350.00	\$0.00	\$350.00	NO

  

Fuel Vendor	Amount	Benefit Quantity	Benefit Balance	Payment ID	Apply Date	Benefit Paid Date
PO CN Brown Co-Augusta Heating Oil - Oil	\$350.00	134.19	\$0.00		11/14/2019	

  

Quantity	Type	Payment ID	Check Number	Payment Number	Unit Price	Delivery Date	Total Amount	Agency Appro
1.000	Fuel				\$350.000000	11/14/2019	\$350.000000	11/14/2019