

How generate PY2021 Wood Purchase Order

Once an application has been certified, the PO button will populate next to the Wood Vendor.

- Click on the PO Button. In a separate browser tab, the wood purchase order will populate.

Application - Summer A MH - Benefit Applied

Change New Application Client Letter More

Summer MH [09/14/2020]

Application Info Benefits History

Qualify Certify Undo Certify

<input type="checkbox"/>	2021TANF	9/28/2020	\$0.00	\$350.00	\$0.00	\$0.00				
<input type="checkbox"/>	2021HEAP	9/28/2020	\$0.00	\$1,426.00	\$0.00	\$0.00				

Add Save Cancel Remove Rescind PO Upload Document

	Vendor	Fuel Type	Quantity	Unit Cost	Amount	Service Date	Agency Approval Date	Comment	Credit Notification	Pa
<input type="checkbox"/>	Danville Jack - Seasoned:16-18in split	Seasoned:16-18in split	5.093	\$280.0000	\$1,426.00					
<input type="checkbox"/>	2021ECIP			\$0.00	\$0.00			\$0.00		\$400.00

PO

Messages

To Save the Wood Purchase Order.

- Click the “Save Disk” icon and choose PDF. This will open another browser tab. Once saved print 3 copies of the Wood PO for file, applicant and Wood Vendor.

acceptance2.hancocksoftware.com/ME_UploadFiles/Report.aspx?ReportType=IDS_PO&ReportName=Woo

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1 of 1 50%

Word Excel PowerPoint PDF TIFF file MHTML (web archive) CSV (comma delimited) XML file with report data Data Feed

Home State Housing Authority (MaineHousing)
Home Energy Assistance Program (HEAP)
WOOD PURCHASE ORDER (PO)

PO NUMBER: 000000439 PO ISSUE DATE: 11/13/2020

Vendor: Danville Jack
14 Judah Koon Road
Sumner, ME 04262

Customer: Summer A MH
675 Prospect Avenue
Sumford, ME 04276
Phone: (207) 949-1426

CAA Name: Community Concepts, Inc.
CAA Address: 17 Market Square
South Paris, ME 04281

Authorized by: Lori Hoffmann
Phone: 207-743-7716
Email:

DELIVERY INSTRUCTIONS:
Vendor must deliver what is listed on this Wood Purchase Order. Any alterations/changes to the PO may result in the Vendor not being paid. If a client/vendor feels the PO is not correct, please contact the CAA prior to making the delivery. Delivery must be made within 60 days from the date this PO was issued, otherwise the Vendor must request an extension from the CAA named above. Delivery requirements are as follows:
Wood Type: Seasoned:16-18in split, Quantity: 5.093, Unit Cost: \$280.00, Total Cost: \$1,426.00
Additional Requirements:

APPLICANT INSTRUCTIONS
The Applicant or designated representative (7 years or older) must sign for each delivery of wood that has been delivered. If the wood delivery is not satisfactory, do not sign the PO and contact Mainehousing by email at info@mainehousing.org or call (800) 453-6663.
NOTE: The HEAP benefit is intended for the use of the eligible household. A HEAP recipient may not sell, transfer, lease or otherwise convey the right to their fuel without written approval of Mainehousing. Any unauthorized use, transfer, acquisition or possession of fuel provided through fuel assistance is a Class C crime with up to 18 months or prison sentence fine up to \$1,000.

COMPLETED BY VENDOR
VENDOR INSTRUCTIONS: (1) Complete and sign all copies; (2) Obtain the Applicant signature on all copies; (3) Return the vendor copy, give the applicant copy to the Applicant, and return the original to the Community Action Agency (CAA) identified above.
Total # of Planned Deliveries: Comments:

DELIVERY 1	DELIVERY 2	DELIVERY 3
Delivery Date: _____ # of Cuts: _____ Cut of Day: _____	Delivery Date: _____ # of Cuts: _____ Cut of Day: _____	Delivery Date: _____ # of Cuts: _____ Cut of Day: _____
VENDOR: I certify that delivery of the wood in the total amount and type stated herein has been made to the Applicant.	VENDOR: I certify that delivery of the wood in the total amount and type stated herein has been made to the Applicant.	VENDOR: I certify that delivery of the wood in the total amount and type stated herein has been made to the Applicant.
Signature: _____ Date: _____	Signature: _____ Date: _____	Signature: _____ Date: _____
APPLICANT: I certify that the delivery of wood in the amount, type and delivery indicated has been made to my satisfaction.	APPLICANT: I certify that the delivery of wood in the amount, type and delivery indicated has been made to my satisfaction.	APPLICANT: I certify that the delivery of wood in the amount, type and delivery indicated has been made to my satisfaction.
Signature: _____ Date: _____	Signature: _____ Date: _____	Signature: _____ Date: _____

Prepared by Mainehousing Wood Purchase Order HEAP 11132020

How to Enter Wood Delivery Payment Information

Once the Vendor has delivered the wood and submitted a signed HEAP Wood Purchase Order and the CAA has reviewed and approved it, the delivery information must be entered in HEAP Cloud for the Vendor to be paid.

Open the appropriate client application and go to the Benefits tab.

Click on the grey expansion arrow to view the HEAP Qualified Allocation on the benefits tab.

If the **amount of the HEAP to be paid is the same as what was originally listed** on the Wood PO.

- Next to the HEAP Wood Vendor, scroll to the right and click in the “Service Date” field. Enter the date of when the wood was delivered.
- Tab over to the “Agency Approval Date” field. Enter the date the CAA is entering the HEAP Wood Delivery Record into HEAP Cloud.
- Click Save.
- See instructions below for uploading Wood Vendor’s HEAP Delivery submission.

Application - Summer A MH - Benefit Applied

Change New Application Client Letter More

Summer MH [09/14/2020]

Application Info Benefits History

Qualify Certify Undo Certify

<input type="checkbox"/>	2021TANF	9/28/2020	\$0.00	\$350.00	\$0.00	\$0.00
<input type="checkbox"/>	2021HEAP	9/28/2020	\$0.00	\$1,426.00	\$0.00	\$0.00

Switch Vendor Add Save Cancel Remove Rescind PO Upload Document

Vendor	Fuel Type	Quantity	Unit Cost	Amount	Service Date	Agency Approval Date	Comment	Credit Notification
<input type="checkbox"/> Danville Jack - Seasoned:16-18in split	Seasoned:16-18in split	PO	5.09	\$280.0000	\$1,426.00	12/14/2020	11/26/2020	

2021ECIP \$0.00 \$0.00 \$0.00 \$400.00

Messages

If the **amount to be paid is found to be less than the Wood PO** (example: Wood Vendor delivered partial delivery) following these steps:

- Next to the HEAP Wood Vendor, click in the “Quantity” and adjust the total of what the amount of cords the vendor delivered.
- Tab to the “Service Date” field. Enter the date of when the wood was delivered.
- Tab over to the “Agency Approval Date” field. Enter the date the CAA is entering the HEAP Wood Delivery Record into HEAP Cloud.
- Click Save.
- Enter a comment in the comment section of the application. In the event there was a specific issue with the Vendor not able to deliver entire amount.
- See how to Upload Vendor’s Wood PO Delivery submission below. Make sure documentation is saved with Name of client and delivery date.

Application - Summer A MH - Benefit Applied

Change New Application Client Letter More - [Icon] X

Summer MH [09/14/2020] X

Application Info Benefits History

Qualify Certify Undo Certify

<input type="checkbox"/>	2021TANF	9/28/2020		\$0.00	\$350.00	\$0.00	\$0.00		
<input type="checkbox"/>	2021HEAP	9/28/2020		\$0.00	\$1,426.00	\$713.40	\$0.00		

Switch Vendor Add Save Cancel Remove Rescind PO Upload Document

	Vendor	Fuel Type	Quantity	Unit Cost	Amount	Service Date	Agency Approval Date	Comment	Credit Notification
<input type="checkbox"/>	Danville Jack - Seasoned:16-18in split	Seasoned:16-18in split	2.545	\$280.0000	\$712.60	12/14/2020	11/26/2020		

☐ 2021ECIP \$0.00 \$0.00 \$0.00 \$400.00

Messages

How To Upload The HEAP Wood Delivery Records

To upload the HEAP Wood Vendor PO Submission records click on the white box next to the ECIP Vendor.

Click the “Upload Document” button.

Application - Summer A MH - Benefit Applied

Summer MH [09/14/2020] X

Application Info Benefits History

Qualify Certify Undo Certify

Qualified Allocation

Allocation	Benefit Date	Additional	Benefit	Balance	Max Remaining
2021TANF	9/28/2020	\$0.00	\$350.00	\$0.00	\$0.00
2021HEAP	9/28/2020	\$0.00	\$1,426.00	\$713.40	\$0.00

Switch Vendor Add Save Cancel Remove Rescind PO Upload Document

Vendor	Fuel Type	Quantity	Unit Cost	Amount	Service Date	Agency Approval Date
Danville Jack - Seasoned:16-18in split	Seasoned:16-18in split	PO	2.545	\$280.0000	\$712.60	12/14/2020

2021ECIP

Messages

Allocation Name	Messages
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Click “Select File” and choose the appropriate delivery records submitted for that ECIP.
Click “Upload”.

Application - Summer A MH - Benefit Applied

Summer MH [09/14/2020] X

Application Info Benefits History

Qualify Certify Undo Certify

Qualified Allocation

Allocation	Benefit Date	Additional	Benefit	Balance	Max Remaining
2021TANF	9/28/2020	\$0.00	\$350.00	\$0.00	\$0.00
2021HEAP	9/28/2020	\$0.00	\$1,426.00	\$713.40	\$0.00

Switch Vendor Add Save Cancel Remove Rescind PO Upload Document

Vendor	Fuel Type	Quantity	Unit Cost	Amount	Service Date	Agency Approval Date
Danville Jack - Seasoned:16-18in split	Seasoned:16-18in split	PO	2.545	\$280.0000	\$712.60	12/14/2020

2021ECIP

Messages

Upload File

Select file (25 file maximum)

Cancel Upload

Scroll over to verify the document uploaded correctly under the “Attached File” Field by clicking on the file link.

Application - Summer A MH - Benefit Applied

Change New Application Client Letter More

Summer MH [09/14/2020]

Application Info Benefits History

Qualify Certify Undo Certify

Qualified Allocation

<input type="checkbox"/>	Allocation	Benefit Date	Additional	Benefit	Balance	Max Remaining
<input type="checkbox"/>	2021TANF	9/28/2020	\$0.00	\$350.00	\$0.00	\$0.00
<input type="checkbox"/>	2021HEAP	9/28/2020	\$0.00	\$1,426.00	\$713.40	\$0.00

Switch Vendor

Add Save Cancel Remove Rescind PO Upload Document

Date	Payment ID	Payment Number	Check Number	PO Number	PO Date	Attached File	Original Amount	Rescinded	Rescinded Date	Rescinded By
				6459	11/13/2020	SummerMH12-14-2020.docx		<input type="checkbox"/>		

<input type="checkbox"/>	2021ECIP		\$0.00	\$0.00	\$0.00	\$400.00
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How to rescind a Wood PO and create a new Purchase Order

- Click the white box next to the vendor that is not able to fulfill the HEAP Wood Delivery,
- Add a comment explaining why the HEAP Wood PO was rescinded.
- Click “Rescind PO”.

Application - Nina N MH - Benefit Applied

Change New Application Client Letter More - X

Nina MH [10/07/2020] X

Application Info Benefits History

Qualify Certify Undo Certify

Qualified Allocation

<input type="checkbox"/>	Allocation	Benefit Date	Additional	Benefit	Balance	Max Remaining
<input type="checkbox"/>	2021TANF	10/21/2020	\$0.00	\$350.00	\$0.00	\$0.00
<input type="checkbox"/>	2021HEAP	10/21/2020	\$0.00	\$775.00	\$0.00	\$0.00

Switch Vendor Add Save Cancel Remove Rescind PO Upload Document

<input type="checkbox"/>	Vendor	Fuel Type	Quantity	Unit Cost	Amount	Service Date	Agency Approval Date	Comment	Credit Notification	Pa
<input checked="" type="checkbox"/>	Carville Jack - Seasoned:16-18in split	Seasoned:16-18in split	PO	2.768	\$280.0000	\$775.00				

2021ECIP \$0.00 \$0.00 \$0.00 \$400.00

To verify that the HEAP Wood Purchase Order has been rescinded:

- Scroll over until the Fields Rescinded, Rescinded Date and Rescinded By are seen.
The “Rescinded” field should have a blue check,
The “Rescinded Date” should have generated
The “Rescinded by” should have the user who rescinded the Wood PO.

Application - Nina N MH - Benefit Applied

Change New Application Client Letter More - X

Nina MH [10/07/2020] X

Application Info Benefits History

Qualify Certify Undo Certify

Qualified Allocation

<input type="checkbox"/>	Allocation	Benefit Date	Additional	Benefit	Balance	Max Remaining
<input type="checkbox"/>	2021TANF	10/21/2020	\$0.00	\$350.00	\$0.00	\$0.00
<input type="checkbox"/>	2021HEAP	10/21/2020	\$0.00	\$775.00	\$0.00	\$0.00

Switch Vendor Add Save Cancel Remove Rescind PO Upload Document

Payment Date	Payment ID	Payment Number	Check Number	PO Number	PO Date	Attached File	Original Amount	Rescinded	Rescinded Date	Rescinded By
				6461	11/13/2020		\$775.00	<input checked="" type="checkbox"/>	11/13/2020	Lori McPherson

2021ECIP \$0.00 \$0.00 \$0.00 \$400.00

To add a new vendor that will remedy the ECIP.

Click on the Application Info tab.

Click the “Change” Button to put the application in “Change Mode”.

Click “New” in the Vendor and Consumption section to add Wood Vendor to the Fuel Vendor section.

Add Vendor and account information that will remedy the ECIP.

Choose DHLC based on what the original Vendor had.

Add New Energy Status.

Click Save.

The screenshot shows the 'Energy Consumption' form in 'Change Mode'. The 'Fuel Vendor' dropdown is set to 'Betty Young - Seasoned:16-18in split - 275.00'. The 'Account Number' is 0. The 'Same As Applicant' checkbox is checked. The 'First Name' is Nina and the 'Last Name' is MH. The 'Annual Consumption' is 1839.36 and the 'Fuel Subsidy Allowance' is empty. The 'Use DHLC' checkbox is checked, and the 'DHLC Reason' is 'No Consumption figure available'. There is a 'Comment' text area. At the bottom, there is a 'Heating Burden' field with the value 1839.36 and a 'Utility Only' checkbox. Below the form is the 'Energy Service Status' section with a table showing the current status as 'No Energy Crisis - Not Applicable - None'. At the bottom right are buttons for 'Link Consumption', 'Cancel', and 'Save'.

Make note of the cost per cord for the new Wood Vendor.

Click “Confirm Changes” to generate a new Vendor row under the HEAP Allocation. (On the benefits Tab.)

The screenshot shows the 'Application Info' tab in 'Change Mode'. The application is for 'Nina MH [10/07/2020]'. The 'Confirm Changes' button is circled in red. Below the application info is a table showing the status of different areas: Basement (Furnace - Oil, Secondary, Not Working) and Livingroom (Stove - Wood, Primary, Working Well). Below this is a table of 'Fuel Vendor' entries. The entry for 'Betty Young - Seasoned:16-18in split - 275.00' is circled in red. The table has columns for 'Fuel Vendor', 'Account Number', 'Same As Applicant', 'First Name', and 'Last Name'. At the bottom, there is a 'Questions' section with a table showing the question 'What is the primary fuel tank size in gallons?' and the answer '275 Gallons'. Buttons for 'Save' and 'Cancel' are at the bottom right.

Fuel Vendor	Account Number	Same As Applicant	First Name	Last Name
Fabian Oil Inc. - Dixfield - Oil	608940	✓	Nina	MH
Central Maine Power Co. - Electric	30012244502	✓	Nina	MH
Danville Jack - Seasoned:16-18in split - 280.00	207-357-7574	✓	Nina	MH
Betty Young - Seasoned:16-18in split - 275.00	0	✓	Nina	MH

Go to the Benefits Tab.

On the **HEAP2021 - Vendor Line** that is to receive the HEAP Wood PO:

- Click in the “Quantity” Enter the amount of cords (use 4 decimal places). To get this figure, take the total HEAP Benefit amount and divide by the Unit cost. Example: $\$775.00 / \$275.00 = 2.8182$
- Click in “Unit Cost” and enter the amount per cord that is listed on the Vendor Consumption tab for the new wood vendor. Example \$275.00
- Tab over and click in “Comments”. Type in any information/instructions to the Wood Vendor if applicable.
- Click Save.

Application - Nina N MH - Benefit Applied Change New Application Client Letter More - □ ×

Nina MH [10/07/2020] ×

Application Info Benefits History

Qualify Certify Undo Certify

Qualified Allocation

<input type="checkbox"/>	Allocation	Benefit Date	Additional	Benefit	Balance	Max Remaining
<input type="checkbox"/>	2021TANF	10/21/2020	\$0.00	\$350.00	\$0.00	\$0.00
<input type="checkbox"/>	2021HEAP	11/13/2020	\$0.00	\$775.00	\$0.00	\$0.00

Switch Vendor Add Save Cancel Remove Rescind PO Upload Document

<input type="checkbox"/>	Vendor	Fuel Type	Quantity	Unit Cost	Amount	Service Date	Agency Approval Date
<input type="checkbox"/>	Danville Jack - Seasoned:16-18in split	Seasoned:16-18in split	PO	2.768	\$280.0000	\$0.00	
<input type="checkbox"/>	Betty Young - Seasoned:16-18in split	Seasoned:16-18in split	PO	2.8182	\$275.0000	\$775.00	

☐ [2021ECIP](#) \$0.00 \$0.00 \$0.00 \$400.00

Messages

Allocation Name	Messages
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Click the “PO Button to generate the new HEAP Wood PO. The Wood PO will populate on a different window tab.

Application - Nina N MH - Benefit Applied

Change

New Application

Client Letter

More

Nina MH [10/07/2020]

Application Info

Benefits

History

Qualify

Certify

Undo Certify

Qualified Allocation

<input type="checkbox"/>	Allocation	Benefit Date	Additional	Benefit	Balance	Max Remaining
<input type="checkbox"/>	2021TANF	10/21/2020	\$0.00	\$350.00	\$0.00	\$0.00
<input type="checkbox"/>	2021HEAP	11/13/2020	\$0.00	\$775.00	\$0.00	\$0.00

Switch Vendor

Add

Save

Cancel

Remove

Rescind PO

Upload Document

<input type="checkbox"/>	Vendor	Fuel Type	Quantity	Unit Cost	Amount	Service Date	Agency Approval Date
<input type="checkbox"/>	Danville Jack - Seasoned:16-18in split	Seasoned:16-18in split	PO	2.768	\$280.0000	\$0.00	
<input type="checkbox"/>	Betty Young - Seasoned:16-18in split	Seasoned:16-18in split	PO	2.818	\$275.0000	\$775.00	

<input type="checkbox"/>	Allocation	Additional	Benefit	Balance	Max Remaining
<input type="checkbox"/>	2021ECIP	\$0.00	\$0.00	\$0.00	\$400.00

Messages

Allocation Name	Messages
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- Click the “Save Disk” icon and choose PDF. This will open another browser tab. Once saved print 3 copies of the Wood PO for file, applicant and Wood Vendor.

acceptance2.hancocksoftware.com/ME_UploadFiles/Report.aspx?ReportType=IDS_PO&ReportName=WoodPurchaseOrder&Ben

Apps ME4 (old HEAP Clo... PRO Acceptance 2 ME 3 Google SSRS py2021-vendor-han...

1 of 1 75% Find | Next

Maine State Housing Authority (MaineHousing)
Home Energy Assistance Program (HEAP)
WOOD PURCHASE ORDER (PO)

PO NUMBER: 0000006463 **PO ISSUE DATE:** 11/13/2020

Vendor: Betty Young
57 Morse Hill Rd
West Paris, ME 04289

Customer: Nina N MH
527 Penobscot Street
Rumford, ME 04276

Phone: (207) 357-7574

CAA Name: Community Concepts, Inc.
CAA Address: 17 Market Square
South Paris, ME 04281

Authorized by: Lori McPherson
Phone: 207-743-7716
Email:

DELIVERY INSTRUCTIONS:
Vendor must deliver what is listed on this Wood Purchase Order. Any alterations/changes to the PO may result in the Vendor not being paid. If a client/vendor finds the PO is not correct, please contact the CAA prior to making the delivery. Delivery must be made within 60 days from the date this PO was issued, otherwise the Vendor must request an extension from the CAA named above. Delivery requirements are as follows:
Wood Type : Seasoned:16-18in split Quantity: 2.818 Unit Cost: \$275.00 Total Cost: \$775.00
Additional Requirements:

APPLICANT INSTRUCTIONS
The Applicant or designated representative (17 years or older) must sign for each delivery of wood that has been delivered. If the wood delivery is not satisfactory, do not sign the PO and contact MaineHousing by email at theap@mainehousing.org or call (800) 452-4668.
NOTE: The HEAP Benefit is intended for the sole use of the eligible household. A HEAP recipient may not sell, transfer, release or otherwise convey the right to that fuel without written approval of MaineHousing. Any unauthorized use, transfer, acquisition or possession of fuel provided through fuel assistance is a Class E crime with up to 6 months in prison and/or a fine up to \$1,000.

COMPLETED BY VENDOR
VENDOR INSTRUCTIONS: (1) Complete and sign all copies; (2) Obtain the Applicant signature on all copies; (3) Retain the vendor copy, give the applicant copy to the Applicant, and return the original to the Community Action Agency (CAA) identified above.
Total # of Planned Deliveries: _____ Comments: _____

DELIVERY 1	DELIVERY 2	DELIVERY 3
Delivery Date: _____ # Of Cords: _____ Cost Of Delivery: _____	Delivery Date: _____ # Of Cords: _____ Cost Of Delivery: _____	Delivery Date: _____ # Of Cords: _____ Cost Of Delivery: _____
VENDOR: I certify that delivery of the wood in the total amount and type stated herein has been made to the Applicant. Signature: _____ Date: _____	VENDOR: I certify that delivery of the wood in the total amount and type stated herein has been made to the Applicant. Signature: _____ Date: _____	VENDOR: I certify that delivery of the wood in the total amount and type stated herein has been made to the Applicant. Signature: _____ Date: _____
APPLICANT: I certify that the delivery of wood in the amount, type and delivery indicated has been made to my satisfaction. Signature: _____ Date: _____	APPLICANT: I certify that the delivery of wood in the amount, type and delivery indicated has been made to my satisfaction. Signature: _____ Date: _____	APPLICANT: I certify that the delivery of wood in the amount, type and delivery indicated has been made to my satisfaction. Signature: _____ Date: _____

Prepared by MaineHousing Wood Purchase Order HEAP 11132020