

# Cooperative Usage Reports - Excel Upload

This document is a quick reference guide for users who need to submit Cooperative Usage Reports in the Arizona Procurement Portal (APP) using the Excel Upload feature. If you have any questions, please contact the APP Help Desk at [app@azdoa.gov](mailto:app@azdoa.gov). Additional resources are also available on the SPO website: <https://spo.az.gov/>.

This reference guide outlines the Quarterly Cooperative Usage Reporting process for suppliers in the Co-Op Reporting Module in APP, using the Excel Upload function.

## Cooperative Usage Reports - Excel Upload

1. Login to APP.
2. Navigate to the Cooperative Usage Reports page by clicking the **Cooperative Reports** link located at the bottom right of the APP homepage.



3. Next, click the **Pencil**  icon to the left of the report you wish to edit and submit.

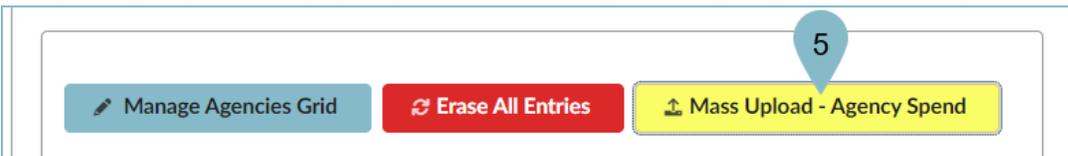
3	Fiscal Year	Quarter	Label	Report Date	Contract	Co-Op % Fee
	2023	Quarter 4: April 1 - June 30	ADSP019-216145 - SFY23Q4	7/12/2023	<a href="#">ADSP019-216145 - Arbitrage Rebate Services</a>	1.00

4. Select your **Payment Method**. If you are paying electronically, select **Pay Now**. If paying by check, select **Pay with Physical Check**.

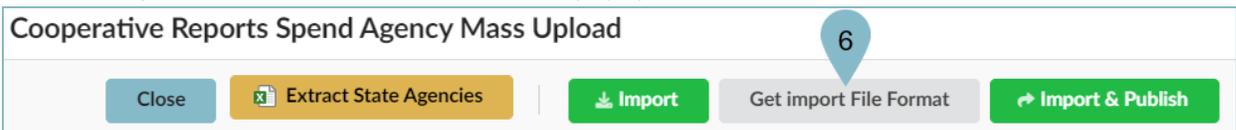
**Header**

Label <input type="text" value="ADSP019-216145 - SFY23Q4"/>	Report Date <input type="text" value="7/12/2023"/>
Payment Method <input checked="" type="button" value="Pay Now"/> <input type="button" value="Pay with Physical Check"/>	

5. To report Agency Quarterly Spend, click the **Mass Upload - Agency Spend** button (if needed).



6. Click **Get Import File Format**, then **Extract** in the popup.





The **Extract State Agencies** can be downloaded to use as a reference for State agency names exactly how the query will identify them. Using the names in this file will help reduce errors in future steps.

7. Populate Upload Template with Agency Names and Amounts, and save the file to your computer.
8. Click **Choose Files** and select the upload template.
9. Click **Import**.

10. Navigate to the **Clean & Enrich** tab, any errors will show up in the **Transformation Management** section. If you do not encounter any errors, skip to step 12.

Status	Alert	Line	Extraction date (UTC-4)
Not Imported	Missing Agency Association	7	8/4/2023 8:01:29 PM

11. To correct any errors, click the **Pencil**  icon on the left side, and use the dropdown to select the intended State agency, then click **Save & Close**.

Source data	Agency	Amount
Agency : ADAOA1	Agency : <input type="text"/>	Amount : <input type="text"/>
Amount : 300	Amount : <input type="text"/>	

- Arizona Corporation Commission
- Arizona Cotton Research and Protection Council
- Arizona Criminal Justice Commission
- Arizona Department of Administration
- Arizona Department of Agriculture

12. Next click **Submit all valid lines** at the top of the page.

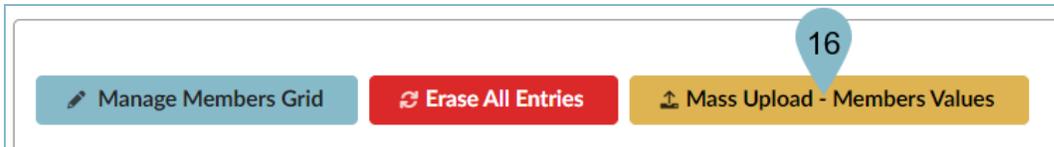


13. Click **Ok**.

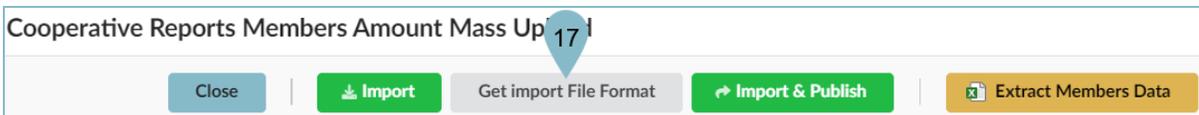
14. Navigate to the **Publish & Statistics** tab, then click the green **Publish** button at the top of the window.

15. Click **Close**.

16. To report the Co-Op Quarterly Spend, click the **Mass Upload - Members Values** button under the Cooperative Members section.



17. Click **Get Import File Format**, then **Extract** in the popup.

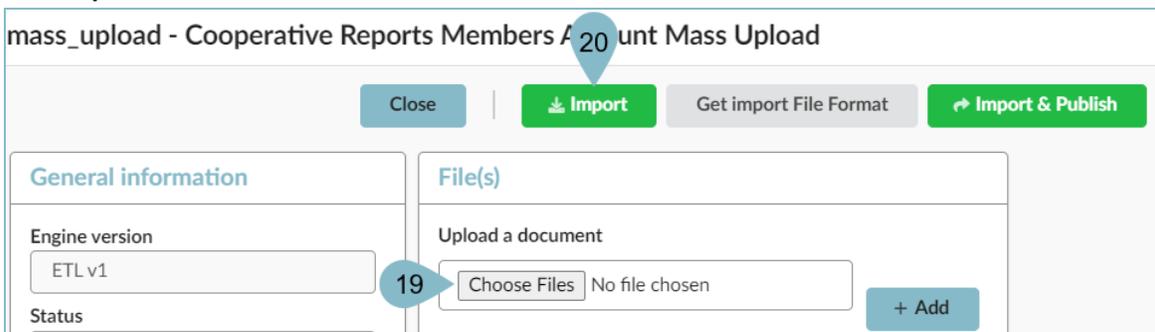


The **Extract Members Data** can be downloaded to use as a reference for Co-Op Member names exactly how the query will identify them. Using the names in this file will help reduce errors in future steps.

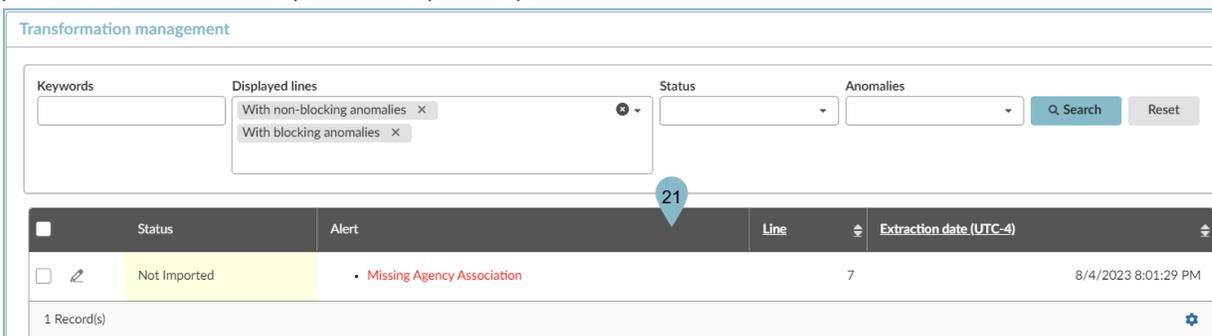
18. Populate Upload Template with customer Names and Amounts, and save the file to your computer.

19. Click **Choose Files** and select the upload template.

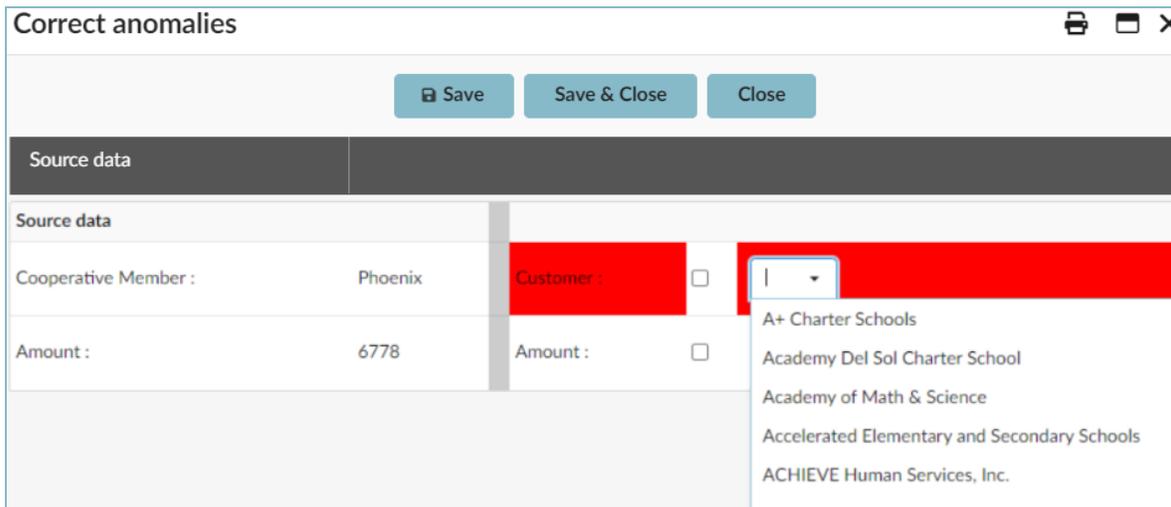
20. Click **Import**.



21. Navigate to the **Clean & Enrich** tab, any errors will show up in the **Transformation Management** section. If you do not encounter any errors, skip to step 23.



22. To correct any errors, click the **Pencil**  icon on the left side, and use the dropdown to select the intended State agency, then click **Save & Close**.



The screenshot shows a window titled "Correct anomalies" with a toolbar containing "Save", "Save & Close", and "Close" buttons. Below the toolbar is a table with the following data:

Source data	
Cooperative Member :	Phoenix
Amount :	6778

The "Customer" field is highlighted in red, and a dropdown menu is open, showing the following options:

- A+ Charter Schools
- Academy Del Sol Charter School
- Academy of Math & Science
- Accelerated Elementary and Secondary Schools
- ACHIEVE Human Services, Inc.

23. Next click **Submit all valid lines** at the top of the page.



The screenshot shows a toolbar with the following buttons:

- Save & Close
- Close
- Submit all valid lines (with a download icon)
- 23 (highlighted in a blue circle)
- Submit results

24. Click **Ok**.
25. Navigate to the **Publish & Statistics** tab, then click the green **Publish** button at the top of the window.
26. Click **Close**.
27. The member spend data will be saved, and you can continue to pay the report. Refer to the Submitting Cooperative Report Payments Quick Reference Guide for more information.

## Resources

Click the link below for more information on CoOp Reporting processes in APP:  
<https://spo.az.gov/suppliers/app-support/quick-reference-guides>