QUICK REFERENCE GUIDE

Submitting Cooperative Usage Reports/Payments

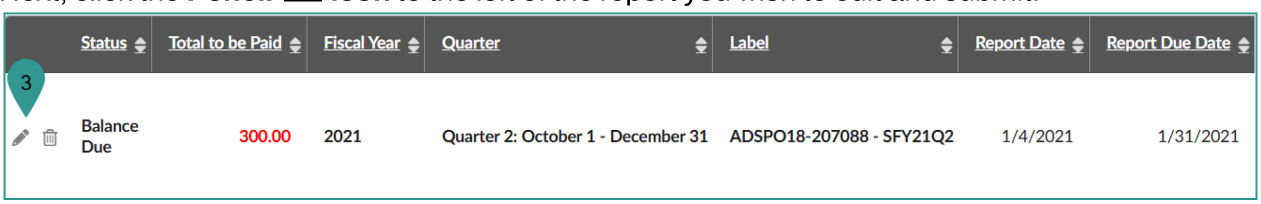
This document is a quick reference guide for suppliers who need to submit a cooperative usage report and payment in the Arizona Procurement Portal (APP). If you have any questions, please contact the APP Help Desk at app@azdoa.gov. Additional resources are also available on the SPO website: https://spo.az.gov/.

This reference guide will outline the new Quarterly Cooperative Usage Reporting process for suppliers in the Co-Op Reporting Module in APP.

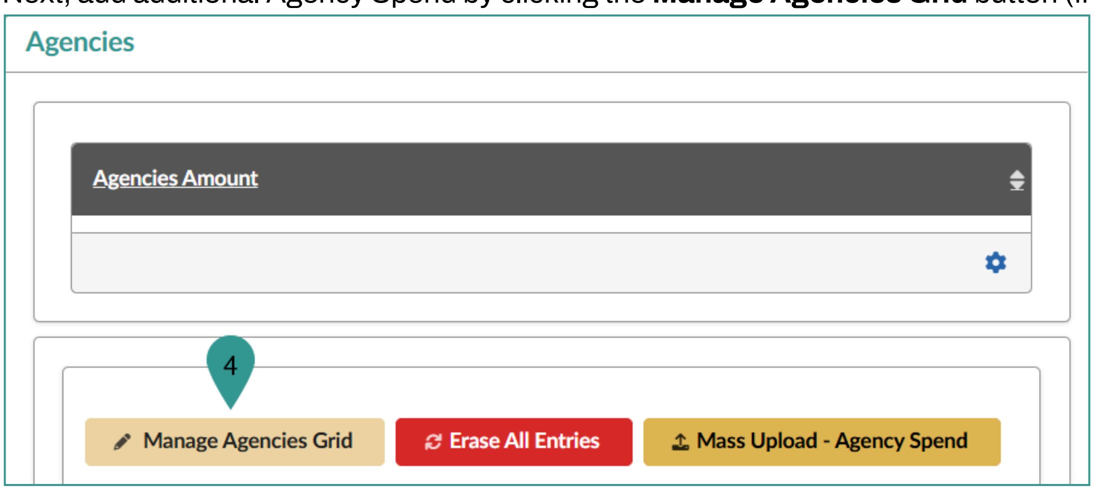
Submitting Cooperative Usage Report

1. Login to APP.
2. Navigate to the Cooperative Usage Reports page by clicking the **Outstanding Co-Op Reports** link located at the top right of the APP Homepage.

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

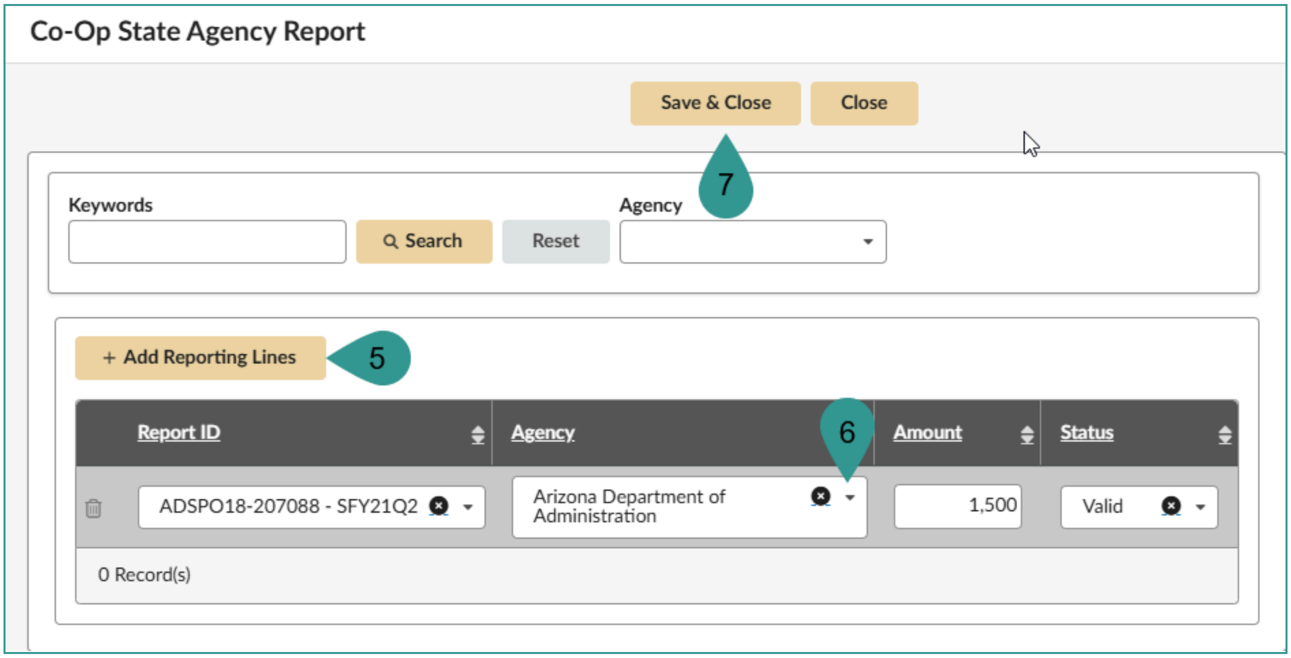


4. Next, add additional Agency Spend by clicking the **Manage Agencies Grid** button (if needed)



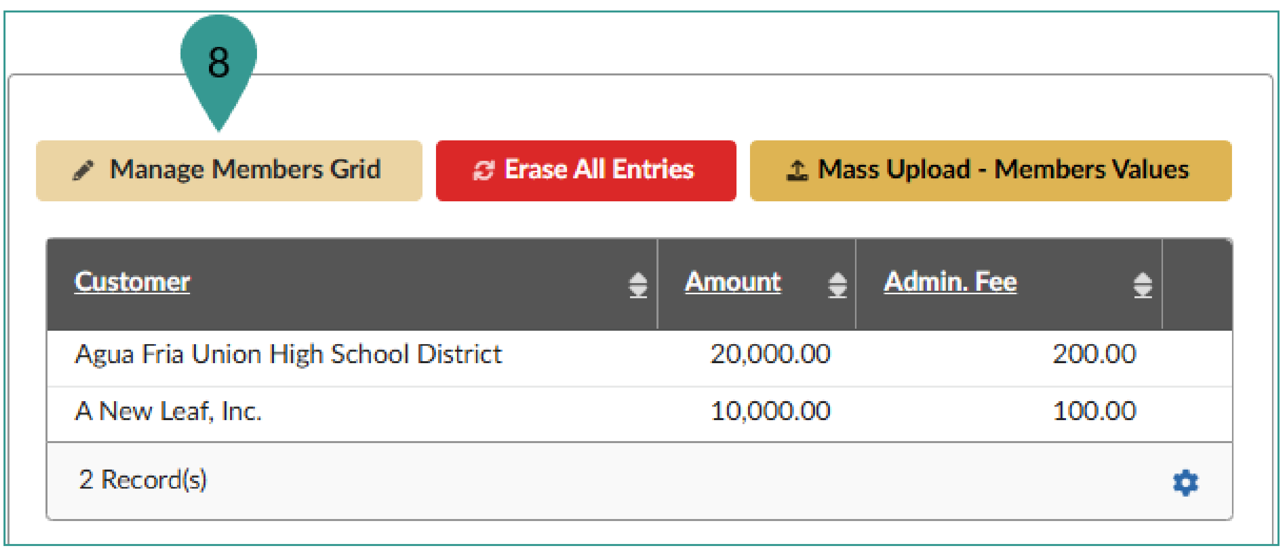
5. On the popup, click the 

button. (repeat as needed)
6. Next, select Agency from the **Agency** dropdown and enter the associated spend in the **Amount** field.
7. Once complete, click **Save & Close**.

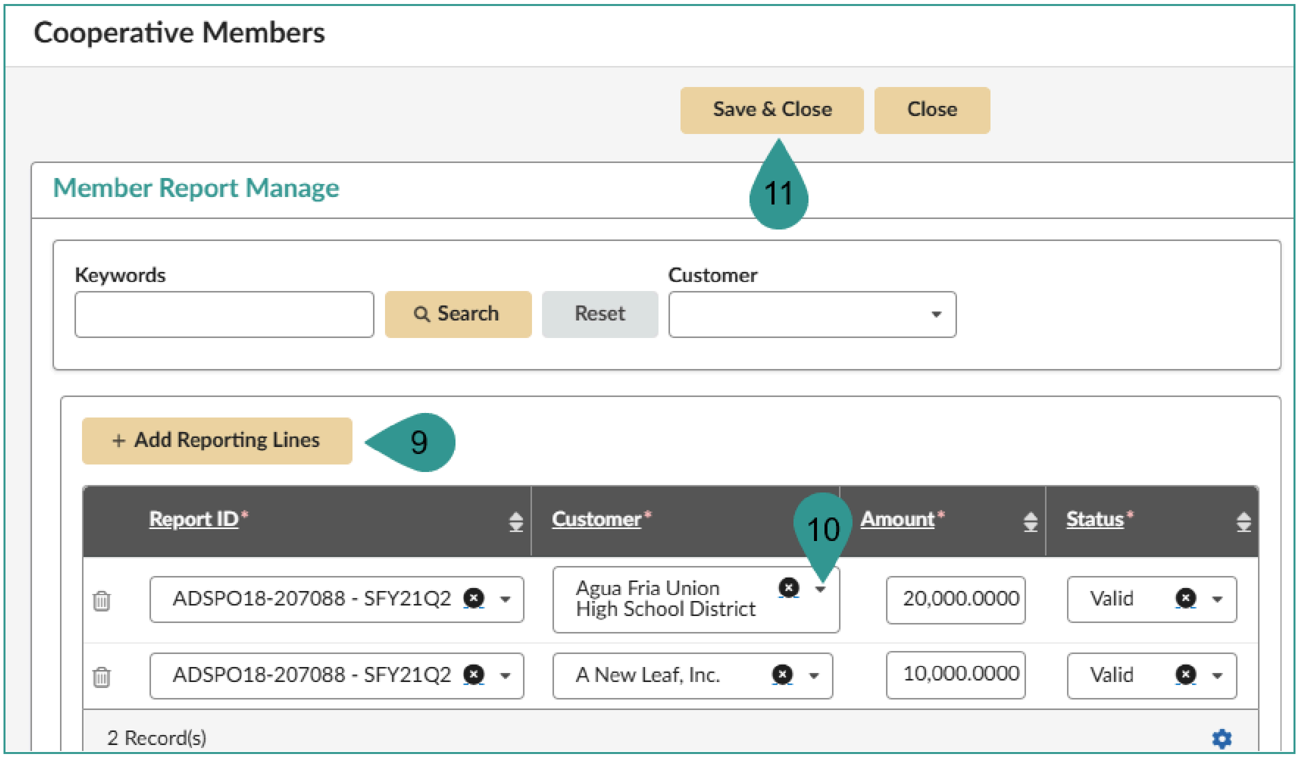


A fee is not populated on Agency spend. If there is no member spend the report can be submitted.

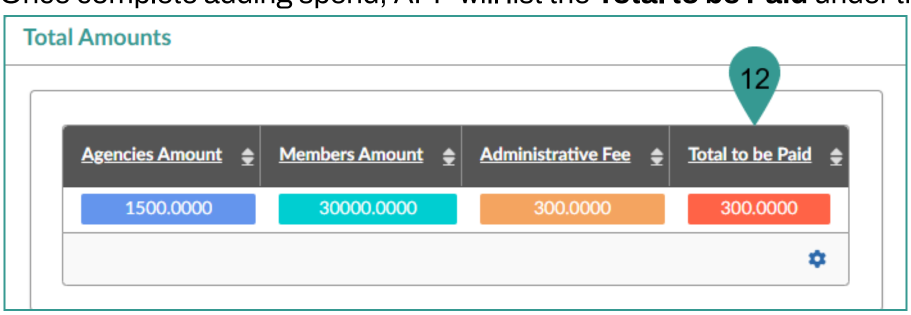
8. To report Co-Op Quarterly Spend, click the **Manage Members Grid** button under the Cooperative Members section.



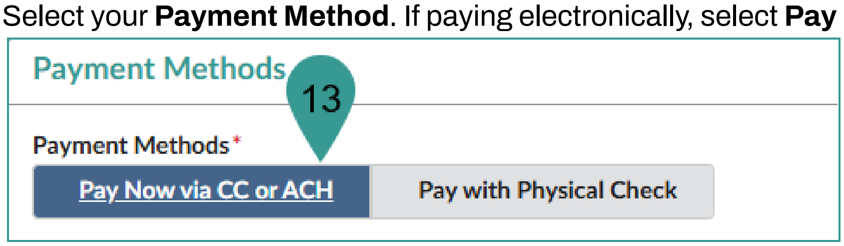
9. On the popup, click the + Add Reporting Lines icon (repeat as needed).
10. On the popup, select the cooperative member from the **Customer** dropdown and enter the associated spend in the **Amount** field.
11. Once complete, click **Save & Close**.



12. Once complete adding spend, APP will list the **Total to be Paid** under the Total Amounts section.



13. Select your **Payment Method**. If paying electronically, select **Pay Now via CC or ACH**.

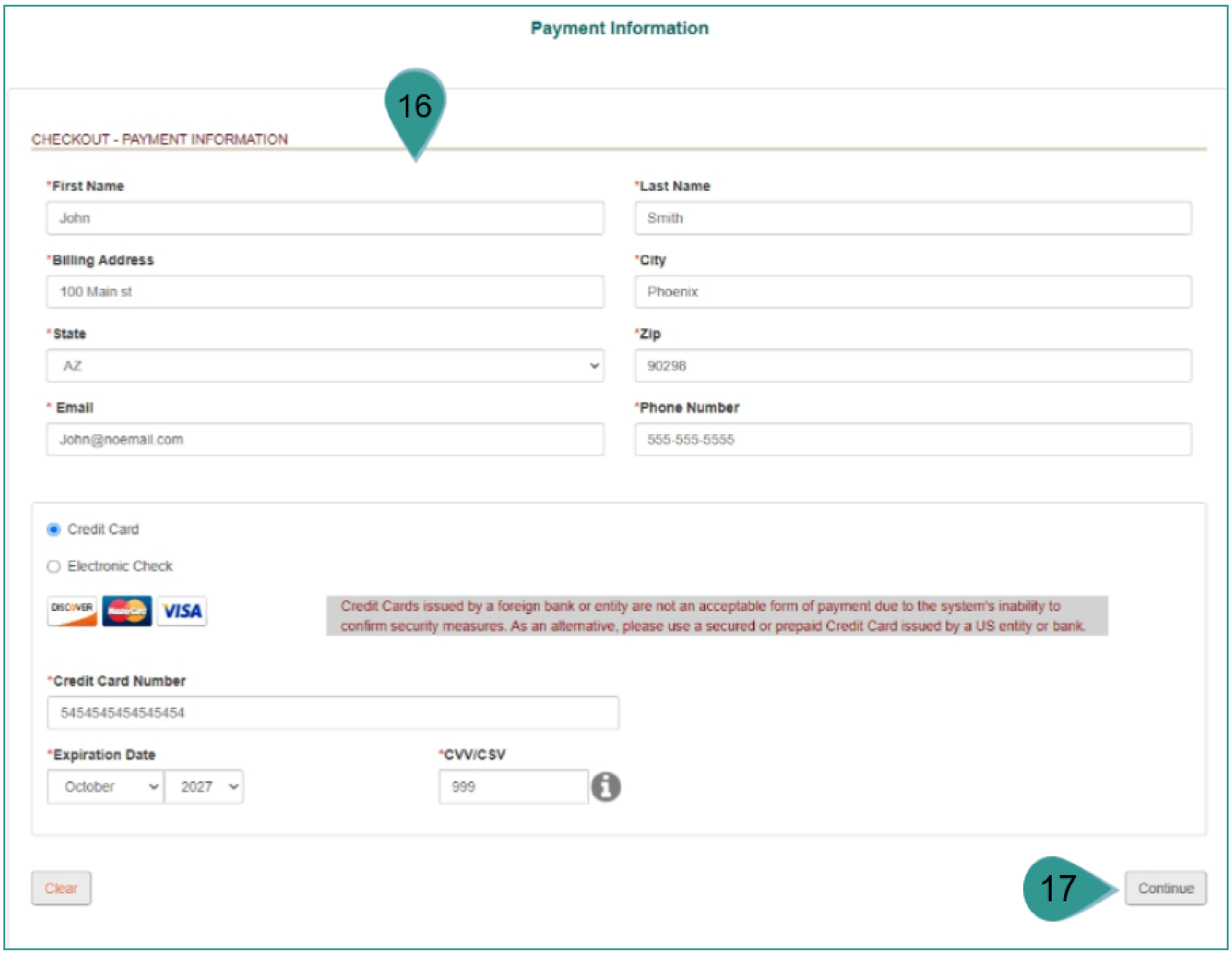


14. Next, click the 

button.
15. On the Popup, click **Ok**.

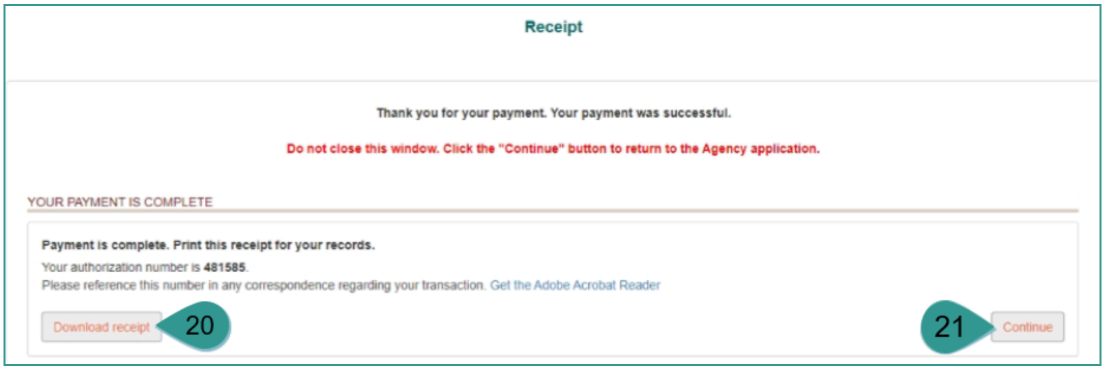
Submitting Payment

16. You will be redirected to the Payment page. On this page you will enter all required information to submit your payment.
17. Once you have entered all required information, click **Continue** at the bottom of the page.



18. Next, review your payment details in the Order Review page.
19. Once you are ready to submit your payment, click the **Authorize** button.

20. Users will receive payment confirmation. Users are able to download a receipt by clicking the **Download Receipt** button.
21. Click **Continue** to be redirected back to APP.



We recommend downloading a copy of your receipt for your records should any questions arise.

22. Your report is now complete for the quarter.

Resources

Click the link below for more information on Co-Op reporting processes in APP:
https://spo.az.gov/suppliers/app-support/quick-reference-guides