



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.

Status	Total to be Paid	Fiscal Year	Quarter	Label	Report Date	Report Due Date
  Balance Due	300.00	2021	Quarter 2: October 1 - December 31	ADSP018-207088 - SFY21Q2	1/4/2021	1/31/2021

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

Agencies

Agencies Amount

4

 Manage Agencies Grid

 Erase All Entries

 Mass Upload - Agency Spend

5. On the popup, click the **+ Add Reporting Lines** 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**.

Co-Op State Agency Report

Save & Close Close

Keywords Agency

+ Add Reporting Lines

Report ID	Agency	Amount	Status
ADSP018-207088 - SFY21Q2	Arizona Department of Administration	1,500	Valid

0 Record(s)



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.

8

Manage Members Grid Erase All Entries Mass Upload - Members Values

Customer	Amount	Admin. Fee
Agua Fria Union High School District	20,000.00	200.00
A New Leaf, Inc.	10,000.00	100.00

2 Record(s)

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**.

Cooperative Members

Save & Close Close

Member Report Manage

Keywords Customer

+ Add Reporting Lines 9

Report ID*	Customer*	Amount*	Status*
ADSP018-207088 - SFY21Q2	Agua Fria Union High School District	20,000.0000	Valid
ADSP018-207088 - SFY21Q2	A New Leaf, Inc.	10,000.0000	Valid

2 Record(s)

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

Total Amounts

Agencies Amount	Members Amount	Administrative Fee	Total to be Paid
1500.0000	30000.0000	300.0000	300.0000

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

Payment Methods

Payment Methods*

Pay Now via CC or ACH Pay with Physical Check

Send Report

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.

Payment Information

16

CHECKOUT - PAYMENT INFORMATION

*First Name	John	*Last Name	Smith
*Billing Address	100 Main st	*City	Phoenix
*State	AZ	*Zip	90298
*Email	John@noemail.com	*Phone Number	555-555-5555

☒ Credit Card
☐ Electronic Check



Credit Cards issued by a foreign bank or entity are not an acceptable form of payment due to the system's inability to confirm security measures. As an alternative, please use a secured or prepaid Credit Card issued by a US entity or bank.

*Credit Card Number

5454545454545454

*Expiration Date

October 2027

*CVV/CSV

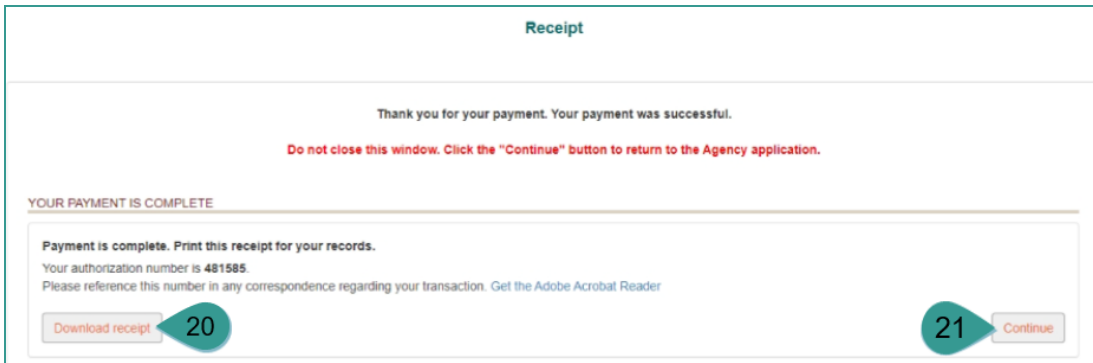
999

17

Clear Continue

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>