

## Cooperative Usage Reports - Excel Upload

This document is a quick-reference guide for procurement 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 will outline the new Quarterly Cooperative Usage Reporting process for suppliers in the new 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.

	Fiscal Year	Quarter	Label	Report Date	Contract
	2021	Quarter 1: July 1 - September 30	ADSP014-074941 - SFY21Q1	10/5/2020	ADSP014-074941

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

Payment Method \*


Pay with Physical Check

Pay Now

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

Agencies

Agencies Amount

 Manage Agencies Grid

0 Result(s)

**Note:** APP will automatically populate the Agencies section with the spend data found in the system.

6. On the Popup, click the “+” icon. (repeat as needed)

7. Next, select Agency from the **Agency** dropdown and enter the associated spend in the **Amount** field.

8. Once complete, click **Save & Close**.

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

10. Click **Get Import File Format**, then **Extract**.

11. Populate Upload Template with customer Names and Amounts, and save the file.

12. Click **Choose Files** and select the upload template, then click **Import**.

13. Click **Clean & Enrich**, any errors will show up in the **Transformation Management** section. If you do not encounter any errors, skip to step 15.

Transformation management

Line	Extraction date (UTC-7)	Status	Alert
602	12/7/2020 2:35:40 PM	Not Imported	Missing Member Association

# ARIZONA

P R O C U R E M E N T P O R T A L

14. To correct any errors, click the pencil icon on the left side, and use the dropdown to select the intended Co-op Member, then click **Save & Close**.

Correct anomalies

Save Save & Close

Source data	
Cooperative Member :	Phoenix
Amount :	6778

Customer :

Amount :

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

See All

15. Uncheck the filter boxes in the Transformation Management section and click **Search**. Next click **Submit all valid lines** at the top of the page.

Save & Close | **Submit all valid lines** | Submit results | Submit selection | Other Actions

16. Click **Publish** on the left side of the screen, then click the green **Publish** button at the top of the window. Once the data saves, close the window.

Save & Close | **Publish** | Other Actions

17. The member spend data will be saved, and you can continue to pay the report. Refer to the [Submitting Cooperative Usage Report Payments](#) Quick Reference Guide for more information.