ARIZONA
PROCUREMENT PORTAL

Submitting Cooperative Usage Reports/Payment

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 new 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 **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	Co-Op % Fee
✏ 🗑	2021	Quarter 1: July 1 - September 30	CTR051830 - SFY21Q1	10/5/2020	CTR051830 - Chocolates for the state of Arizona	1.00

4. First, select your **Payment Method**. If paying electronically select, **Pay Now.**

Payment Method

[Pay with Physical Check]   [Pay Now]

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

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)

Report ID	Agency	Amount	Status
0 Result(s)			

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

	Report ID	Agency	Amount	Status
🗑	CTR051830 - SFY21Q1	AHCCCS	20000	Valid
0 Result(s)				

8. Once complete, click **Save & Close**.
9. To report Co-op Quarterly Spend, click the "**Manage Members Grid**" button under the Cooperative Members section.

Cooperative Members

Members Amount	Administrative Fee

✏ Manage Members Grid	🔄 Erase All Entries	⬆ Mass Upload - Members Values
0 Result(s)		

10. On the popup, click the "**+**" icon (repeat as needed)

Report ID *	Customer *	Amount *	Status *
0 Result(s)			

11. On the popup, select the cooperative member from the **Customer** dropdown and enter the associated spend in the **Amount** field. .

|	Report ID *	Customer *	Amount *	Status *
🗑	CTR051830 - SFY21Q1	A+ Charter Schools	50000	Valid
0 Result(s)				

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

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

Agencies Amount	Members Amount	Administrative Fee	Total to be Paid
20000.0000	50000.0000	500.0000	500.0000

Total Amounts

14. Next, click the **Send Report** button.
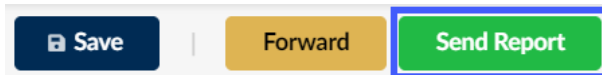
15. On the Popup, click **Ok**.

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.

CHECKOUT - PAYMENT INFORMATION

*First Name
John

*Last Name
Doe

*Billing Address
123 Elm St

*City
Phoenix

*State
AZ

*Zip
85008

*Email
Noemail@noemail.com

*Phone Number
111-111-1111

○ 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.

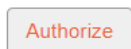*Credit Card Number
1234567891234567

*Expiration Date
January   2020

*CVV/CSV
999

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.

Authorize

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

Receipt

Thank you for your payment. Your payment was successful.

Do not close this window. Click the "Continue" button to return to the Agency application.

YOUR PAYMENT IS COMPLETE

Payment is complete. Print this receipt for your records.

Your authorization number is **481705**.

Please reference this number in any correspondence regarding your transaction. Get the Adobe Acrobat Reader

Download receipt **20**

21 Continue

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

22. Your report and payment are now complete for the quarter.