

## 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](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 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



 **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

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Keywords  Q Search Reset Agency

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**+ Add Reporting Lines** 5

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

0 Record(s)

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

Q Search Reset

▼

+ Add Reporting Lines
9

Report ID*	Customer*	Amount*	Status*
<span style="font-size: 0.8em;">ADSP018-207088 - SFY21Q2</span> <span style="font-size: 0.7em;">✕</span>	<span style="font-size: 0.8em;">Agua Fria Union High School District</span> <span style="font-size: 0.7em;">✕</span>	20,000.0000	Valid <span style="font-size: 0.7em;">✕</span>
<span style="font-size: 0.8em;">ADSP018-207088 - SFY21Q2</span> <span style="font-size: 0.7em;">✕</span>	<span style="font-size: 0.8em;">A New Leaf, Inc.</span> <span style="font-size: 0.7em;">✕</span>	10,000.0000	Valid <span style="font-size: 0.7em;">✕</span>

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

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

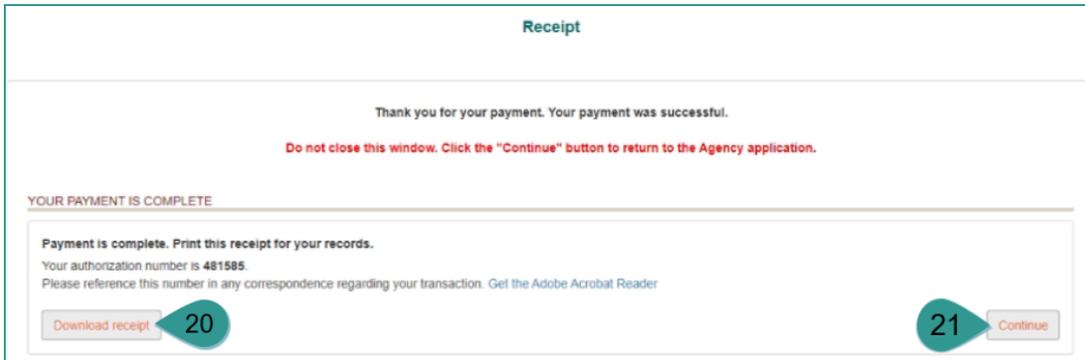
## Submitting Payment

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

The screenshot shows a 'Payment Information' form titled 'CHECKOUT - PAYMENT INFORMATION'. A callout bubble with the number '16' points to the form header. The form contains several input fields: \*First Name (John), \*Last Name (Smith), \*Billing Address (100 Main st), \*City (Phoenix), \*State (AZ), \*Zip (90298), \*Email (John@noemail.com), and \*Phone Number (555-555-5555). Below these fields, there are radio buttons for 'Credit Card' (selected) and 'Electronic Check'. Under 'Credit Card', there are logos for Discover, American Express, and Visa. A warning message states: '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.' Below this, there are fields for \*Credit Card Number (5454545454545454), \*Expiration Date (October 2027), and \*CVV/CSV (999). A callout bubble with the number '17' points to the 'Continue' button at the bottom right. A 'Clear' button is located at the bottom left.

- Next, review your payment details in the Order Review page.
- 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.

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## 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>