

# 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 **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.

3	Fiscal Year	Quarter	Label	Report Date	Contract	Co-Op % Fee
	2023	Quarter 4: April 1 - June 30	ADSP019-216145 - SFY23Q4	7/12/2023	<a href="#">ADSP019-216145 - Arbitrage Rebate Services</a>	1.00

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

**Header**

**Label**

4
ADSP019-216145 - SFY23Q4

**Report Date**

7/12/2023

**Payment Method**

Pay Now

Pay with Physical Check

**Quarter**


Quarter 4: April 1 - June 30

**Fiscal Year**

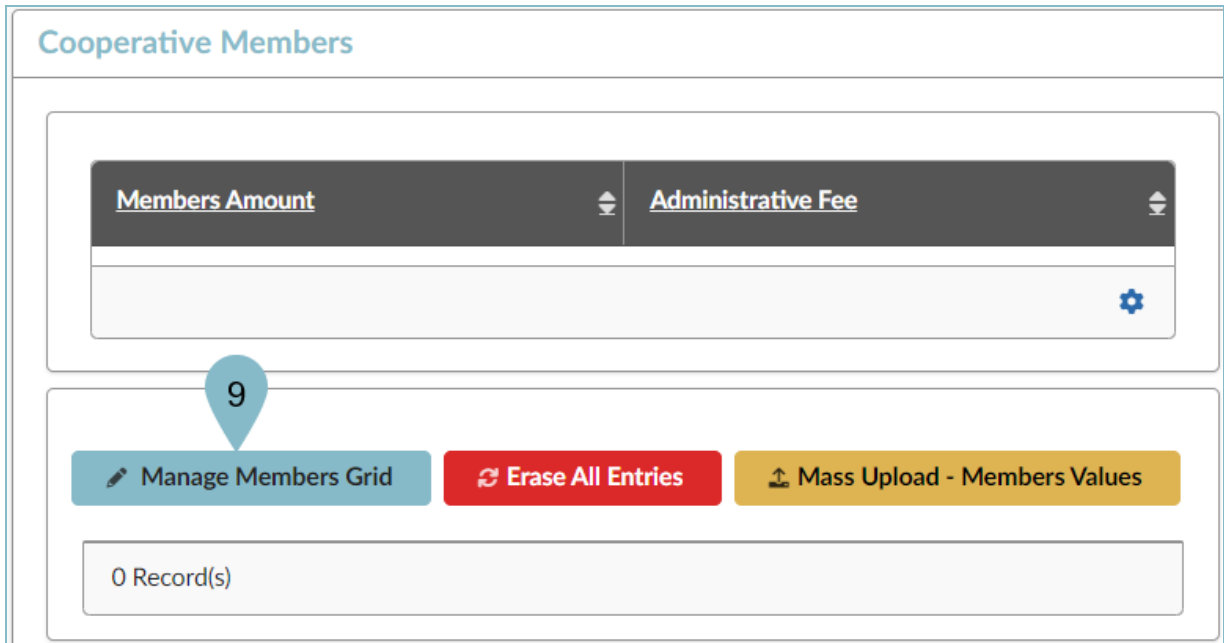
2023 - State of Arizona


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

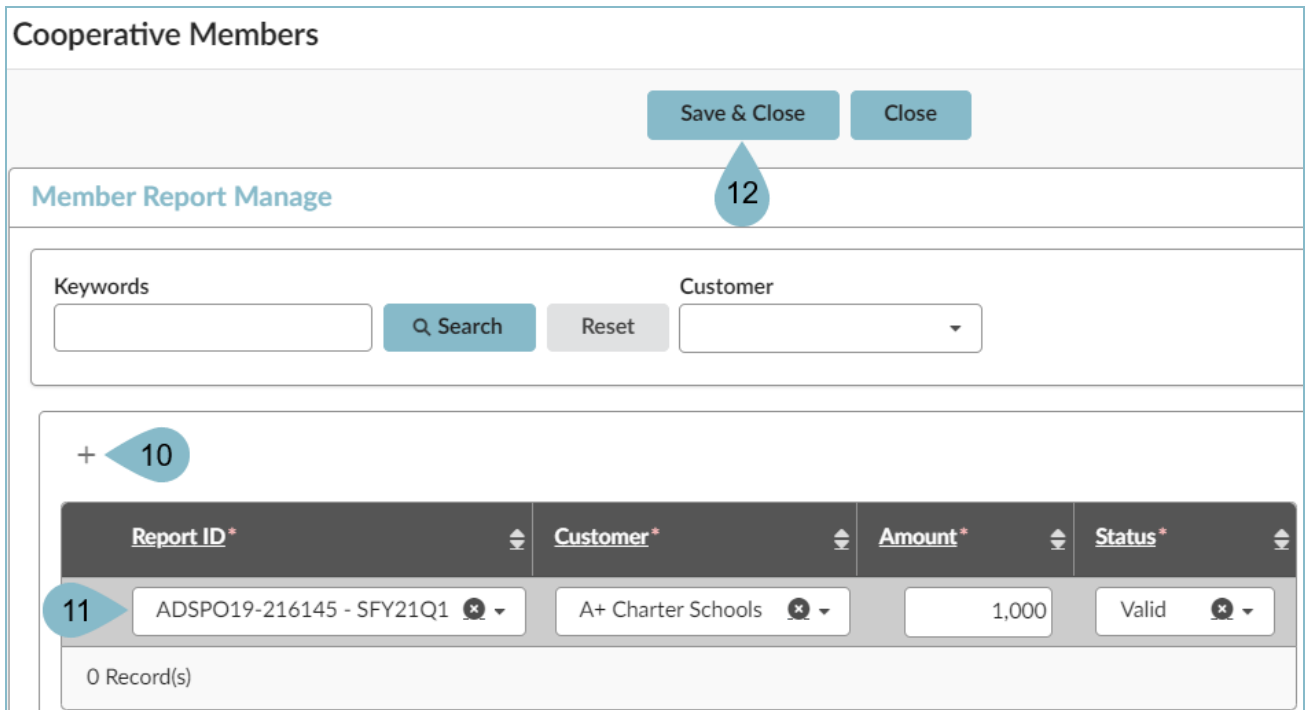
**Note:** APP will automatically populate the Agencies section with the spend data found in the system

- On the popup, click the  icon. (repeat as needed)
- Next, select Agency from the **Agency** dropdown and enter the associated spend in the **Amount** field.
- Once complete, click **Save & Close**.

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



- On the popup, click the  icon (repeat as needed).
- On the popup, select the cooperative member from the **Customer** dropdown and enter the associated spend in the **Amount** field.
- Once complete, click **Save & Close**.



- Once complete adding spend, APP will list the **Total to be Paid** under the Amount to be Paid section.
- Next, click the **Send Report** button.

The screenshot shows a summary table with the following data:

Agencies Amount	Members Amount	Administrative Fee	Total to be Paid
350000.0000	50000.0000	500.0000	500.0000

- 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 the 'Payment Information' form with the following details:

**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

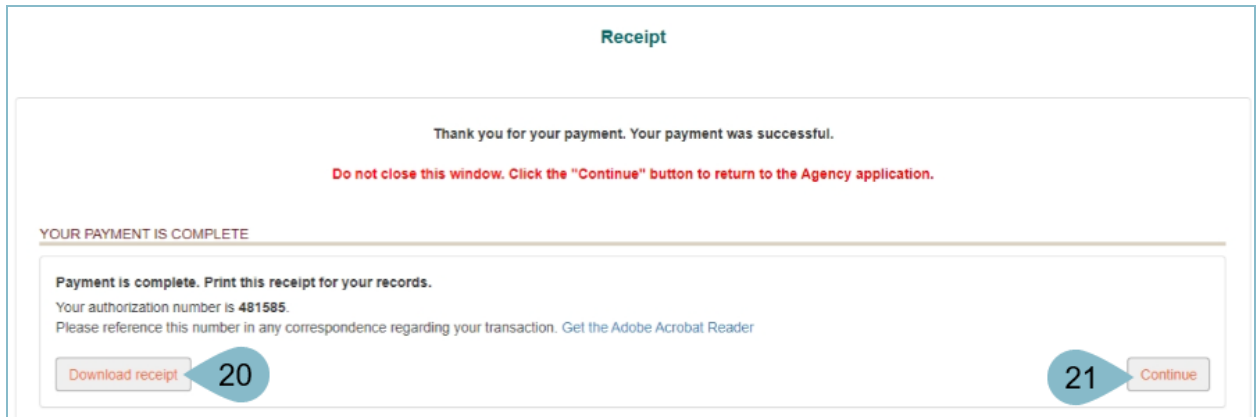
DISCOVER, MASTERCARD, VISA

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

Clear 17 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.



**Note:** 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>