

## 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](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.

### 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	Responsible	No Amount to Report	Agency Actual Amt	Customer Amount	Admin Fee	Total to be Paid	Status
2021	Quarter 2	ADSP014-079526 - SFY21Q2	10/1/2020	ADSP014-079526 - E911 Public Safety Answering Point (PSAP) System	1.00	ELMER CHRISHA	<input type="checkbox"/>					Draft

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

Payment Method

5. Next, add additional Agency spend by clicking the **+ Add** button (if needed).

Agencies

0 Result(s)

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

6. On the Popup, select the Agency from the **Agency** dropdown.
7. Next, enter the associated spend in the **Amount** field.
8. Once complete, click **Save & Close**.

9. To report Co-op Quarterly Spend, click the “+ Add” button under the Cooperative Members section.

10. On the popup, select the cooperative member from the **Member** dropdown.
11. Next, enter the associated spend in the **Amount** field.
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.

Amount To Be Paid			
Agency Amount	Members Amount	Administrative Fee	Total to be Paid
500000.0000	500000.0000	5000.0000	5000.0000

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

**\*Billing Address**  
123 Elm St

**\*State**  
AZ

**\*Email**  
Noemail@noemail.com

**\*Last Name**  
Doe

**\*City**  
Phoenix

**\*Zip**  
85008

**\*Phone Number**  
111-222-3333

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

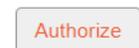
**\*Expiration Date**      **\*CVV/CSV**

January 2030      999

Clear
Continue

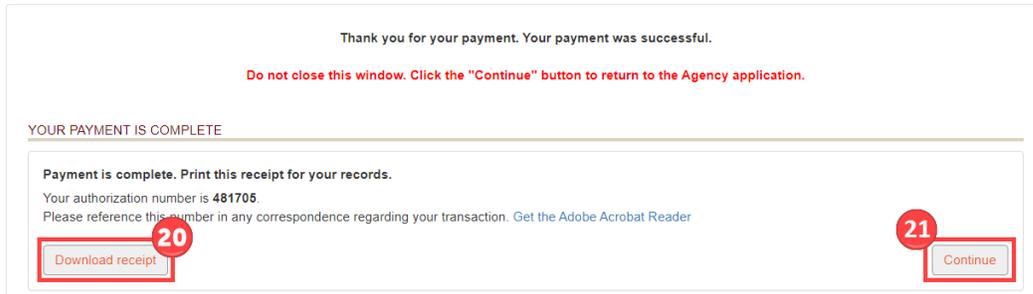
18. Next, review your payment details in the Order Review page.

19. Once you are ready to submit your payment, click the **Authorize** button.



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



**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.