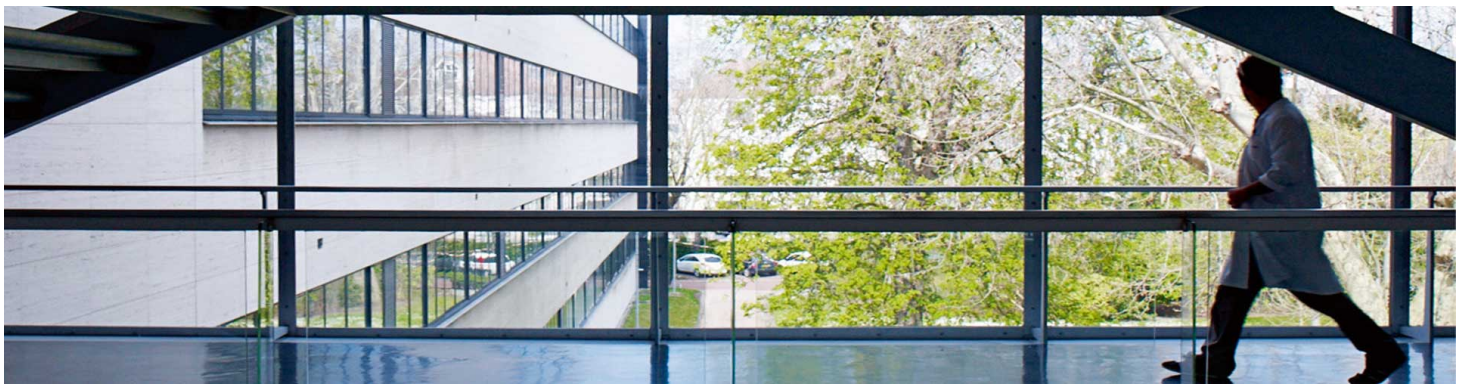


ELECTRONIC INVOICES IN CHORUS PRO



You are not a french supplier*, submit your invoices in CHORUS Pro is not obligatory but recommended.

Dematerialization of invoices is part of a regulatory context that requires moving towards the reduction of paper flows, transparency and security of its exchanges with its suppliers.

Several options are possible for you :

1. Submit your invoice on the French platform named Chorus Pro
2. Send your invoice to the following email address : provider-invoices@ifpen.fr

We remind you that your invoice has to include :

- Mandatory legal notices
- The purchase order number will have to, as written on the order, be written on the invoice. Furthemore, your invoice will have to relate to only one order, the invoices with several orders will also be rejected.

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Information fournisseurs français

Good invoicing



We provide you the guide « Good invoicing» in which you will find the mendatory information for preparing your invoices as well the statuses of progress and blocking of situations.

Read the guide

Create an account

Beforehand, check that you are registered on the Chorus Pro platform. If it's not the case, you will have to create an account, the structure's information to complete are those of your company and not those of IFPEN.

The Chorus Platform is accessible from the link: **https://portail.chorus-pro.gouv.fr/**

You will also need :

- IFPEN SIRET's number to identify the recipient of the invoice on Chorus => **77572915500017**
- Code service => Please read the procedure of service code (hereunder)
- Legal commitment number which corresponds to the purchase order number with 10 digits

Read the practical sheet: Create an account and a structure in a fews steps

Procedure of Service codes

For your convenience, please find in an operationg procedure explaining how to fill in correctly the information of the service codes, it increments automatically, there is no code to enter:

CODE SERVICE	INVOICES CONCERNED
Facture_commande	Facture avec commande (Invoices with PO number)

Facture_sans_commande	Facture sans commande (Invoices without PO)

Read the operating procedure

AIFE practical sheets

You will also find practical sheets published by the AIFE.

Read the practical sheets:

- **Submit a unitary invoice**
- **Entering an invoice in the Chorus Pro service portal**
- **Manage structures**
- **Manage users**

You will find other documents, guides and tutorials on https://communaute.chorus-pro.gouv.fr

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Chorus Pro assistance

Who to contact?

In case of difficulty or to be accompanied in your efforts, you can contact Chorus Pro support in different ways :
- By asking your questions to the virtual agent ClaudIA.
- By communicating online with an instant messaging agent rom Monday to Friday at 8h30 to 18h30.
- By completing an online help form to submit a support ticket

Read the practical sheet => **Calling for chorus pro assistance**

Suppliers

Link to the web page :