

PROCEDURE FOR USING SERVICE CODE - 1/7

The screenshot shows the homepage of the French government's service-public.fr website. At the top, there are navigation tabs for 'Entrepise', 'Entité publique', 'Particulier', and 'Association'. Below these are links for 'ACCUEIL', 'DOMAINES', 'ACTUALITÉS', and 'SUPPORT'. A sidebar on the left contains 'Fonctionnalités les plus utilisées' with a link to 'Annuaire des structures publiques', and 'Actualités portail' with a link to 'Voir toutes les actualités'. The main content area features three large cards: 'Organisation' (Structures, utilisateurs, annuaire des structures publiques), 'Raccordements' (Raccordements EDI et API), and 'Outils' (Signature). Each card has a link to 'Accéder au domaine'. At the bottom, there is a footer with the Ministry of Economy, Finance, and Budget logo, the Agency for the Information Systems of the State, and various links for social media, site information, and legal notices. A red box highlights the 'Version' and 'Langue' section, with a red arrow pointing to the 'Langue' dropdown menu, which is currently set to 'Français'. A red text annotation '1 - Change the language in English ("Anglais")' points to this dropdown.

Entrepise Entité publique Particulier Association

Portail de services Chorus Pro

ACCUEIL DOMAINES ACTUALITÉS SUPPORT

Créer un compte Se connecter

Accéder à la documentation

Fonctionnalités les plus utilisées

Annuaire des structures publiques

Actualités portail

Voir toutes les actualités

Organisation

Structures, utilisateurs, annuaire des structures publiques

Accéder au domaine

Raccordements

Raccordements EDI et API

Accéder au domaine

Outils

Signature

Accéder au domaine

MINISTÈRE DE L'ÉCONOMIE, DES FINANCES ET DE LA BOURSE

Liberté Égalité Fraternité

Agence pour l'informatique financière de l'État

Nous suivre

Twitter Dailymotion Youtube LinkedIn

Nous connaître

Plan du site Nous contacter Notes de version

Nos engagements

Conditions générales d'utilisation Engagement et qualité Accessibilité : partiellement conforme Cookies Données personnelles et sécurité Mentions légales

Sites connexes

service-public.fr data.gouv.fr legifrance.gouv.fr gouvernement.fr

Version V3.9.4

Langue Français

1 - Change the language in English ("Anglais")

PROCEDURE FOR USING SERVICE CODE - 2/7

Enterprise Public entity Private Association

Portail de services
Chorus Pro

HOME DOMAINS NEWS SUPPORT

Create an account Log in

I want to create my account...

Welcome to the Chorus Pro Portal

In order to simplify the companies life and lower the payments delays, public administrations have equipped themselves with the Chorus Pro platform for receiving invoices from suppliers.

Chorus Pro is mandatory and accessible by many methods that meet the needs of companies: through this portal, directly within certain accounting management software or through portals or specialized software, through your accountant or 'a specialized company.

[Access documentation](#)

Most Used Functionalities

[Directory of public structures](#)

Portal news

Chorus Pro Domains

Market

Consultations, ESPD

[Access the domain](#)

Ordering

Commitments, certificates of transferability

[Access the domain](#)

Billing

Invoice, work invoice, legal fee, taxes refund

[Access the domain](#)

Organisation

Structures, users, directory of public structures

[Access the domain](#)

Connections

EDI and API connections

[Access the domain](#)

Tools

Signature

[Access the domain](#)

2 – Go to “Billing”

PROCEDURE FOR USING SERVICE CODE - 3/7

Home > Billing

I want to create my account...

[Go back to domains](#)

Billing

Invoice, work invoice, legal fee, taxes refund

[Access documentation](#)

Billing News

[See all the news](#)

Applications of the Billing domain

Available: No recent problems to report

Issued invoices

[Access Service](#) [More details](#)

Available: No recent problems to report

Received invoices

[Access Service](#) [More details](#)

Available: No recent problems to report

Invoices to validate

[Access Service](#) [More details](#)

Available: No recent problems to report

Work invoices

[Access Service](#) [More details](#)

Available: No recent problems to report

Court costs

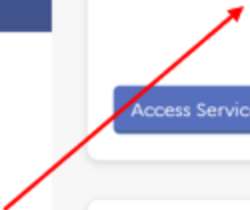
[Access Service](#) [More details](#)

Available: No recent problems to report

Tax refunds

[Access Service](#) [More details](#)

3 – Go to “Issued Invoices”



PROCEDURE FOR USING SERVICE CODE - 4/7

LOGGED-IN HOMEPAGE **ISSUED INVOICES** RECEIVED INVOICES MY MESSAGES

4 – Go to “Submit Invoice”

Synthesis **Search** Dashboard Input Invoice **Submit Invoice** Tax list Archives

INVOICE SEARCH

SEARCH CRITERIA

Recipient :

☐ French State ☒ All except French State ☐ All structures

Recipient : **Advanced search**

☐ Search on the SIREN

Service : **Advanced search**

Supplier date period from to

Invoice number :

Invoice type : ☒ Invoice ☐ Credit note

Supplier :

Supplier service :

Invoicing framework :

Current status :

ADVANCED CRITERIA

Reset **Search**

PROCEDURE FOR USING SERVICE CODE - 5/7

Synthesis Search Dashboard Input Invoice **Submit Invoice** Tax list Archives

NEW INVOICE SUBMISSION

* Select file to Import

Facture_Test.pdf

SUBMISSION FORMAT

* Submission format :

PDF non signé

ADDITIONAL INFORMATION

* Invoicing framework :

A1 : Invoice submission by a supplier

* Structure :

77572915500017 - IFP ENERGIES NOUVELLES

Select a service :

Continue

5 – Download Invoice

6 – Choose

7 – Click On

PROCEDURE FOR USING SERVICE CODE - 6/7

Synthesis Search Dashboard Input Invoice **Submit Invoice** Tax list Archives

Cancel Save In draft mode Validate and send

* Fields marked with an asterisk are mandatory

INVOICE SUPPLIER

* Corporate name :
77572915500017 - IFP ENERGIES NOUVELLES

Service :
Bank account details :

INVOICING FRAMEWORK

* Invoicing framework :
A1 : Invoice submission by a supplier

INVOICE RECIPIENT

Is the recipient the French State?
☐ Yes ☒ No

* SIRET :
77572915500017

Corporate name :
IFP ENERGIES NOUVELLES

* Service code
Rechercher un service

Service label :

8 – Enter Siret Ifpen

9 – Click On

10 – Click On

SEARCH CRITERIA

(Character * can replace any string of characters.)

Recipient :
IFP ENERGIES NOUVELLES

Code :
Name :

Cancel Search

PROCEDURE FOR USING SERVICE CODE - 7/7

Synthesis Search Dashboard Input Invoice **Submit Invoice** Tax list Archives

SEARCH CRITERIA

(Character * can replace any string of characters.)

Recipient : IFP ENERGIES NOUVELLES

Code :

Name :

Cancel Search

SEARCH RESULTS

5 line per page (3 line(s))

Code	Name	Actions
FACTURES_PUBLIQUES	Service des factures publiques	✓
Facture_commande	Facture avec commande	✓
Facture_sans_commande	Facture sans commande	✓

11 – Click on to define the service code

INVOICE RECIPIENT

Is the recipient the French State?

☐ Yes ☒ No

* SIRET : 77572915500017 X Advanced search

Corporate name : IFP ENERGIES NOUVELLES

* Service code Facture_commande X Advanced search

Service label : Facture avec commande

12 – The code service increase

REFERENCES

* Invoice number : 2FR1004841

Invoice date : dd/mm/yyyy

Submission format : DEPOT_PDF_PORTAIL

* Currency : EUR - European Euro

Invoice type ☒ Invoice ☐ Credit note

Original invoice number :

Commitment number : Search

Contract number :

* VAT type : VAT on collections

* Payment mode : Transfer

13 – Enter the order number