

SUBMIT A UNITARY INVOICE ON THE CHORUS PRO SERVICE PORTAL

By applying a few simple rules, you can take advantage of the automatic character recognition capabilities of the Chorus Pro services portal to optimize the time required to submit your invoice in PDF format

1. The golden rules for preparing your invoices for deposit on the Chorus Pro service portal

The Chorus Pro service portal automatically retrieves the data it recognizes on the first three pages of the invoice in the submission form. To avoid having to re-enter information, follow these principles:

- Submit your invoices in PDF format (no scans or images).
- Enter the data in your invoice using keywords that will enable Chorus Pro to recognize them. For example :
 - ✓ Recipient: "Customer SIRET", Recipient SIRET", "Ministry"
 - ✓ Commitment: « commitment », « EJ », « order ».
- Leave an application between each keyword and the data it announces.
- Avoid colors and effects. Choose black on a white background.

For more details on the rules to be applied, consult the practical sheet :

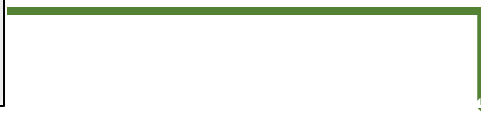
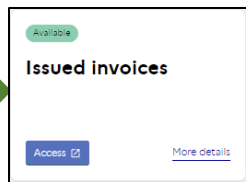
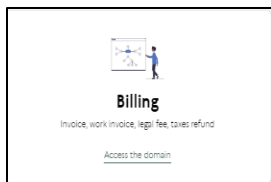
[Link to the character recognition factsheet](#)

To create an invoice in PDF format from a word processor or spreadsheet program, simply select the "save as" menu and choose the PDF type.

When your invoice is ready to be submitted, go to the Chorus Pro service portal: <https://chorus-pro.gouv.fr>

2. Submit your invoice

A. On the Chorus Pro service portal, in "Invoicing" then "Invoices issued" : Select "Submit invoice".



LOGGED-IN HOMEPAGE	ICT REFUNDS REQUEST	INVOICES TO VALIDATE	WORK INVOICES	ISSUED INVOICES	RECEIVED INVOICES
JUSTICE COSTS INVOICE	MY MESSAGES	EDI AND API CONNECTIONS	SENT REQUESTS	RECEIVED REQUESTS	DATA FLOW OVERVIEW

Synthesis	Search	Dashboard	Input Invoice	Submit Invoice	Tax list	Archives
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B. Upload your file

NEW INVOICE SUBMISSION

* Select file to import

facture01125.pdf



Import your invoice in PDF format. The format is automatically detected by Chorus Pro

C. Select the invoicing framework

* Invoicing framework :

A1 : Invoice submission by a supplier

Invoicing framework

A1 : Invoice submission by a supplier

A2 : Already paid invoice submission (ex : purchase card)

A9 : Invoice submission by a subcontractor

A12 : Invoice submission by a joint contractor

The billing frame identifies the depositor's profile and the type of document transmitted.

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3.

Check the different information blocks

Chorus Pro pre-fills the fields to be entered from the data that has been recognized. It is up to you to check them and correct them if necessary:

Billing framework

The field is filled in with the choice made in the previous step. For the deposit of a simple invoice, select the frame will be A1 (**deposit of an invoice by a supplier**).

Identification

Enter the number and date of your invoice.

Recipient

This is the public structure to which you send your bill.

Supplier

This is your company. If you work for several companies (different SIRET), select the SIRET issuer of the invoice.

References

Fill in the required fields, including the commitment number if it is mandatory for your public client.

To indicate the recipient of your invoice, you can now directly enter or "paste" his identifier in the SIRET field. Depending on the number of characters entered, a drop-down list will be displayed to allow you to make and validate your choice.

If you use a factor, be sure to follow these steps:

- Set up the factor's bank details on your structure (to do this, go to Organization > Structures > Create bank details),
- When submitting your invoice, select the factor's bank details in the "Bank References" field.

4.

Submit your invoice

Once you have completed your invoice, **click on Validate** and Send to send it to your public client.

Validate and send

A confirmation window will appear on the screen.

If you make a mistake, you can **cancel**.

Click on **Confirm and send**.

Deposit confirmation

Please confirm you want to send your invoice no 01130 to the recipient 20007104100046 CC CHAOURCOIS ET VAL D'ARMANCE with the following amounts:

- Tax-free amount: 7850.00
- VAT amount: 1500
- Tax included amount: 9350.00
- Amount to be paid: 9350.00

Cancel

Confirm and send

Quit the form without having saved or sent the invoice, but keep it in Chorus Pro. It then appears in your Summary tab with a "Provisional" number.

Recipients	Number	Current status
	050	To recycle

You can pick up your invoice at any time and finalize its submission. If you do not wish to keep this invoice, remember to click on "Cancel" to exit the submission form

Cancel

INVOICE INPUT

SUMMARY

Supplier : 50161285700018 - 4 ROU... Date : Feb 21, 2022

The invoice N° 01130_02 is validated, it is being transferred to the concerned service.

Deposit certificate N° : rqlvIPICSPD0aagSHWYyObvnZQldqC6clNgq4QrA*

Tax-free amount after global discount : 7850.00 EUR

VAT amount : 1200.00 EUR

Tax included amount : 9050.00 EUR

Amount to be paid : 9050.00 EUR

Export deposit certificate View invoice Invoice overview Input a new invoice



Your invoice has been sent to your recipient and a deposit summary has been generated.