

ENTERING AN INVOICE IN THE CHORUS PRO SERVICE PORTAL

Do you want to create dematerialized invoices directly in the Chorus Pro service portal?
 Do you want to be able to start from an invoice already submitted to create a new one?
 In the **Issued invoices application**, the **Input invoice tab** meets your needs

1.

Prerequisites : underwrite a billing mandate

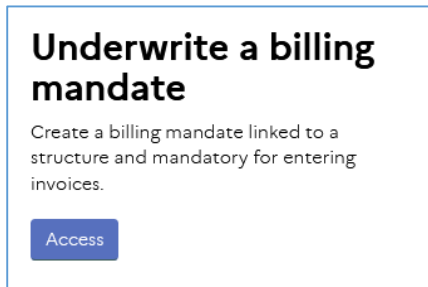
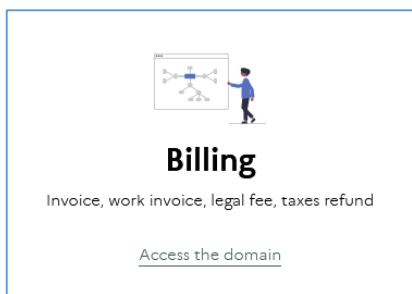
- **Definition**

This is a contract by which the company (the principal) authorizes the State (the agent) to issue dematerialized invoices in its name and on its behalf.

- **Requirement**

Only the primary contact, who is the administrator of the structure, can underwrite a billing mandate. To simplify the procedure, it is proposed to sign this contract online. Once this contract is signed, you and your collaborators will be able to create your invoices on the tab Enter invoice as long as necessary.

A. Log on to the **Chorus Pro services portal** and then in "**Billing**" domain and select "Subscribe to an invoicing mandate".



B. Select your structure in the "General Information" field and give a name to the billing mandate being signed. The "Address details" and "Signatory" fields are pre-filled and cannot be changed.

General Information

Organization *

Mandat's name *

C. If all the information is correctly filled in, click on "Submit" to validate your subscription

2.

Access the "Input invoices" functionality

Depending on your situation, you have two options for using the "Input Invoices" functionality :

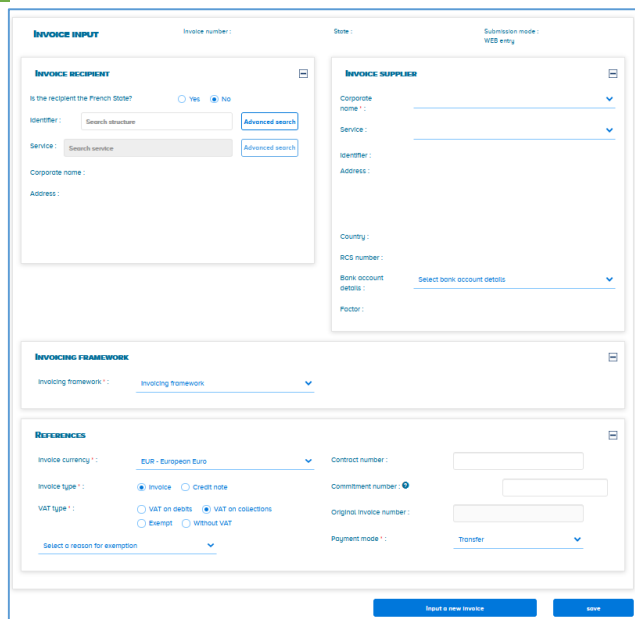
Option 1 : To create an invoice from scratch, go to **Billing > Issued invoices > Input invoice**.

Option 2 : To create an invoice from an invoice already sent to the same recipient, go to your work list (Synthesis tab) and click on the Duplicate icon on the line corresponding to the original invoice. Thanks to this option some fields will have been pre-filled with the elements of your duplicated invoice.

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3.

Input invoice



A. Fill in the information concerning the recipient, the supplier, the invoice framework and the references.

All fields marked with an asterisk are **mandatory**.

save

Click on **Save**, at this stage your invoice has been saved in **Draft** mode. It has not been sent and you can still modify it.

B. Indicate the information requested in the different blocks

Following the recording of your invoice, new headings appear on the screen:

- Filling in the invoice line**

If you have different VAT rates, enter as many invoice lines as necessary.

- Checking VAT summary and total amounts**

The data is pre-filled from the information entered in the invoice line.

- Entering a comment**

Although it is optional, this section allows you to specify certain points to your recipient.

- Adding attachments**

You can, if you wish, attach additional documents to your invoice.

Your invoice must contain **at least one** invoice line.

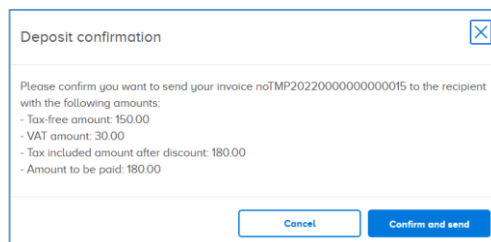
Be sure to use a format for your attachments that will be accepted by Chorus Pro (e.g. BMP, PNG, XML, CSV, TIF...) and make sure the maximum unit size does not exceed 30 Mo.

4.

Validating and sending

Validate and send

A confirmation window will appear on the screen.
If you make a mistake, you can click on **cancel**.
Click on **Confirm and send**.




Your invoice has been sent to your recipient and a summary of the items sent has been generated.