SUBMIT AN INVOICE ON THE CHORUS PRO PORTAL

By applying a few simple rules, you can take advantage of Chorus Pro's automatic character recognition capabilities to save time when filing your pdf invoices.

1. The golden rules for preparing your invoices at a Chorus Pro deposit

Chorus Pro automatically imports the data it recognizes on the first 3 pages of the invoice into the submit form. In order to avoid having to re-upload this information, follow those core principles :

- Post your invoices in PDF text format (no scans or images),
- Announce your invoice data with key words that wil allow Chorus Pro to recognize them. For example :
  - ✓ Recipient : « legal entity identifier (SIRET) customer », « legal entity identifier (SIRET) recip », « Ministry »,
  - ✓ Commitment : « commitment », « JC », « order »,
- Leave a space between each keyword and the data it annouces.
- Avoid colors and effects. Choose black on a white background

For more details on the rules to apply, see the detailed guide:
https://communaute.chorus-pro.gouv.fr/documentation/submit-a-unit-or-batch-invoice/?lang=en

To create a text PDF invoice from a word processor or spreadsheet, simply select the « save as» menu and select the pdf type.

When your invoice is ready to go, visit the Chorus Pro portal : **https://chorus-pro.gouv.fr**

2. Submit your invoice

A. Access the submit area: click on « *Issued invoices* » then « *Invoices submission* »

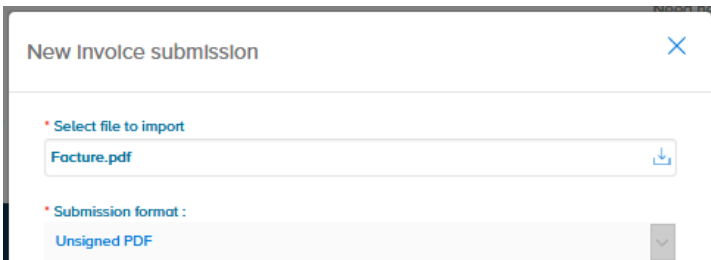| LOGGED-IN HOMEPAGE | MANAGER ACTIVITIES | WORK INVOICES | ISSUED INVOICES | SENT REQUESTS | DATA FLOW OVERVIEW |
| MY ACCOUNT | | | | | |

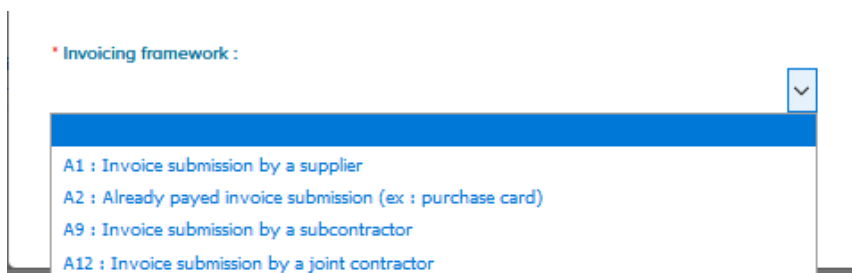| Synthesis | Search | Dashboard | Input invoice | Invoices submission | Tax list | Archives |

Caution, the deposit of your works invoices must be made from the area « Work invoices ».

B. Choose the format of your deposit

New Invoice submission ✕

* Select file to import
Facture.pdf ⤓

* Submission format :
Unsigned PDF

Your PDF invoice has probative value

C. Select the invoicing framework

* Invoicing framework :

A1 : Invoice submission by a supplier
A2 : Already payed invoice submission (ex : purchase card)
A9 : Invoice submission by a subcontractor
A12 : Invoice submission by a joint contractor

The billing framework identifies the profil of the applicant as well as the type of document transmitted.

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3. Check the different blocks of information

Chorus Pro pre-fils the fields to be entered from the recognized data. It's up to you to check them and correct them if necessary:

- **Invoicing framework**
The field is populated with the choice made in the previous step.

- **Identification**
Enter the number and date of your invoice.

- **Recipient**
This is the public structure to which you send your invoice.

- **Provider**
If you work for several different companies (different legal entity identifier (SIRET)), select the legal entity identifier (SIRET) issuing the invoice.

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

- **VAT recap**
Only fill in if you wish to detail the different VAT rates on your invoice.

To indicate the recipient of your invoice you can now directly enter his ID in the SIRET field. According to the number of characters fill in a drop-down list will appear to allow you to perform and validate your choice.

* SIRET :

Rechercher une structure

1234

12345678901234

Advanced search

4. Submit your invoice

Once your invoice is duly completed, click on **Valide and send** to send it to your public client.

Validate and send

A confirmation window pops up on the screen. In case of error you can **Cancel**.

Click on **Confirm and send**.

Deposit confirmation ✕

Please confirm you want to send your invoice no050 to the recipient 11000201100044 with the following amounts:
- Tax-free amount: 3500.00
- VAT amount: 0.00
- Tax included amount after discount: 3500.00
- Amount to be paid: 3500.00

Cancel   **Confirm and send**

INVOICE INPUT

SUMMARY

Supplier :	83957095900016 - BIG-O...	Date :	Aug 1, 2019

The invoice N° 050 is validated, it is being transferred to the concerned service.

Deposit certificate N° :	/q0yDHEyjHaWm922/fuZ%d2lWzht6whyn+csCTorc=
Tax-free amount after global discount :	3500.00 EUR
VAT amount :	0.00 EUR
Global tax included discount amount :	0.00 EUR
Tax included amount before global discount :	3500.00 EUR
Total tax included amount :	3500.00 EUR
Amount to be paid :	3500.00 EUR

Export deposit certificate   View invoice   Invoice overview

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