

## Stages of submission in PDF format for a single invoice

### SUMMARY

1. Access the submission area after to click in « Issued invoices » area

2. Submit the file

3. Select the invoicing framework

4. Verify the pre-filed invoice

5. Check the « invoicing framework » block

6. Check/ Complete the « Supplier » block

7. Check/ Complete the « Recipient » block

8. Check/ Complete the « Références » block

9. Check/ Complete the « Total amounts » block

10. Complete the "VAT Summary" section

11. Submit, if necessary, an attachment

12. Submitting the Invoice

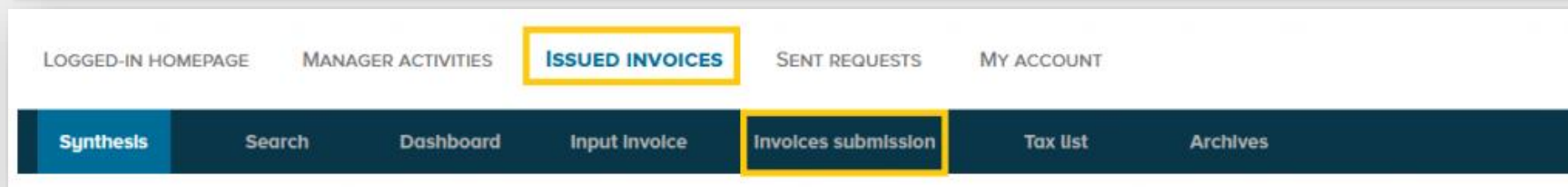
13. Contact Chorus Pro support

## Stages of submission

### 1. Access the submission area after to click in « Issued invoices » area



Select « *Invoices submission* »



### 2. Submit the file :

Click on the field « Select file to import » and select the PDF file from your workstation. The submission format will automatically be recognised by Chorus Pro. It can be either :

- Unsigned PDF
- Signed PDF (PAdES signature).

New invoice submission ✕

• Select file to import  
Modèle facture.pdf ↓

• Submission format :  
PDF non signé ↓

• Invoicing framework : ↓

Cancel



In the case of a **PDF submission**, please ensure that the **document is not password-protected**.

## Stages of submission

### 3. Select the invoicing framework :

In order to implement the relevant processes for each scenario, Chorus Pro requires you to specify the invoicing framework when submitting an invoice. This allows the type of document transmitted to be identified as well as the depositor.

#### Définitions of invoicing framework :

- **A1** : submitted by the supplier
- **A9** : invoice deposit by a subcontractor

The contracting party has 15 days to validate the payment request in the "Invoices to be validated" area of Chorus Pro. In the absence of support within these deadlines, validation is tacit.

- **A12** : invoice deposit by a joint contractor  
The invoice is only sent to the recipient public structure if it has been signed by the contracting party.

After choosing the invoicing framework, Chorus Pro invites you to choose the "**Structure**" (ie the entity) in whose name you are going to issue your invoice (in other words your company, if you are a supplier) and possibly your service if you have configured any.

When you click on the "**Continue**" button, Chorus Pro launches the recognition processing of the information present in the PDF file in order to retrieve them automatically and save you having to re-enter them.

New invoice submission

\* Select file to import  
Modèle facture.pdf

\* Submission format :  
PDF non signé

\* 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

# Stages of submission

## 4. Verify the pre-filled invoice

Once the processing is complete, Chorus Pro creates a **pre-filled invoice** from the data that has been recognized. The recognized data will be highlighted in blue in the corresponding fields.

Before validating the sending of your invoice, in order to allow a better recognition of the information provided in the invoice :

- **check the recognized information** and correct it if necessary. If Chorus Pro cannot recognize a piece of information, the field is not populated and you will have to enter it manually,
- **complete the invoice** by filling in the information that has not been pre-filled.

Please refer to the appendix for details of the character recognition rules.

## 5. Check the « invoicing framework » block

The « **invoicing framework** » field contains the choice you made at step 4

The screenshot displays the Chorus Pro invoice submission interface, divided into several sections:

- INVOICE SUPPLIER:** Fields for Corporate name (3901265400024 - 78 RUE DAUTEUIL), Service, and Bank account details.
- INVOICING FRAMEWORK:** A dropdown menu currently set to "A1 : Invoice submission by a supplier".
- INVOICE RECIPIENT:** Fields for SIRET, Corporate name, Service code, and Service label, each with a search button.
- REFERENCES:** Fields for Number, Date (15/01/2019), Submission format (DEPOT\_PDF\_PORTAIL), Currency (EUR - European Euro), Invoice type (Invoice selected), Commitment number, Contract number, VAT type (VAT on collections), and Payment mode (Transfer).
- TOTAL AMOUNTS:** Summary fields for Tax-free amount (705.55), VAT amount (141.31), Tax included amount before discount (846.66), Global tax included discount amount (0), Tax included amount after discount (846.66), and Amount to be paid (846.66).

The central part of the interface shows a preview of a PDF invoice titled "FACTURE". The invoice details include:

- Supplier:** Mairie de Saurmur, 38 Boulevard des Capucines, 49400 Saurmur, France.
- Client:** M. Paul Deschamps, 40, avenue des Champs Elysées, 75008 Paris.
- Invoice Reference:** Fac-01107, Date: 15/01/2019, N° client: A00054.
- Itemized List:**

Quantité	Désignation	Prix unitaire HT	Total
1	Groupe hydrophore Grundfos MQ3-45	580,00 €	580,00 €
4	Support équerre en aluminium	21,00 €	84,00 €
1	Recharge filtre particule	5,85 €	5,85 €
5	Mètre Hencco Ø 18	2,80 €	14,00 €
7	Mètre Socorex Ø 40 mm renforcé	3,10 €	21,70 €
- Totals:** Total HT: 705,55 €; T.V.A. 20%: 141,11 €; Total TTC: 846,66 €.

At the bottom, there is an "ATTACHMENTS" section with a table showing a PDF invoice attachment named "ModMe\_ facture.pdf".

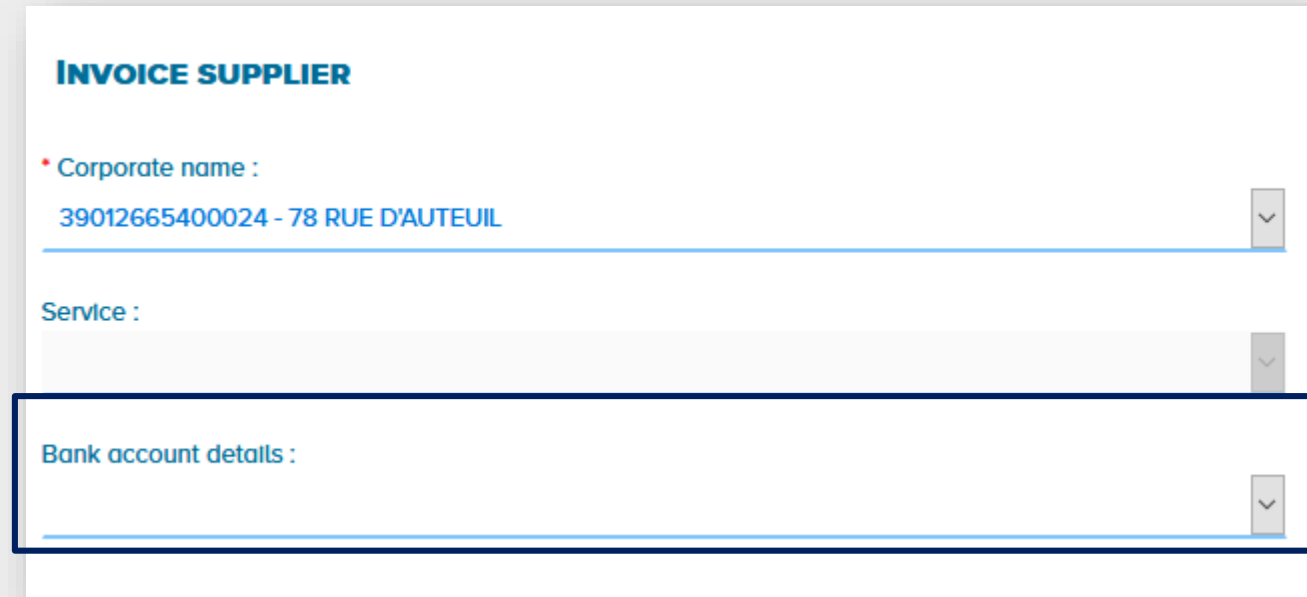
## Stages of submission

### 6. Check/ Complete the « Supplier » block

Select, if necessary, the invoice issuing structure. The " **identifiant** " field is automatically completed.  
Select, if required, the issuing "**Service**".

The **bank references** field is optional. It is filled in by default if there is only one registered reference on the structure. Otherwise you can select it from the drop-down menu.

Please note that **payments** can only be made on a IBAN (not RIB) declared at the market / contract level



**INVOICE SUPPLIER**

\* Corporate name :  
39012665400024 - 78 RUE D'AUTEUIL

Service :

Bank account details :

Select the **IBAN** bank references of  
your Chorus Pro invoice

## Stages of submission

### 7. Check/ Complete the « Recipient » blockc

The **recipient** corresponds to the public structure to which the invoice is addressed

The recipient « Banque de France » is it the French State :  
**NO**

Enter The **SIRET** of the « Banque de France » :  
**57210489100013**

Entrer the **SERVICE CODE** :  
**SCTF**

#### INVOICE RECIPIENT

Is the recipient the French State? :

 NO

\* SIRET :

Rechercher une structure

Advanced search

Corporate name :

Service code

Rechercher un service

Advanced search

Service label :

## Stages of submission

### 8. Check/ Complete the « Références » block

If necessary, fill in the **invoice number** and date.

**Attention point:** Each invoice filed on Chorus Pro, for a given issuer identifier, must have a unique number per year of creation. If a duplicate is identified, the following rejection message will appear: "The identifier of the payment request already exists for the structure".

Fill in the **currency**, VAT type and **Payment type** (mandatory fields) and the **commitment number** which is **mandatory for Banque De France**.

Complete / edit:

- The number of the original invoice (if it is a credit note),
- The reason for exemption (if exempt),
- The payment method (pre-filled with "Transfer" by default) : You can also choose Direct Debit but the other methods are not accepted at the Banque de France via Chorus Pro

#### How entering the Commitment number GAFI :

This number is made up of 9 numeric characters starting with the vintage of the initial order.

Example : **202112345**

In some cases, however, it may be made up of 13 characters (4 numeric characters, 1 letter, 8 numeric characters) if it is not linked to an order form.

Example : **1234D12345678**

**Please note:** the "Search" button is not used at Banque De France

### REFERENCES

\* Number :

Number

Date : 15/01/2019

Submission format :

DEPOT\_PDF\_PORTAIL

\* Currency :

EUR - European Euro

Invoice type

Invoice

Asset

Commitment number : ?

Search

Contract number :

\* VAT type :

VAT on collections

\* Payment mode :

Transfer

## Stages of submission

### 9. Check/ Complete the « Total amounts » block

The amounts of the block are pre-filled by Chorus Pro.

**TOTAL AMOUNTS**

\* Tax-free amount :

\* VAT amount :

Tax Included amount before discount :

Global tax included discount amount :

\* tax Included amount after discount :

\* Amount to be paid :

Input the VAT details  
(Optional)

[VAT details](#)

**Please note :** if you have different VAT rates, use this block to send us the details of the amounts montants

### 10. Complete the "VAT Summary" section

if there are **several VAT rates**, you have to detail rates and amounts in the VAT summary.

In the "Total amounts" block, click on "**VAT details**" and enter the VAT rate and the base amount per rate. Fill in the VAT rate and the base amount per rate. The VAT amount per VAT rate is calculated automatically (in case the VAT Summary section is completed, the VAT rate and the amount are mandatory).

Click on validate to confirm your input.

The added line then appears in the "**VAT summary**" section as follows:

**VAT SUMMARY**

[Back](#) [Add / Update](#)

\* VAT rate :

\* Tax-free basic amount :

VAT amount :

VAT rate ↑↓	Tax-free basic amount ↑↓	VAT amount ↑↓	Actions
20.0%	50.00	10.00	<a href="#">✎</a> <a href="#">🗑️</a>



## Stages of submission

### 11. Submit, if necessary, an attachment



The PDF invoice is attached by default.

Click on " **Attachments management** " if you need to add an attachment to the invoice.

#### Attachment management

Pagination < 1 sur 1 >

Vue(s) par page 5 ▾

Type	Désignation ↑↓	Nom du fichier ↑↓	Actions	
Facture PDF		Modèle_facture.pdf	 	<input type="checkbox"/>

Supprimer pièces jointes

Télécharger pièces jointes

Ajouter une pièce jointe

### 12. Submitting the Invoice

Once the entry is complete, here are the possible actions are as follows :

- **Save in draft mode** : the data is saved and the invoice at a "draft" status can be modified later on.
- **Validate and send** : The invoice is sent to the recipient and goes to the "deposited" status.
- **Delete** : the invoice is deleted.

Save in draft mode

Validate and send

Delete

### 13. Contact Chorus Pro support

1. If you encounter any problems or have questions, a support service is available and in particular via a "live chat"
2. The community site is available for any request and information on Chorus Pro

<https://communaute.chorus-pro.gouv.fr/>

The image shows a composite of three screenshots illustrating the support contact process. The top screenshot is the 'CONTACT US' page, which includes a login form and three options: 'Be connected to an advisor', 'Chat with the virtual assistant CLAUDIA', and 'Submit a request'. The middle screenshot shows a 'Validate' button and a link for 'I don't have SIRET number'. The bottom screenshot is a live chat window with CLAUDIA, showing a 'Call an agent' button highlighted in orange. Arrows connect the 'Be connected to an advisor' button in the top screenshot to the 'Call an agent' button in the bottom screenshot, and the 'I don't have SIRET number' link in the middle screenshot to the 'Call an agent' button in the bottom screenshot.

**CONTACT US**

Login email address \* : To contact Chorus Pro support if you have a problem with the application, click on one of the three options :

Password \* :

- Be connected to an advisor** : Our operators will answer you through instant messages (Live Chat) on Monday to Friday from 8:30 to 18:30, except public holidays.
- Chat with the virtual assistant CLAUDIA** : The virtual assistant CLAUDIA is available 24 hours a day, 7 days a week to answer your questions or in case of difficulties.
- Submit a request** : Fill out a form for Chorus Pro portal support.

**Back**

**Validate**

I don't have SIRET number

**Access ESPD service**      **Verify an electronic signature**

**About us**

- [Help](#)
- [Contact us](#)
- [Site map](#)

**Further information**

- [Release notes](#)
- [Legal notices](#)
- [CNIL](#)

CLAUDIA

Today

Connecting to Livechat...

Please click on "Call an agent" in order to be put in touch with a technician by Livechat.

a few seconds ago

**Call an agent**

Enter your message here

English