

Atelier Chorus PRO

Christelle Boisset

Summary

- ◇ Create a manager account
- ◇ Affiliate your company
- ◇ Submit an invoice

I. Create a manager account on ChorusPro website

1- You are new on ChorusPro: <https://chorus-pro.gouv.fr>

The screenshot shows the Chorus Pro Domains website interface. At the top, there are navigation tabs for 'Enterprise' (selected), 'Public entity', 'Private', and 'Association'. Below these is the 'Portail de services Chorus Pro' logo and a navigation menu with 'HOME', 'DOMAINS', 'NEWS', and 'SUPPORT'. A 'Create an account' link and a 'Log in' button are also visible. The main content area features a search bar with the text 'I want to create my account...'. Below the search bar, there are three main service tiles: 'Market' (ESPD), 'Ordering' (Commitments), and 'Billing' (Invoice, work invoice, legal fee, taxes refund). Each tile has an 'Access the domain' link. A blue sidebar on the left contains the text 'Welcome to the Chorus Pro Portal' and a paragraph explaining the portal's purpose.

Enterprise Public entity Private Association

Portail de services
Chorus Pro

HOME DOMAINS NEWS SUPPORT

Create an account
Log in

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

Chorus Pro Domains

I want to create my account...

Market

ESPD

[Access the domain](#)

Ordering

Commitments

[Access the domain](#)

Billing

Invoice, work invoice, legal fee, taxes refund

[Access the domain](#)

I- You are new on ChorusPro:

Create my Account

Create my account linked to a structure.

Fill in your personal information and those of your structure (legal entity).

*Fields followed by an * are required

Personal Information

Email address *

Confirm your email address *

First name *

Last name *

Phone

Contact email address

I accept that my name, first name and e-mail address be used by the Ministry for the Budget (and by the service provider carrying out the satisfaction surveys on behalf of the AIFE) in order to receive the satisfaction survey on Chorus Pro. I also note that I can exercise my right to withdraw at any time by unchecking the option.

* I accept the conditions

*Reproduce the sequence of characters



1-Complete your personal informations

II- Join the company to your personal account:

1- The information on the company you manage invoices for, or of your personal account

Information of the structure

We invite you to select the type of identifier for your structure from the drop-down list below, then complete the requested data.

ID Type *

SIRET

Please enter the siret of the structure.

Identifiant Siret *

Identifiant :

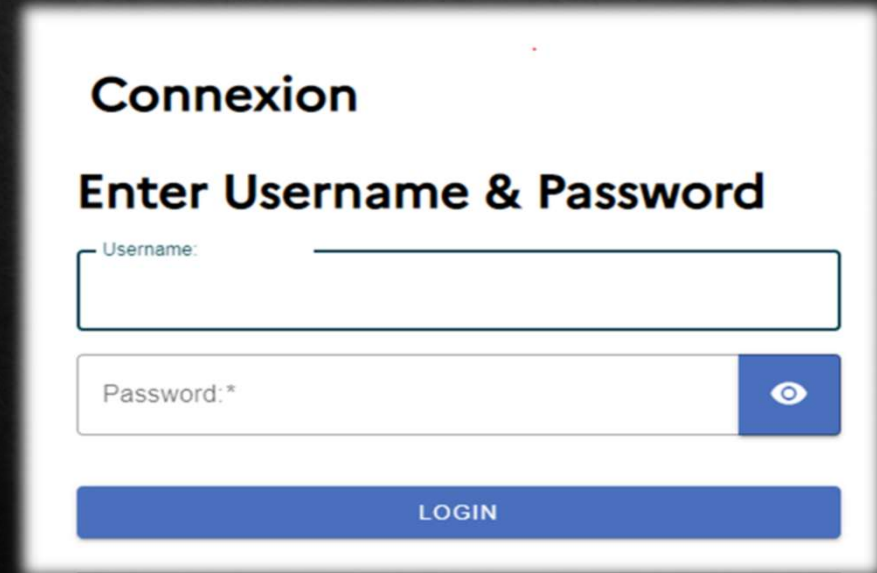
- For French put the Siret number
- Particular : put your Name
- Abroad company : your tax number
- For US company : US followed by the company name

Captcha validation

I- You are new on ChorusPro:

2- Last step:


- You will receive an activation email to finalize the registration .
- Click on the link and confirme the connection



Connexion

Enter Username & Password

Username:




Password:* 

LOGIN

Your account is active after entering the password

III-Submit an invoice

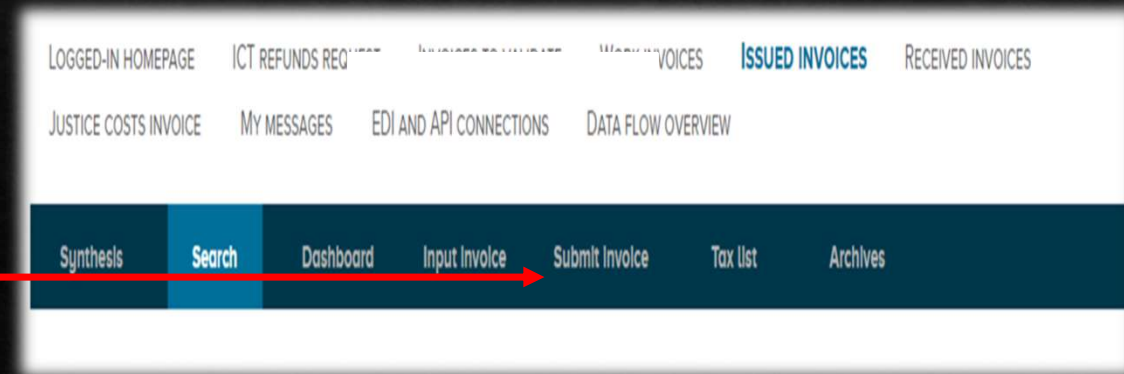
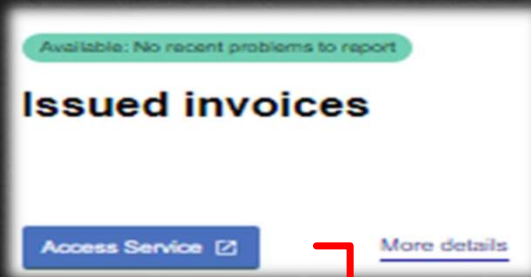
Chorus Pro Domains I want to create my account...

 Market ESPD Access the domain	 Ordering Commitments Access the domain	 Billing Invoice, work invoice, legal fee, taxes refund Access the domain
---	--	--

CLICK HERE!

III-SUBMIT AN INVOICE

You get here and follow the process



III-SUBMIT AN INVOICE

NEW INVOICE SUBMISSION

* Select file to import

File size PDF

SUBMISSION FORMAT

* Submission format :

PDF non signé

ADDITIONAL INFORMATION

* Invoicing framework :

A1 : Invoice submission by a supplier

ADDITIONAL INFORMATION

* Invoicing framework :

A1 : Invoice submission by a supplier

* Structure :

Select a service :

Continue

III-SUBMIT AN INVOICE

INVOICE RECIPIENT

Is the recipient the French State?
 Yes No

* SIRET :
Rechercher une structure

Corporate name :

Service code
Rechercher un service

Service label :

Find our company ChorusPro number you want to send the invoice to :

- Enter the siret of l'Opéra :
78439607900054
- Service code : none

III-SUBMIT AN INVOICE

REFERENCES

* Invoice number :

Invoice number

Invoice date :

dd/mm/yyyy

Submission format :

DEPOT_PDF_PORTAIL

* Currency :

EUR - European Euro

Invoice number :
Will be automatically identified
you must check, if automatic fill-in is right

Invoice date :
date of your invoice

Type :
invoice where credit note

Contract number :
purchase order number

Invoice type

Invoice Credit note

Commitment number : ?

Search

Contract number :

VAT type :

VAT on collections

Payment mode :

Transfer

TOTAL AMOUNTS

* Tax-free amount :

* VAT amount :

Tax included amount :

0.00

* Amount to be paid :

Amount to be paid

Input the VAT details (Optional)

VAT details

Will be automatically identified
you must check, if automatic fill-in is right
Amount HT - no taxes amount
AmountTVA if exempt register O
Net to pay= TTC all taxes included

Validate and send

Questions -> Answers

Contact

SFMF

Boisset Christelle

<CBOISSET@operadeparis.fr>