

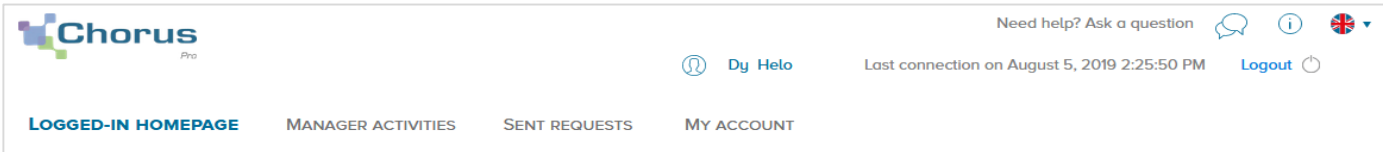
# BECOME FAMILIAR WITH THE DIFFERENT AREAS OF CHORUS PRO

Chorus Pro features are displayed in tabs named "areas". Only a few areas are available by default. In order to access other areas, it is necessary to add them to its "structure" (that means its legal entity identifier)




## 1.



### Toolbar menu content

The « areas » of Chorus Pro are displayed as tabs in the top menu bar. Clicking on an « area » gives access to the corresponding functionalities. The first thing to do in Chorus Pro is to install the required areas.



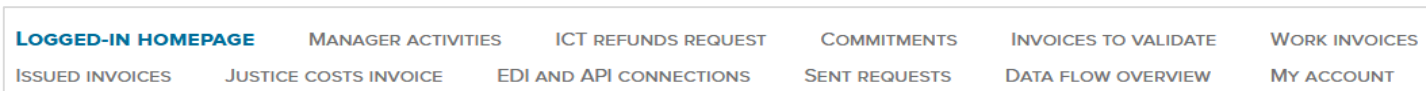
Chorus Pro

Need help? Ask a question   

 Dy Hello Last connection on August 5, 2019 2:25:50 PM  Logout

LOGGED-IN HOMEPAGE MANAGER ACTIVITIES SENT REQUESTS MY ACCOUNT

*Example of a user with only a few areas*



LOGGED-IN HOMEPAGE MANAGER ACTIVITIES ICT REFUNDS REQUEST COMMITMENTS INVOICES TO VALIDATE WORK INVOICES

ISSUED INVOICES JUSTICE COSTS INVOICE EDI AND API CONNECTIONS SENT REQUESTS DATA FLOW OVERVIEW MY ACCOUNT

*The same user, after adding all the possible areas. No need to install them all.*

In order to learn how to add missing areas, please check « Managing structures and users » fact sheet :

<https://communaute.chorus-pro.gouv.fr/documentation/fiches-pratiques/?lang=en#2>

CAUTION : You must be linked to a legal entity identifier (SIRET) number and have a « manager » role (primary or secondary) in order to add areas.

## 2.

### Areas and their features: essential areas

#### A. « My Account » area : to manage your data as a user

**MY ACCOUNT** OR

 Dy Hello

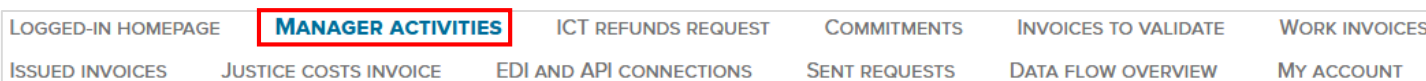
*The box with your name also leads to the my account area*

This area allows managing your user account data. From this area you will be able to update your personal information, request to be linked to a structure or a subscription to a new area.

If you only have the "my account area", it's probably you haven't been enabled on a structure yet. In order to access other areas, you will first need to request to be linked to your company legal entity identifier (SIRET).

#### B. « Manager Activities » area : to manage your legal entity identifier in Chorus Pro

This area is visible and accessible only for manager profiles. It allows organizing the structure thanks to the creation of services, the add of areas and the enabling users and the definition of their role.




LOGGED-IN HOMEPAGE **MANAGER ACTIVITIES** ICT REFUNDS REQUEST COMMITMENTS INVOICES TO VALIDATE WORK INVOICES

ISSUED INVOICES JUSTICE COSTS INVOICE EDI AND API CONNECTIONS SENT REQUESTS DATA FLOW OVERVIEW MY ACCOUNT

#### C. « Issued Invoices » area : how to send simple invoices

From this area you will be able to deposit and enter your invoices. You will also be able to view all your archived invoices as well as their processing status.



LOGGED-IN HOMEPAGE MANAGER ACTIVITIES ICT REFUNDS REQUEST COMMITMENTS INVOICES TO VALIDATE WORK INVOICES

**ISSUED INVOICES** JUSTICE COSTS INVOICE EDI AND API CONNECTIONS SENT REQUESTS DATA FLOW OVERVIEW MY ACCOUNT

## BECOME FAMILIAR WITH THE DIFFERENT AREAS OF CHORUS PRO

### D. « Invoices to validate » area : How to validate the invoices of your subcontractors or co-contractors


LOGGED-IN HOMEPAGE	MANAGER ACTIVITIES	ICT REFUNDS REQUEST	COMMITMENTS	<b>INVOICES TO VALIDATE</b>	WORK INVOICES
ISSUED INVOICES	JUSTICE COSTS INVOICE	EDI AND API CONNECTIONS	SENT REQUESTS	DATA FLOW OVERVIEW	MY ACCOUNT

This area allows viewing and validating the payment requests issued by your subcontractors or co-contractors. Remember to add this area if you are representative of a consortium or holder of a contract including subcontractors admitted to direct payment.

### E. «Sent requests » area : how to contact the Support or your customers (public entities)

LOGGED-IN HOMEPAGE	MANAGER ACTIVITIES	ICT REFUNDS REQUEST	COMMITMENTS	<b>INVOICES TO VALIDATE</b>	WORK INVOICES
ISSUED INVOICES	JUSTICE COSTS INVOICE	EDI AND API CONNECTIONS	<b>SENT REQUESTS</b>	DATA FLOW OVERVIEW	MY ACCOUNT

This area allows asking for help from Chorus Pro support or obtaining information from your client about the processing of an issued invoice.

 For further information, see our « How to ask for help » fact sheet : <https://communaute.chorus-pro.gouv.fr/documentation/fiches-pratiques/?lang=en#6>

## 3. Areas and their features: specialized areas

### F. « Work Invoices» area : how to submit documents in the framework « CCAG Travaux »

LOGGED-IN HOMEPAGE	MANAGER ACTIVITIES	ICT REFUNDS REQUEST	COMMITMENTS	<b>INVOICES TO VALIDATE</b>	<b>WORK INVOICES</b>
ISSUED INVOICES	JUSTICE COSTS INVOICE	EDI AND API CONNECTIONS	SENT REQUESTS	DATA FLOW OVERVIEW	MY ACCOUNT

This area allows the exchange of documents contributing to the invoicing of « work invoices » (contracts under « CCAG Travaux »). You only need to access it if you invoice under CCAG Travaux.

### G. « Commitments » area : how to visualize the commitments (markets, purchase orders)

LOGGED-IN HOMEPAGE	MANAGER ACTIVITIES	ICT REFUNDS REQUEST	<b>COMMITMENTS</b>	INVOICES TO VALIDATE	WORK INVOICES
ISSUED INVOICES	JUSTICE COSTS INVOICE	EDI AND API CONNECTIONS	SENT REQUESTS	DATA FLOW OVERVIEW	MY ACCOUNT

This area allows checking the list of its legal Commitments with the State. It is only accessible from the moment one of your invoices reaches the « Payment » status.

### H. «Justice costs invoice » area : for the filing of Justice costs invoice

LOGGED-IN HOMEPAGE	MANAGER ACTIVITIES	ICT REFUNDS REQUEST	COMMITMENTS	INVOICES TO VALIDATE	WORK INVOICES
ISSUED INVOICES	<b>JUSTICE COSTS INVOICE</b>	EDI AND API CONNECTIONS	SENT REQUESTS	DATA FLOW OVERVIEW	MY ACCOUNT

This area is dedicated to the transmission of requests for payment following a service performed as part of a decision of the judicial authority or that of a person acting under its direction or control (JPO- Judicial Police Officer).

### I. «EDI and API connections» : how to connect you technically to Chorus Pro

LOGGED-IN HOMEPAGE	MANAGER ACTIVITIES	ICT REFUNDS REQUEST	COMMITMENTS	INVOICES TO VALIDATE	WORK INVOICES
ISSUED INVOICES	JUSTICE COSTS INVOICE	<b>EDI AND API CONNECTIONS</b>	SENT REQUESTS	DATA FLOW OVERVIEW	MY ACCOUNT

This area allows requesting a technical connection of your management tools to Chorus Pro in order to allow mass issuing of invoices through EDI or API.

### J. «Data flow overview » area : for the technical follow-up of your EDI flows transmitted directly to Chorus Pro de vos flux EDI transmis directement à Chorus Pro

LOGGED-IN HOMEPAGE	MANAGER ACTIVITIES	ICT REFUNDS REQUEST	COMMITMENTS	INVOICES TO VALIDATE	WORK INVOICES
ISSUED INVOICES	JUSTICE COSTS INVOICE	EDI AND API CONNECTIONS	SENT REQUESTS	<b>DATA FLOW OVERVIEW</b>	MY ACCOUNT

This area allows you checking the status of the invoice EDI flows sent by Chorus Pro when you have sent them directly (that is to say without using an intermediary like « dematerialization operator»)