

ENTERING AN INVOICE ON THE CHORUS PRO PORTAL

You want to create dematerialized invoices directly on Chorus Pro ?
 You want to be able to start from an invoice already submitted to create a new one ?
 The Input invoice tab meets your needs.

1.

Prerequisites : subscribe a billing mandate

▪ Definition

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

▪ Condition

Only the primary manager, who has the role of structure account manager, can subscribe to a billing mandate. To simplify the process, this contract can be signed online. Once signed, you and your co-workers will be able to create your invoices into the Input invoice tab as long as necessary.

A. Go to the **Manager activities** area, then to the Edit Structure page using the pencil icon.
 In the **Billing mandate** block, click the **Underwrite a billing mandate** button.



B. The **Structure** and **Signer** block fields are pre-filled and cannot be modified.
 Enter the **Mandate** label and click the **Generate** button. An email will be automatically sent to you.

C. Click on the activation link your received. The following validation window pops up :



To validate the billing mandate, click on the **Sign the billing mandate** button. To visualize, its content, click the **Export to PDF format** button.

2.

Access the « Input invoice » area

You have two different options to use the **Input invoice** area, depending on your needs.

Option 1 : To create an invoice from scratch, click the **Issued invoices** area and then **Input invoice**.



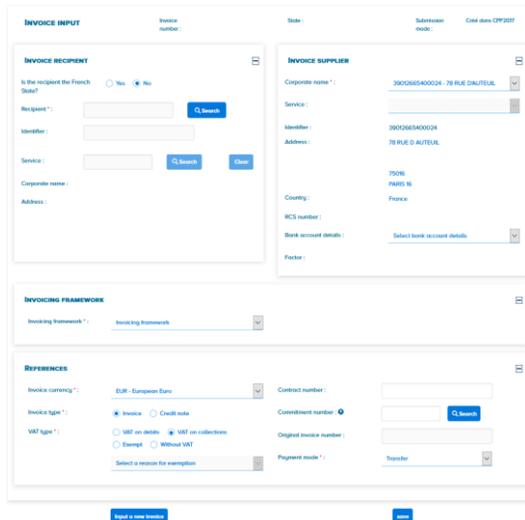
Option 2 : To create a new invoice from an invoice already issued to the same recipient, go to your worklist (Synthesis tab) and click the **duplicate** icon on the line corresponding to the original invoice. Thanks to this option, some fields will have been pre-filled with elements of your duplicated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



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3.

Enter your invoice



A. Fill in the information about the recipient, the supplier, the invoicing framework as well as the invoice references.

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



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

B. Indicate the requested information in the various blocks

Following the saving of your invoice, new items appear on your screen :

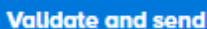
- **Input an invoicing line**
If you have different VAT rates, input as many invoicing lines as needed
- **Check the summary and VAT amounts**
The data is prefilled thanks to the information inputed in the invoicing line.
- **Input a comment**
This optional block allows clarifying a few points to your recipient.
- **Add 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.

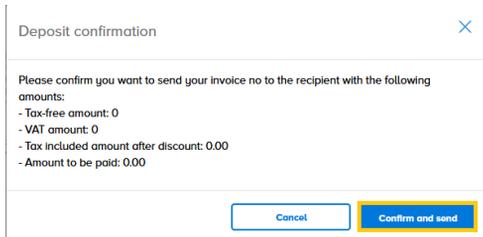
4.

Submit your invoice



Click on **Validate and send**.
A confirmation window pops up on the screen

Click on **Confirm and send**.




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