

USE THE DIRECTORY OF PUBLIC STRUCTURES

Do you need to update your customer data base ? Your public client has failed to provide you with the compulsory invoice data ?
Use the Chorus Pro directory to quickly find the missing items.

1. Fonctionnalités for public structures directory

To send an invoice via Chorus Pro, you need to know some information about the recipient of the invoice:

- The legal entity identifier (**SIRET**) recipient number (*systematically requested*),
- A **service code** (*requested by 5% of public entities*),
- An **engagement number** (*purchase order number, requested by 5% of public entities*).

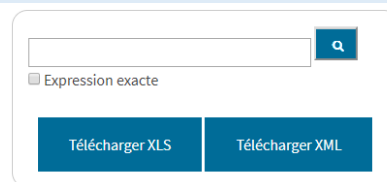
These elements are transmitted to you by the public entities within the framework of the markets or the order. However, you can find them on the directory of public structures.

The directory can allow you, during an EDI connection, to mass update your customer base with the invoicing elements required by your public customers.

2. How to access it?

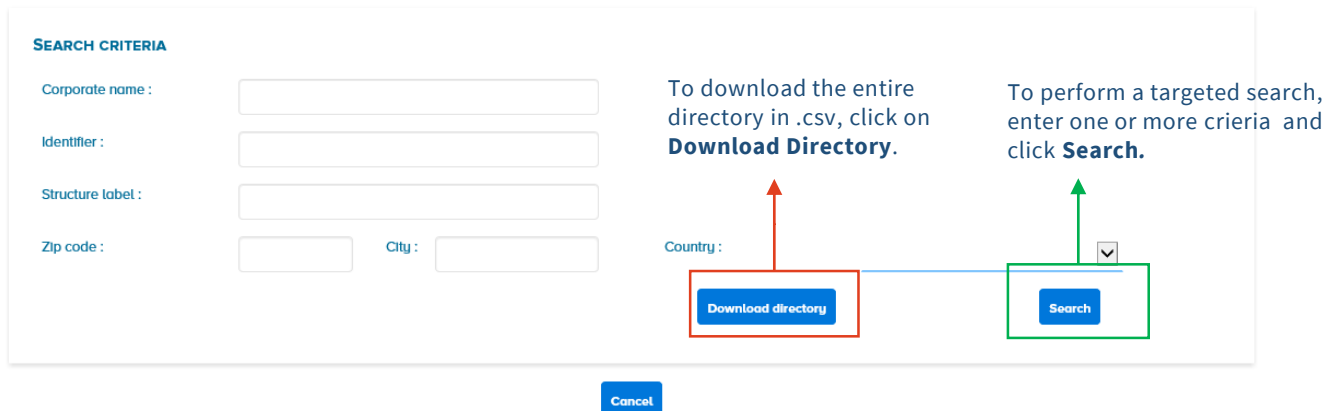
The directory of public structures is accessible :

- On the **Chorus Pro Community** as an XML or XLS file and to perform a search :
(<https://communaute.chorus-pro.gouv.fr/annuaire-cpro>)
- On the **Chorus Pro website** clicking on Search public structure



SEARCH PUBLIC STRUCTURE

SEARCH PUBLIC STRUCTURE



SEARCH CRITERIA

Corporate name :

Identifier :

Structure label :

Zip code : City :

Country :

Download directory

Search

Cancel

To download the entire directory in .csv, click on **Download Directory**.

To perform a targeted search, enter one or more criteria and click **Search**.

- In EDI via a **FAR37** feed subscription system via the EDI connection and API on to Chorus Pro.
- In API, thanks to services allowing to download or consult the directory specified in the Appendices API of the External Specifications.

3.

What are the data content?

The directory lists a number of data that allows you to build your invoices. In particular, you will find information that is mandatory for transmission (they are indicated in the Chorus Pro input / submit invoice forms with an asterisk).

After searching from the directory available on the Chorus Pro Community, the following table is displayed:

Statut	Identifiant	Raison Sociale	Adresse	Complement Adresse1	Complement Adresse2	Code Postal	Ville	Telephone	Courriel	Pays
+	20003201900018	CIAS CC DE L'ORIENTE	20 COURS CHARLES JEAN SAROCCHI			20270	ALERIA	04 95 57 97 83		France
+	21200556000035	EAU ASST ZALANA	VELFASCA			20272	ZALANA	04 95 59 62 89	mairiedezalana@wanadoo.fr	France
-	21200058200018	CANARI	VILLAGE			20217	CANARI			France
- Gère le statut Mise en Paiement : Non - Numéro d'engagement obligatoire : Non - Code service ou engagement obligatoire : Non - Code service obligatoire : Non - Structure à une MOA publique : Non - Structure est une MOA : Non - Structure active : Oui										
+	21200187900015	OLMETA DU CAP-CORSE	VILLAGE			20217	OLMETA DU CAP-CORSE			France

■ Status

By clicking on the "+" sign, you can get or check the following information :

- If the public structure is **active** on Chorus Pro,
- If the recipient of your invoice does or does not raise the **Payment** status
- If the **service code** is required for a proper routing, of your bill
- If the **commitment number** is a mandatory requirement (this is the contract number or order number),
- If a **framework** is in place within the recipient structure for building contracts

■ Identifier

This is the legal entity identifier (**SIRET**) number of your recipient.

■ Organisation Name

- **Postal and telephone details** of the recipient of your invoice.

Be aware, an invoice with missing required fields will be **rejected** as input of Chorus Pro.

For invoices addressed to **the State**, the service code and the commitment number are always mandatory.

The **INVOICES_PUBLIC** code is exclusively dedicated to **public intra-sphere invoicing**.

Only a structure with **Active** status can be billed. You will need to contact your public customer to find out why they are inactive.

For more information, please consult the Chorus Pro Community structures user guide :

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