

# UNIVERSITY OF PARIS VIII

## PROCEDURE TO DEPOSIT INVOICES ON CHORUS PRO

(23/03/22)

You can begin choosing the english language on the Chorus Pro plateform

You have to enter the « billing domain »

The screenshot shows the Chorus Pro portal interface. At the top, there is a navigation bar with tabs for 'Entreprise', 'Public entity', 'Private', and 'Association'. Below this, there is a search bar and a user profile icon for 'YVES BENEDETTI'. The main content area is titled 'Chorus Pro Domains' and features a grid of six domain cards: 'Market' (EPD), 'Ordering' (Commitments), 'Billing' (Invoice, work invoice, legal fee, taxes refund), 'Organisation' (Structures, users, directory of public structures), 'Connections' (EDI and API connections), and 'Tools' (Signature). Each card has an 'Access the domain' link. A blue arrow points from the 'COMMUNICATION' link in the top navigation bar to the 'Billing' domain card. Another blue arrow points from the 'Billing' domain card to the 'Access the domain' link. On the left side, there is a 'Welcome to the Chorus Pro Portal' section with a description and a link to 'Access documentation'. Below that is a 'Most Used Functionalities' section with buttons for 'Submit an invoice' and 'Directory of public structures'. Further down is a 'Portal news' section with a news item titled 'Mise en production d'une nouvelle version de Chorus Pro (V3.1.2 RS)' dated 02/06/2022. At the bottom left, there is a logo for the 'MINISTÈRE DE L'ÉCONOMIE, DES FINANCES ET DE LA RELANCE' and 'Agence pour l'informatique financière de l'État'. Below the logo, there is a yellow circle highlighting the 'Version' (V313) and 'Language' (English) options. At the bottom right, there is a footer with links for 'Follow us', 'About us', 'Our commitments', and 'Related websites'.

If you encounter difficulties you can click on « support » to get help.

Go to chorus pro " Invoicing ".

1- Click on " Issued invoices ".

2- Click on " Deposit invoice "

### Applications of the Billing domain

The image displays a grid of six application cards under the heading "Applications of the Billing domain". Each card has a consistent layout: a green status bar at the top with the text "Available: No recent problems to report", a bold title in the center, a blue "Access Service" button with an external link icon at the bottom left, and a "More details" link at the bottom right. The cards are arranged in two rows of three. The first card in the top row, "Issued invoices", and its "Access Service" button are circled in pink. The other cards are "Received invoices", "Invoices to validate", "Work invoices", "Court costs", and "Tax refunds".

Application	Status	Action
Issued invoices	Available: No recent problems to report	Access Service <a href="#">↗</a>
Received invoices	Available: No recent problems to report	Access Service <a href="#">↗</a>
Invoices to validate	Available: No recent problems to report	Access Service <a href="#">↗</a>
Work invoices	Available: No recent problems to report	Access Service <a href="#">↗</a>
Court costs	Available: No recent problems to report	Access Service <a href="#">↗</a>
Tax refunds	Available: No recent problems to report	Access Service <a href="#">↗</a>

3- Click on " Submit invoice " and choose the invoice to transmit as the file to import

4- Complete the "Additional information" box and click on "Continue"

Synthesis Search Dashboard Input Invoice **Submit Invoice** Tax list Archives

**NEW INVOICE SUBMISSION**

\* Select file to import  
facture.pdf

**SUBMISSION FORMAT**

\* Submission format :  
PDF non signé

**ADDITIONAL INFORMATIONS**

\* Invoicing framework :  
Structure :  
93182  
Select a service :

Continue

5 - Complete the different boxes :

Enter the SIRET of the recipient of the invoice : SIRET PARIS 8 = 199 318 270 00014

Enter the service code if it appears on the order form

Check the invoice number

Enter the commitment number = ECB number

Enter the type of VAT according to the notice of amounts to be paid

Synthesis Search Dashboard Input Invoice **Submit Invoice** Tax list Archives

Cancel Save in draft mode Validate and send

### INVOICE SUPPLIER

\* Corporate name :

Service :

Bank account details :

### INVOICING FRAMEWORK

\* Invoicing framework :  
AT: Invoice submission by a supplier

### INVOICING FRAMEWORK

\* Invoicing framework :  
AT: Invoice submission by a supplier

### INVOICE RECIPIENT

Is the recipient the French State?  Yes  No

\* SIRET :

Corporate name :

Service code

Service label :

### REFERENCES

\* Invoice number :

Invoice date :

Submission format :

\* Currency :  
EUR - European Euro

Invoice type  Invoice  Credit note

\* Commitment number :

Contract number :

\* VAT type :  
VAT on collections

\* Payment mode :  
Transfer

UNIVERSITE PARIS8  
Service Facturier - Boite N°76  
2 rue de la Liberté  
63526 SAINT DENIS

LYON, 19 juin 2017  
Inscription No. : -1930

Facture N° : 4/339-1

Détails Inscription	Nombre	PrixUnité	Montant D0
Valeur inscription			
Frais d'inscription (Full Deposit)	1	EUR 594,00	EUR 594,00
<b>Total d0</b>		EUR	594,00
Total payé		EUR	0,00
<b>Restant à payer</b>		EUR	594,00

Taux	Montant HT	Montant TVA	Montant TTC
20,00%	EUR 495,00	EUR 99,00	EUR 594,00
0,00%	EUR 0,00	EUR 0,00	EUR 0,00

\* Références :  
- Université de la région Rhône-Alpes  
- Université de la région Rhône-Alpes  
- Université de la région Rhône-Alpes

\* Informations :  
- Université de la région Rhône-Alpes  
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6- In attachments, it is possible to add other documents (quotation...)

Once the documents have been added, click on return

[View PDF](#)

### ATTACHMENTS

Line(s) per page     Pagination < 0 out of 0 >

Type	Designation	Filename	Actions
Facture PDF	facture.pdf	facture.pdf	

[Download attachments](#)   [Delete attachments](#)   [Add an attachment](#)

### TOTAL AMOUNTS

\* Tax-free amount: 564.00

\* VAT amount: 0.00

Tax included amount: 564.00

\* Amount to be paid: Amount to be paid

Input the VAT details (Optional) [VAT details](#)

### ATTACHMENTS MANAGEMENT

[Back](#)

#### ADD AN ATTACHMENT

\* Select an attachment:

\* Designation:

\* Attachment type:

[Add](#)

#### AVAILABLE ATTACHMENTS LIST

Line(s) per page     Pagination < 0 out of 0 >

Type	Designation	Nom du fichier	Action
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### ATTACHMENTS LIST

Line(s) per page     Pagination < 0 out of 0 >

Attachment type	Designation	Filename	Actions
Facture PDF	facture.pdf	facture.pdf	

7- Check all the attachments and click on validate and send to finish

View PDF

**ATTACHMENTS**

Lines per page 50    Pagination < 0 out of 0 >

Type	Designation ↑	Filename ↑	Actions
Facture PDF	factue.pdf	factue.pdf	

Download attachments    Delete attachments    Add an attachment

**TOTAL AMOUNTS**

\* Tax-free amount :  
564.00

\* VAT amount :  
0.00

Tax included amount :  
564.00

\* Amount to be paid :  
Amount to be paid

Input the VAT details (Optional)    VAT details

Cancel    Save in draft mode    **Validate and send**

8 - Export the certificate of deposit

9 - Save the certificate of deposit in your file