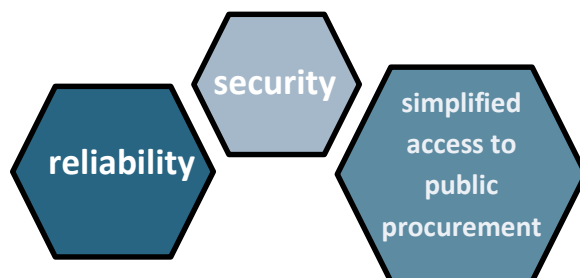


Since its opening to the public sphere in 2017, Chorus Pro has deployed, according to the schedule set by Ordinance 2014-697.

Mandatory for SMEs since 2019, then for all suppliers since January 1, 2020, Chorus Pro is the only electronic invoice portal for your public customers.

This portal, as a true solution for the intermediation of payment requests, offers all the free web portal functionalities for issuing, downloading and consulting the various lifecycle statuses of dematerialized invoices.

The system processes direct invoices, credit notes, payment requests from subcontractors admitted to direct payment, invoicing documents in support of works contracts, legal expense reports, domestic consumption of fuel oil and natural gas tax refund requests.



## Information notice to CNRS suppliers

### Useful links:

#### Access to Chorus Pro documentation through:

- <https://aife.economie.gouv.fr/nos-applications/chorus-pro>
- <https://communaute.chorus-pro.gouv.fr>

#### For further legal information (in French only):

- Loi 2008-776 du 04/08/2008 de modernisation de l'économie, article 25
- Loi 2014-1 du 02/01/2014
- Ordonnance 2014-697 du 26/06/2014
- Décret 2016-1478 du 02/11/2016
- Arrêté du 09/12/2016
- Décret 2019-748 du 18/07/2019, abrogeant le décret 2016-1478 du 02/11/2016 : dispositions reprises dans le Code de la commande publique.
- Article 289 du Code Général des Impôts



**Time saving:** Simplify invoice processing and reduce invoice processing time



**Financial benefits:** Reduce the printing, sending and storage costs of your invoices. Save archiving space



**Environmental benefits:** Shrink your carbon footprint



**Enhancement of the relationship with our suppliers:** Follow your invoices payment status in real time



**Trace and security:** Integrate automatically your invoices into the CNRS Accounting Information System



**Fiscal regulation compliance:** Electronic invoices have the same legal value than paper invoices.

Direction des Comptes et de  
l'Information Financière  
Service Central du  
Traitement de la Dépense  
DCIF-SCTD

# MAIN STEPS TO SEND YOUR DEMATERIALIZED INVOICES

Language  English ▼



Access the creation of your account in just a few clicks : <https://chorus-pro.gouv.fr>

(English version at the bottom of the connected home page)

You must not request a structure connection to the CNRS client structure.

If an account (structure) has already been created by your company, you must request to be connected to this structure ("Users" domain).

You can send your invoices to the CNRS in Chorus through three different ways:

**Portal mode:**

1. Online manual input of your invoices via the Chorus Pro form

2. Single or mass upload of your invoices: signed or non-signed PDF, mixed format, minimum format XML+PDF

**Web Services / API:**

Use the portal native functions to transfer and consult your invoices.

**EDI mode:**

Electronic Data Interchange - Transfer your invoices by automatizing your transfers directly to Chorus Pro or thanks to a dematerialized documents third party provider.

The higher your annual invoice volume for CNRS, the higher the benefit of total dematerialization through EDI flow for your organization.

Every single vendor is identified in the Chorus Pro platform.

The identification key is based on headquarter address and vendor status.

**In Chorus, your invoices must be addressed to SIRET number structure 18008901303720 (only this SIRET number authorized)**

## Portal mode

### 1-Online manual input

1

[Registration](#)



2

[User account creation and authentication](https://chorus-pro.gouv.fr)

3

Confirm account creation through email link

### 2-Submission

## Service mode (API)

Portal API features are used to transfer invoices and for invoices status checking

## EDI mode

Once login finalized, structured or mixed format data transfer is possible. Development of an interface is mandatory in this case

The following information (mentioned in CNRS Purchase Orders) have to be filled in the related input fields:

Reference of the legal commitment: Commitment number ⇒ example

5679L085679

corresponds to the order number



And / or Contract number ⇒ example

02000100

Service code of the delivery address ⇒ example

MOY280

4

[Sign invoicing order & general terms and conditions acceptance](#)

4

[Invoice in PDF format creation](#)

Signed PDF

Unsigned PDF

5

[Manual invoice input](#)

5

[Invoice submission on Chorus](#)

6

[Check invoice status](#)

Invoices are legally archived in Chorus Pro (10 years)



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