

Information notice to CNRS suppliers

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.

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.

Main steps to send your dematerialized invoices

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

Language  English 

(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	2-Submission	Service mode (API)	EDI mode
<ol style="list-style-type: none"> 1 Registration  https://chorus-pro.gouv.fr 2 User account creation and 3 Confirm account creation through email link 		<p>Portal API features are used to transfer invoices and for invoices status checking</p>	<p>Once login finalized, structured or mixed format data transfer is possible. Development of an interface is mandatory in this case</p>

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

- Reference of the legal commitment: Commitment number corresponds to the order number example 5679L085679
- And /or Contract number example 02000100
- Service code of the delivery address example MOY280

<ol style="list-style-type: none"> 4 Sign invoicing order & general terms and conditions acceptance 5 Manual invoice input 	<ol style="list-style-type: none"> 4 Invoice in PDF format creation <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="background-color: #4a7ebb; color: white; padding: 5px 10px; border: 1px solid gray;">Signed PDF</div> <div style="background-color: #4a7ebb; color: white; padding: 5px 10px; border: 1px solid gray;">Unsigned PDF</div> </div> <ol style="list-style-type: none"> 5 Invoice submission on Chorus 6 Check invoice status <p style="text-align: center; margin-top: 10px;">https://communaute.chorus-pro.gouv.fr </p>	<div style="background-color: #4a7ebb; color: white; padding: 10px; border: 1px solid gray; margin-top: 20px; text-align: center;"> Invoices are legally archived in Chorus Pro (10 years) </div>	<p style="text-align: center; font-weight: bold; font-size: small;">SERVICE CENTRAL DE LA DEPENSE</p> <div style="text-align: center; margin-top: 20px;">  <p>2 rue Jean Zay 54519 VANDOEUVRE LES NANCY CEDEX Messagerie : scd.cnrs.contactfournisseur@cnrs.fr</p> </div>
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