SUBMIT A BATCH OF INVOICES TO THE CHORUS PRO SERVICE PORTAL

Should you wish to submit several invoices at a time on the Chorus Pro portal, this guide explains how to proceed for submitting invoices by batch.

1. The golden rules for preparing a batch submission of invoices on the Chorus Pro service portal

To be able to submit batches of invoices on the Chorus Pro services portal, the invoices must respect one of the following formats:

- PDF A3
    - ✓ IN_DP_E2_CII_FACTURX
- Mixed XML
    - ✓ UBL Invoice Min
    - ✓ CII Min / CII Min 16B
    - ✓ PES Facture Min/CPP FACTURE Min
- Structured XML
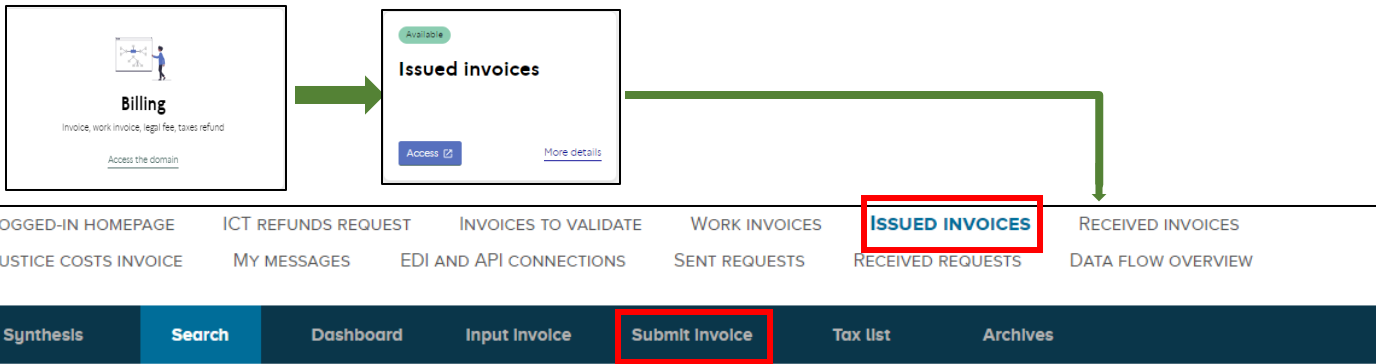   - ✓ UBL Invoice / CII / PES Facture/CII 16B

Batch submission of invoices is reserved for entities capable of generating their invoices in these formats. The invoices to be sent are then grouped together in a single compressed file in ZIP or TAR.GZ format before being submitted to Chorus Pro.

For more details on creating a ZIP or TAR.GZ file, see the "Filing a batch of invoices" page.

When your invoice is ready to be submitted, go to the Chorus Pro service portal : **https://chorus-pro.gouv.fr**

2. Submit your batch of invoices

The process of submitting a batch of invoices is similar to submitting a single invoice. The only difference is that the file submitted will contain data from several invoices, and the file control is automated. On the Chorus Pro services portal, in "Invoicing" and then "Invoices issued", select "Submit invoice".

Billing
Invoice, work invoice, legal fee, taxes refund
Access the domain

Available
Issued invoices
Access ☐   More details

| LOGGED-IN HOMEPAGE | ICT REFUNDS REQUEST | INVOICES TO VALIDATE | WORK INVOICES | **ISSUED INVOICES** | RECEIVED INVOICES |
| JUSTICE COSTS INVOICE | MY MESSAGES | EDI AND API CONNECTIONS | SENT REQUESTS | RECEIVED REQUESTS | DATA FLOW OVERVIEW |

| Synthesis | Search | Dashboard | Input invoice | **Submit invoice** | Tax list | Archives |

B. Upload your file

NEW INVOICE SUBMISSION

* Select file to import

Exemple dépôt.zip   ↧

SUBMISSION FORMAT

* Submission format :

Mixed XML   ⌄

Import your invoice in one of the allowed formats and confirm the filing format in the "Filing Format" field

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C. Select the syntax and the sender structure in the "Structure" field

* Syntax :
UBL Invoice Min

ADDITIONAL INFORMATIONS

* Structure :
00000000427928 - 26386937FOURNISSEUR

> Select the structure in whose name you are issuing the invoice and click on the "Continue" button to finalize the deposit

3.

Creation and processing of invoices in the Chorus Pro service portal

Step 1: After clicking the "Continue" button, a check is made on the batch format to ensure that :

- The attached file is healthy (it does not contain any virus),

- The file extension is consistent with the file format submitted,

- The file size does not exceed the maximum authorized size (30 MB),

- If all the checks are positive, the batch is registered in the Chorus Pro services portal.

> **A confirmation window appears and tells the user the number assigned to his batch**

Submission confirmation ✕

The invoices pack has been correctly imported as the number
[CPP00111100000000000153693]

Close

Step 2: The invoices in the batch are processed:

- Compliant invoices will be created in the Chorus Pro service portal: they will then be viewable in the "Invoices issued" application of the "Invoicing" domain.

- Non-compliant invoices will not be created in the Chorus Pro service portal: an integration report accessible in the "Flow Monitoring" application of the "Connections" domain makes it possible to consult the anomalies encountered.

- The invoices in anomaly will be able to be redeposited after correction..

The rest of the filing process is similar to filing a unitary invoice on the portal. You can consult the practical sheet "Submitting a unitary invoice on the Chorus Pro services portal".