



Accounting agency
Invoicing department

BILLING CONDITIONS FOR SUPPLIERS

<https://www.univ-amu.fr/en/billing-department>

Welcome to the Chorus Pro Portal

In order to simplify the companies life and lower the payments delays, public administrations have equipped themselves with the Chorus Pro platform for receiving invoices from suppliers.

Chorus Pro is mandatory and accessible by many methods that meet the needs of companies: through this portal, directly within certain accounting management software or through portals or specialized software, through your accountant or 'a specialized company.

Practical arrangements

amU suppliers are required to submit their invoices via the [CHORUS PRO](#) electronic invoicing portal.

The following 3 pieces of information are required to validate invoice submissions :

- Aix Marseille University SIRET number: 13001533200013
- Service code *
- Purchase order number (or commitment number)*

Service code

It appears on the order form issued by the department responsible for the purchase.

It must be entered on the CHORUS PRO portal, in the 'Invoice recipient' field, immediately after the SIRET number.

List of service codes to select in the 'Invoice recipient' field :

01BATIMENTS (01BUILDINGS)

02RECHERCHE (02RESEARCH)

03HORSRECHERCHE (03NON-RESEARCH)

04AMIDEX

Purchase order

The purchase order number (or commitment number) appears on the purchase order issued by the department responsible for the purchase*.

It must be entered by the supplier in two places :

- On the invoice
- On the CHORUS PRO portal, in the 'References/commitment number' field

*** mentioned on the purchase order issued by the university's purchasing department. if you do not know the purchase order number or service code, please contact the purchasing department directly – the one that placed the order or contract with you.**

Invoice description

Payable to : Aix Marseille University

The address is the one indicated on the order form

Tip : for the question 'Is the recipient the State?', tick 'No'.

INVOICE INPUT

Invoice number :

INVOICE RECIPIENT

Is the recipient the French State?

☐ Yes ☒ No

Identifier :

Search structure

Advanced search

Service :

Search service

Advanced search

Corporate name :

Address :

Mandatory information

The mandatory information is that specified in the General Tax Code, Appendix II, Article 242 nonies A of the CGI Appendix 2.

List of service codes to select in the 'Invoice recipient' field :

- Full name and address of the supplier and client
- If applicable, registration reference in the trade directory or the trade directory
- If applicable, SIREN or SIRET number
- If applicable, the VAT identification number of the taxable person who supplied the goods or services
- If applicable, the customer's VAT identification number
- For each of the services rendered, the precise name, according to the case, the unit prices and the quantity or the fixed prices
- Any rebates, discounts or discounts acquired and quantifiable at the time of the operation and directly linked to this operation
- Date of delivery of goods or performance of the service
- Rate of VAT applied, amount of tax to be paid and by tax rate, the total excluding tax and the corresponding tax mentioned directly except if special system
- In case of a special scheme - exemption, reverse charge or application of the profit margin - the reference to the relevant provision of the EPN regulations in whose territory the transaction is carried out or to the corresponding provision of the sixth VAT directive. In this case, the invoices are issued by the supplier without tax. Specific information depending on the case:
 - In the case of a basic exemption: "VAT not applicable, article 293B of the general tax code".
 - In case of reverse charge: "VAT due by the customer and according to the case, article 283 of the CGI or article 21 of the sixth VAT directive".

Supplier without SIRET number

Suppliers who do not have a SIRET number can also create a user account on CHORUS PRO

[Click here](#)



Supplier outside France

According to Decree No. 2016-1478 of 2 November 2016 on electronic invoicing, invoices are sent directly to the CHORUS PRO electronic invoicing portal.

Instruction BOFIP-GCP-17-0006 of 7 March 2017 specifies that "the obligation to transmit electronic invoices applies to suppliers or subcontractors located abroad in the following cases : when the contract was signed in France, regardless of the nationality or location of the co-contractor ; when the co-contractor is a company with its registered office in France ; when a clause in the contract provides for its submission to French law".



[Assistance](#)



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