

Re.: **Electronic billing for Grenoble INP.**

Dear Sir, Madam,

In line with the move to **modernise practices in the public sector** as required by the Law of 3 January 2014 and with the intention of accelerating the payment of invoices, **our institution, like all State and local authority entities**, has undertaken to switch over to electronic billing.

A **free, secure** online solution, the **Chorus Pro** portal (<https://chorus-pro.gouv.fr>) is available for transmission of your electronic invoices.

**From 1 January 2020**, the use of this portal becomes mandatory for all invoices sent to public entities, as required under Article 4 of Decree no. 2016-1478 of 2 November 2016. Failure to use this method will entitle our institution to reject your invoice if it is submitted in paper form or electronically by any means other than via Chorus Pro.

Your electronic invoices made out to Grenoble INP must include, in addition to all the mandatory information, the following items:

- > The **SIRET number** of **Grenoble INP** identifying it as the recipient of the invoice: **193 819 125 00017**. No other SIRET number may be used.

**And these details taken from the purchase order:**

- > **Department code: FACTURES1\_AVEC\_ENGAG**
- > **Purchase order number (BC/OS)**, which you can find on your purchase order (10 digits starting with 45XXXXXXXX and **the contact number, if there is one.**

For more information, you can consult the Communauté Chorus Pro website, which explains how to prepare electronic invoices: <https://communauté-chorus-pro.finances.gouv.fr/>

We remain at your disposal for any questions you may have on this new system.

Yours faithfully,