



akuiteo
BUSINESS SOFTWARE

Setup Guide

DEMATERIALIZED INVOICES - CHORUS

Version 4.3

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1 Preface

1.1 REVISIONS

Revision 1

Published in April 2020

1.2 HELP DESK

Akuiteo S.A.S. highly values your satisfaction.

To share your feedback or contact the help desk, feel free to visit our website page:

<https://www.akuiteo.fr/akuiteo.clients/>

2 Presentation

2.1 DEMATERIALIZING INVOICES FOR CHORUS

Since January 1, 2017, all French public entities have been required to accept dematerialized invoices sent by their suppliers. The issuers of invoices destined to the public sphere are also concerned by this requirement and need to progressively transition to dematerialized invoices.

These provisions have been mandatory since:

- 2018/01/01 for intermediate-sized companies;
- 2019/01/01 for small and medium-sized companies.

2.2 YOUR ACTIVITY

In this context, as a private or public entity sending invoices to a public entity (State, local public sector entities and public institutions), you must comply with some billing requirements.

There are two options available depending on the number of invoices generated by your company for public entities:

- If you have a few invoices to submit, you can manually save them via the CHORUS PRO portal.
- If you have a lot of invoices to submit, you can set up Akuiteo in order to dematerialize these invoices and you can then transfer them via the CHORUS PRO portal.

2.3 STEPS TO FOLLOW

- 1** Sign up to CHORUS PRO.
- 2** Set up Akuiteo with the help of a consultant.
- 3** Create dematerialized invoices.
- 4** Generate invoices in XML format.
- 5** Transfer invoices to CHORUS PRO:
 - Either manually via the CHORUS PRO portal;
 - Or by asking your IT service to connect to the CHORUS platform and transfer the XML files in "EDI mode".

3 Setting up the dematerialization of invoices

Reference

This document explains how to set up the dematerialization of invoices in Akuiteo. For details about how to dematerialize invoices for CHORUS PRO, refer to the *User Guide Dematerialized invoices - Chorus*.


3.1 ACTIVATING MANAGEMENT RULES

The **VEN_RUB_LIB** management rule must be active to dematerialize invoices. This rule activates custom data in all the Sales module.

The following items are optional:


- Activate the **CHORUS_ORIGINAL_OBIL** management rule to make the main attachment required in order to generate the XML file.
- Activate the **CHORUS_BA_COMPLEM** application control to display the following tags in the XML file: CopyIndicator, Note (Contact) and StandardItemIdentification.

3.2 CREATING A DEMATERIALIZATION CODE

- 1 In the setup window, go to **General setup > Sales > Dematerialization codes**.
- 2 From the search results, click on  in the action bar.
- 3 In the **Dematerialization setup** screen, fill in the following fields (only the fields required to create a new dematerialization code):

Field	Description
Code	Enter the CHORUS code.
Label	Enter a label for the dematerialization code to identify it.
Storage directory	Enter the path to the storage directory. This directory will be used to store the XML files generated for CHORUS.

Table 1: Creating a dematerialization code

- 4 Save the dematerialization code.
 This code can be used to generate dematerialized invoices.

3.3 DEFINING CUSTOM DATA

3.3.1 Customer sites

- 1 In the setup window, go to **General setup > Sales > Custom data for customer sites**.
- 2 Add a sequence with a **Rank #** of 9.
- 3 Create the following custom data:

Service code	Label: Service code Section code: Alphanum01 Sequence: 9 Max. size: 100
Service name	Label: Service name Section code: Alphanum02 Sequence: 9 Max. size: 100
IBAN number	Label: IBAN number Section code: Alphanum03 Sequence: 9

3.3.2 Sales business documents

- 1 In the setup window, go to **General setup > Sales > Custom data for sales**.
- 2 Add a sequence with a **Rank #** of 9.
- 3 Create the following custom data:

Contract number	Label: Contract number Section code: Alphanum01 Sequence: 9 Max. size: 50
Market number	Label: Market number Section code: Alphanum02 Sequence: 9 Max. size: 50
Commitment number	Label: Commitment number

	Section code: Alphanum03 Sequence: 9 Max. size: 50
Effective date	Label: Effective date Section code: Date01 Sequence: 9

4 Description of the generated XML file

This chapter describes the XML file generated by Akuiteo that could be transferred via the CHORUS PRO platform.

The invoice type flow allowed by the CHORUS PRO platform and used by Akuiteo to generate the XML files is the *(E1) Invoice structured flow*. All the data required to process the invoices in Chorus is included in the XML file generated by Akuiteo. The data expected for this *(E1) Invoice structured flow* is described in the EDI appendix of the external specifications provided by Chorus.

An invoice structured flow can contain one or multiple XML files. Each file corresponds to an invoice. This flow can contain 500 invoices at most and has a total maximum size of 1 GB.

An XML file includes:

- Data structured in XML which represents the whole invoice;
- Attachments for additional documents linked to the invoice.

The types of invoices that are managed by Akuiteo only correspond to the following billing types:

- **A1** (submission of the invoice by the supplier)
- **A2** (submission of the already paid invoice by the supplier)

Note

The other types (**A4, A7, A8, A9, A10, A12, A13, A14, A22**) are not managed by Akuiteo.

4.1 INFORMATION ABOUT FILE FORMAT

All the date fields must have the YYYY-MM-DD format.

The number fields are expressed by a 19-digit number, with a maximum of six decimals. The separator used for decimals is the "." point.

The following chapters are ordered the same way the tags are ordered in the XML file.

4.2 START OF FILE - HEADER

```
<?xml version="1.0" encoding="UTF-8"?>
<Invoice
xmlns:qdt="urn:oasis:names:specification:ubl:schema:xsd:QualifiedDatatypes-
2"
xmlns:ccts="urn:oasis:names:specification:ubl:schema:xsd:CoreComponentParame
ters-2"
xmlns:stat="urn:oasis:names:specification:ubl:schema:xsd:DocumentStatusCode-
1.0"
xmlns:cbc="urn:oasis:names:specification:ubl:schema:xsd:CommonBasicComponent
s-2"
xmlns:cac="urn:oasis:names:specification:ubl:schema:xsd:CommonAggregateCompo
nents-2"
xmlns:udt="urn:un:unece:uncefact:data:draft:UnqualifiedDataTypesSchemaModule
:2"
xmlns:cec="urn:oasis:names:specification:ubl:schema:xsd:CommonExtensionCompo
nents-2">
  <cec:UBLExtensions>
    <cec:UBLExtension>
      <cec:ExtensionContent>
        <CategoryCode>A1</CategoryCode>
      </cec:ExtensionContent>
    </cec:UBLExtension>
  </cec:UBLExtensions>
  <cbc:UBLVersionID>2.1</cbc:UBLVersionID>
  <cbc:ID>F1001_2016001</cbc:ID>
  <cbc:CopyIndicator>false</cbc:CopyIndicator>
  <cbc:IssueDate>2016-04-25</cbc:IssueDate>
  <cbc:InvoiceTypeCode>380</cbc:InvoiceTypeCode>
  <cbc:DocumentCurrencyCode>USD</cbc:DocumentCurrencyCode>
  <cac:InvoicePeriod>
    <cbc:StartDate>2016-01-01</cbc:StartDate>
    <cbc:EndDate>2016-12-31</cbc:EndDate>
  </cac:InvoicePeriod>
```

Tag	Rules
<?xml version="1.0" encoding="UTF-8"?>	First line.
Invoice	Root tag.
CategoryCode	Framework (billing type): <ul style="list-style-type: none">"A1" value if the amount left to be paid is different than zero."A2" value if the amount left to be paid is equal to zero.
ID	Invoice number.
CopyIndicator	Value always equals to "false" because Akuiteo never transfers duplicates of invoices to CHORUS PRO. This tag is only displayed if the CHORUS_BA_COMPLEM application control is active.
IssueDate	Invoice date.

Tag	Rules
	The date when the invoice was created must be before or the same as the date when the invoice is transmitted to Chorus.
InvoiceTypeCode	Authorized invoice type: <ul style="list-style-type: none"> • "380" value if it is an invoice • "381" value if it is a credit note
DocumentCurrencyCode	Invoice currency
InvoicePeriod	<p>StartDate: Period start date. This start date is determined by taking the earliest date among all the ones entered in the Period from field in the invoice lines.</p> <p>EndDate: Period end date This end date is determined by taking the most recent date among all the ones entered in the to field in the invoice lines.</p> <p>The InvoicePeriod tag is not displayed if there is no period entered for the invoice.</p>

4.3 COMMITMENT

```
<cac:ContractDocumentReference>
  <cbc:ID>123456789123</cbc:ID>
  <cbc:DocumentTypeCode>Contract</cbc:DocumentTypeCode>
</cac:ContractDocumentReference>
<cac:ContractDocumentReference>
  <cbc:ID>123456789123</cbc:ID>
  <cbc:DocumentTypeCode>Market</cbc:DocumentTypeCode>
</cac:ContractDocumentReference>
<cac:OrderReference>
  <cbc:ID>1400000000</cbc:ID>
</cac:OrderReference>
```

Depending on the data entered, the following tags will be added. If none of these 3 alphanumeric values is entered, no tags are displayed.

Tag	Rules
ContractDocumentReference	Contract number.
ContractDocumentReference > ID	Custom data for sales business documents (Sequence 9, Alphanum01).
ContractDocumentReference > DocumentTypeCode	"Contract" value.
ContractDocumentReference > IssueDate	Custom data for sales business documents (Sequence 9, Date01). Tag only displayed if the date is entered.
ContractDocumentReference	Market number.
ContractDocumentReference > ID	Custom data for sales business documents (Sequence 9, Alphanum02).
ContractDocumentReference > DocumentTypeCode	"Market" value.
ContractDocumentReference > IssueDate	Custom data for sales business documents (Sequence 9, Date01). Tag only displayed if the date is entered.
OrderReference	Commitment number.
OrderReference > ID	Custom data for sales business documents (Sequence 9, Alphanum03).
OrderReference > IssueDate	Custom data for sales business documents (Sequence 9, Date01). Tag only displayed if the date is entered.

4.4 MAIN ATTACHMENT

```
<cac:AdditionalDocumentReference>
  <cbc:ID>PJP_FACTURE_FC1708523.pdf</cbc:ID>
  <cbc:DocumentTypeCode>application/pdf</cbc:DocumentTypeCode>
  <cbc:DocumentType>01</cbc:DocumentType>
  <cac:Attachment>
    <cbc:EmbeddedDocumentBinaryObject
mimeCode="application/zip">
      G4BALWUAQAVAAAARkFDVFVSRV9GQzE3MDg1MjMucGRmnLoFWF1Ls
      jYMITiEAMHdXbbgFtzdLchm4
    </cbc:EmbeddedDocumentBinaryObject>
  </cac:Attachment>
</cac:AdditionalDocumentReference>
```

Tag	Rules
ID	Main attachment ID. The ID value contains: PJP_(hard-coded) + file name + .pdf extension PJP designates the main attachment.
DocumentTypeCode	File extension that must contain: application/pdf (hard-coded)
DocumentType	File type that must contain the "01" value. "01" = main attachment (invoice / credit note)
EmbeddedDocumentBinaryObject	Contains the attachment encoded in base64. The mimeCode="application/zip" property is hard-coded.

4.5 ADDITIONAL ATTACHMENTS

```
<cac:AdditionalDocumentReference>
  <cbc:ID>PJC_INVOICE_FC1708523_Appendix1.pdf</cbc:ID>
  <cbc:DocumentTypeCode>application/pdf</cbc:DocumentTypeCode>
  <cbc:DocumentType>02</cbc:DocumentType>
  <cac:Attachment>
    <cbc:EmbeddedDocumentBinaryObject
mimeCode="application/zip">
      G4BALWUAQAVAAAARkFDVFVSRV9GQzE3MDg1MjMucGRmnLoFWF1Ls
      jYMITiEAMHdXbbgFtzdLchm4
    </cbc:EmbeddedDocumentBinaryObject>
  </cac:Attachment>
</cac:AdditionalDocumentReference>
```

Tag	Rules
ID	Additional attachment ID. The ID value contains: PJC_(hard-coded) + file name + .pdf extension PJC designates the additional attachment.
DocumentTypeCode	File extension that must contain: application/pdf (hard-coded)
DocumentType	File type that must contain the "02" value. "02" = additional attachment
EmbeddedDocumentBinaryObject	Contains the attachment encoded in base64. The mimeCode="application/zip" property is hard-coded.

4.6 SUPPLIER

```

<cac:AccountingSupplierParty>
  <cac:Party>
    <cac:PartyIdentification>
      <cbc:ID schemeName="1">00000000000347</cbc:ID>
    </cac:PartyIdentification>
    <cac:PartyName>
      <cbc:Name>REC005SUPPLIER</cbc:Name>
    </cac:PartyName>
    <cac:PartyLegalEntity>
      <cbc:RegistrationName>REC005SUPPLIER</cbc:Registrati
onName>

      <cac:RegistrationAddress>
        <cbc:StreetName>Fictitious
Street</cbc:StreetName>

        <cbc:CityName>PostOffice</cbc:CityName>
        <cbc:PostalZone>87016</cbc:PostalZone>
        <cac:Country>
          <cbc:IdentificationCode>US</cbc:Identifi
cationCode>

        </cac:Country>
      </cac:RegistrationAddress>
    </cac:PartyLegalEntity>
    <cac:PartyTaxScheme>
      <cbc:CompanyID>US93 533 335 303</cbc:CompanyID>
      <cac:TaxScheme>
        <cbc:TaxTypeCode>TVA
ENCAISSEMENT</cbc:TaxTypeCode>
      </cac:TaxScheme>
    </cac:PartyTaxScheme>
    <cac:Contact>
      <cbc:Note>REC005SUPPLIER</cbc:Note>
      <cbc:Note>SAS</cbc:Note>
      <cbc:Note>100000</cbc:Note>
    </cac:Contact>
  </cac:Party>
</cac:AccountingSupplierParty>

```

Tag	Rules
PartyIdentification > ID schemeName="1"	SIRET number of the invoice's company.
PartyName > Name	Company's full name.
PartyLegalEntity > RegistrationName	Company's full name.
PartyLegalEntity > RegistrationAddress > StreetName	Company's address. The company's address is required.
PartyLegalEntity > RegistrationAddress > PostalZone	Company's postcode.
PartyLegalEntity > RegistrationAddress > CityName	Company's city.
PartyLegalEntity > RegistrationAddress >	Company's country.

Tag	Rules
Country > IdentificationCode	
PartyTaxScheme > CompanyID	Company's EU VAT number.
PartyTaxScheme > TaxScheme > TaxTypeCode	VAT regime. The value is always "TVA ENCAISSEMENT".
Contact > Note	Company's full name. This tag is only displayed if the CHORUS_BA_COMPLEM application control is active.
Contact > Note	Company's legal form. This tag is only displayed if the CHORUS_BA_COMPLEM application control is active.
Contact > Note	Company's share capital. This tag is only displayed if the CHORUS_BA_COMPLEM application control is active.

4.7 DEBTOR (CUSTOMER)

```
<cac:AccountingCustomerParty>
  <cac:Party>
    <cac:PartyIdentification>
      <cbc:ID schemeName="1">12345678200051</cbc:ID>
    </cac:PartyIdentification>
    <cac:PartyName>
      <cbc:Name>CLI001CUSTOMER</cbc:Name>
    </cac:PartyName>
    <cac:PostalAddress>
      <cbc:StreetName>Test Street 1</cbc:StreetName>
      <cbc:AdditionalStreetName>A2 building</cbc:AdditionalStreetName>
      <cbc:CityName>Test</cbc:CityName>
      <cbc:PostalZone>75000</cbc:PostalZone>
      <cac:Country>
        <cbc:IdentificationCode>US</cbc:Identification
Code>
      </cac:Country>
    </cac:PostalAddress>
  </cac:Party>
  <cac:AccountingContact>
    <cbc:ID>SERVICE_DEST_EJ_OBL</cbc:ID>
    <cbc:Name>Service name</cbc:Name>
  </cac:AccountingContact>
</cac:AccountingCustomerParty>
```

Tag	Rules
PartyIdentification > ID schemeName="1"	Billing site's SIRET number.
PartyName > Name	Billing site's full name.
PostalAddress > StreetName	Billing site's address 1.
PostalAddress > AdditionalStreetName	Billing site's address 2.
PostalAddress > CityName	Billing site's city.
PostalAddress > PostalZone	Billing site's postcode.
PostalAddress > Country > IdentificationCode	Billing site's country.
AccountingContact	Service code. Block only displayed if the service code is entered.
AccountingContact > ID	Custom data for sites (Sequence 9, Alphanum01).
AccountingContact > Name	Custom data for sites (Sequence 9, Alphanum02). Tag only displayed if the name is entered.

4.8 PAYMENT

```
<cac:PaymentMeans>
  <cbc:PaymentMeansCode listID="UN/ECE 4461 Subset"
    listAgencyID="NES" listAgencyName="Northern European Subset"
    listName="Payment Means">30</cbc:PaymentMeansCode>
  <cbc:PaymentDueDate>2016-04-26</cbc:PaymentDueDate>
  <cbc:PaymentChannelCode>FR7630001007941234567890185</cbc:Payment
ChannelCode>
</cac:PaymentMeans>
```

Tag	Rules
PaymentMeansCode	<p>Value determined by the value of the payment method:</p> <ul style="list-style-type: none"> • "01" if it is empty or for AU (Others) • "10" for ES (Cash) • "20" for CH or LC (Check) • "30" for VI or VD (Bank transfer) • "48" for CB (Credit card) • "49" for PR, CB or TR (Direct debit) • "97" if the amount left to be paid is equal to zero in cases where the invoice or credit note has already been paid.
PaymentDueDate	<p>First payment date scheduled in the due dates lines (unpaid lines).</p> <p>Tag only displayed if the date is entered.</p>
PaymentChannelCode	<p>IBAN number. This number is required.</p>
PayeeFinancialAccount > ID	<p>Code of the cash journal used in the billing site's custom data (Sequence 9, Alphanum03) to determine the IBAN number.</p> <p>The tag value concatenates the 3 following fields: PAY_CODE, BPR_CLE_IBAN, BPR_NUMCPTE_IBAN.</p>
PayeeFinancialAccount > FinancialInstitutionBranch > ID	<p>Code of the cash journal used in the billing site's custom data (Sequence 9, Alphanum03) to determine the BIC code.</p>

4.9 AMOUNTS

```
<cac:LegalMonetaryTotal>
  <cbc:TaxExclusiveAmount
currencyID="USD">83.4000</cbc:TaxExclusiveAmount>
  <cbc:TaxInclusiveAmount
currencyID="USD">100.0800</cbc:TaxInclusiveAmount>
  <cbc:PayableAmount currencyID="USD">100.0800</cbc:PayableAmount>
</cac:LegalMonetaryTotal>
```

The `CategoryCode` tag (see [Start of file - Header \(p. 10\)](#)) can be one of the two following values:

- "A1" value if the amount left to be paid is different than zero.
- "A2" value if the amount left to be paid is equal to zero.

Depending on this value, the `PayableAmount` doit toujours être inférieure ou égale à `TaxInclusiveAmount`.

Tag	Rules
<code>TaxExclusiveAmount</code> <code>currencyID="???"</code>	Currency (hard-coded in the tag) and value of the pre-tax amount. If it is a credit note, the negative amount is changed into a positive one (credit notes have negative amounts in Akuiteo whereas they are positive in Chorus).
<code>TaxInclusiveAmount</code> <code>currencyID="???"</code>	Currency (hard-coded in the tag) and value of the after-tax amount. If it is a credit note, the negative amount is changed into a positive one (credit notes have negative amounts in Akuiteo whereas they are positive in Chorus).
<code>PayableAmount</code> <code>currencyID="???"</code>	Currency (hard-coded in the tag) and amount of the unpaid due dates. If it is a credit note, the negative amount is changed into a positive one (credit notes have negative amounts in Akuiteo whereas they are positive in Chorus).

4.10 TAX OVERVIEW

```
<cac:TaxTotal>
  <cbc:TaxAmount currencyID="EUR">5.2</cbc:TaxAmount>
  <cac:TaxSubtotal>
    <cbc:TaxableAmount currencyID="EUR">24</cbc:TaxableAmount>
    <cbc:TaxAmount currencyID="EUR">1.2</cbc:TaxAmount>
    <cbc:Percent>5</cbc:Percent>
    <cac:TaxCategory>
      <cac:TaxScheme>
        <cbc:TaxTypeCode>TVA</cbc:TaxTypeCode>
      </cac:TaxScheme>
    </cac:TaxCategory>
  </cac:TaxSubtotal>
  <cac:TaxSubtotal>
    <cbc:TaxableAmount currencyID="EUR">20</cbc:TaxableAmount>
    <cbc:TaxAmount currencyID="EUR">4</cbc:TaxAmount>
    <cbc:Percent>20</cbc:Percent>
    <cac:TaxCategory>
      <cac:TaxScheme>
        <cbc:TaxTypeCode>TVA</cbc:TaxTypeCode>
      </cac:TaxScheme>
    </cac:TaxCategory>
  </cac:TaxSubtotal>
</cac:TaxTotal>
```

All the invoice lines with a tax amount that is not empty are grouped by tax rate.

Each tax rate has its own separate `TaxSubtotal` tag.

Tag	Rules
<code>TaxAmount</code>	Total tax amount.
<code>TaxSubtotal</code>	Tag repeated as many times as the number of different tax rates.
<code>TaxSubtotal > TaxableAmount</code>	Sum of the pre-tax amounts for all the relevant lines of the invoice.
<code>TaxSubtotal > TaxAmount</code>	Sum of the tax amounts for all the relevant lines of the invoice.
<code>TaxSubtotal > Percent</code>	Tax percentage for all the relevant lines of the invoice. This percentage is displayed without the "%" character.
<code>TaxSubtotal > TaxCategory > TaxScheme > TaxTypeCode</code>	Task type. The "TVA" value is used.

4.11 LINES

```

<cac:InvoiceLine>
  <cbc:ID>1</cbc:ID>
  <cbc:InvoicedQuantity unitCode="EA">1</cbc:InvoicedQuantity>
  <cbc:LineExtensionAmount currencyID="USD">
    83.4000</cbc:LineExtensionAmount>
  <cac:Item>
    <cbc:Description>Description of the invoice
line</cbc:Description>
    <cbc:Name>Intellectual service</cbc:Name>
    <cac:StandardItemIdentification>
      <cbc:ID>SERVICES</cbc:ID>
    </cac:StandardItemIdentification>
    <cac:ClassifiedTaxCategory>
      <cbc:Percent>20</cbc:Percent>
    </cac:ClassifiedTaxCategory>
  </cac:Item>
  <cac:Price>
    <cbc:PriceAmount
currencyID="USD">83.4000</cbc:PriceAmount>
    <cbc:BaseQuantity unitCode="EA">1</cbc:BaseQuantity>
  </cac:Price>
</cac:InvoiceLine>
</Invoice>

```

Tag	Rules
ID	Line number. The lines are numbered in ascending order.
InvoicedQuantity	Line quantity, always set to "1".
LineExtensionAmount currencyID="???"	Currency (hard-coded in the tag) and value of the line amount. If it is a credit note, the negative amount is changed into a positive one (credit notes have negative amounts in Akuiteo whereas they are positive in Chorus).
Item > Description	Line's additional label (maximum 1,000 characters).
Item > Name	Line's label (maximum 40 characters).
Item > StandardItemIdentification > ID	Product reference (maximum 40 characters). This tag is only displayed if the CHORUS_BA_COMPLEM application control is active.
Item > ClassifiedTaxCategory > Percent	Tax rate.
Price > PriceAmount currencyID="???"	Currency (hard-coded in the tag) and value of the line amount (unit price). If it is a credit note, the negative amount is changed into a positive one (credit notes have negative amounts in Akuiteo whereas they are positive in Chorus).
Price > BaseQuantity	Quantity associated with the unit price, always set to "1".