

# Invoice Number Input – Job Aid

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## Introduction:

Invoice numbers shall be entered as they appear on the invoice excluding punctuation marks, which we will refer to as Reserved Characters, in a consistent manner to facilitate the identification of duplicate invoices.

The complete list of disallowed characters is:

<b>Reserved Characters</b>	
<b>Character</b>	<b>Description</b>
EOT	End of Transmission
Line feed	LF
Carriage feed	CR
!	Exclamation Point
“	Double Quote
#	Pound Sign
&	Ampersand
'	Single Quote
*	Asterisk
+	Plus Sign
/	Forward Slash
:	Colon
;	Semi-Colon
<	Less Than
>	Greater Than
?	Question Mark
@	At Sign
\	Back Slash
^	Caret
`	Accent Mark
	Pipe
<b>Additional Formatting</b>	
<b>USD Wires</b>	
[	Left Brace
]	Right Brace
{	Left Bracket
}	Right Bracket
<b>International Wires</b>	
\$	Dollar Sign
%	Percent Sign
=	Equal Sign
[	Left Brace
]	Right Brace
–	Under Score
{	Left Bracket
}	Right Bracket
~	Tilde