

Memo

To: Fistrain

Date: August 30, 2017

Re: **Invoice 89-8753 (exercise 6)**

Please **cancel the payment request** for the above mentioned invoice from **Amersham**, for **2** (Isotope-35S) **Guanosine 5'**. The isotopes that were sent had too short a shelf life and have expired.

Amersham will not be able to replace any of the Isotopes on this P.O. in time for them to be used in the projects for which they were ordered. So, **please also cancel this P.O. completely.**

We will need to order replacements from a different vendor. I'll let you know which one in a separate memo.

Thanks,
Prof Cook.

HINT: Use your **Cancel Invoice Receipt** QRG to help you with the first part of this exercise. Use your **Finalize and Cancel Purchase Order** QRG to help with the second part of this exercise. Make sure you cancel **all** line items on the P.O.

Cancel and Finalize/Cancel P.O.: Reverse IR → Reverse GR → Finalize & Cancel PO