

# UPS WorldShip™ 2009 Version 11.0 Void a Shipment After End of Day




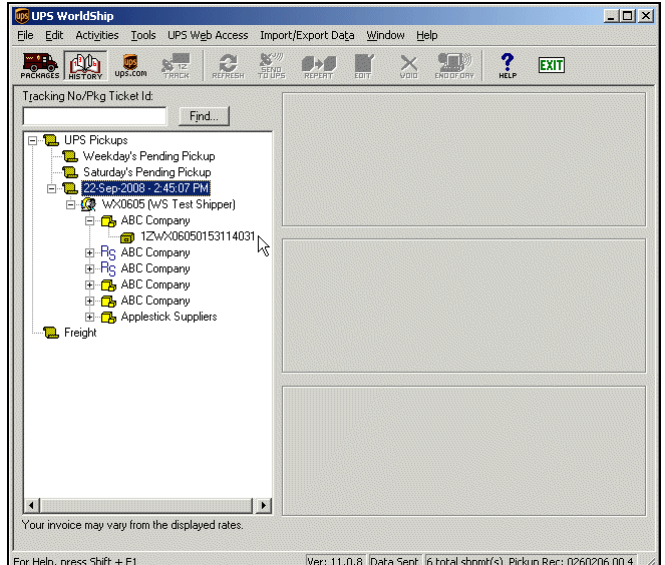
## Notes:

You can only void a shipment after End of Day when:

- UPS has received package level detail (PLD) data for the shipment, but has not taken possession of the shipment.
- Your request to void the shipment is made more than 24 hours after the shipment's valid PLD is received by UPS.

There are two ways that you can void a shipment after End of Day: from the Shipment History window and from the UPS Web Access menu.

## To void a shipment from the Shipment History window:

Step	Window (if available)
<p>1. Find the processing date of the shipment you want to void and then select the individual 1Z tracking number of the package you want to void.</p> <p><b>Tip:</b> Click the  icon to "open" a level of UPS Pickups and view the contents of the next level down.</p>	 <p>The screenshot shows the UPS WorldShip application window. The title bar reads 'UPS WorldShip'. The menu bar includes 'File', 'Edit', 'Activities', 'Tools', 'UPS Web Access', 'Import/Export Data', 'Window', and 'Help'. The toolbar contains icons for 'PACKAGES', 'HISTORY', 'TRACK', 'REFRESH', 'SEND TO UPS', 'REPORT', 'EDIT', 'VOID', 'END OF DAY', 'HELP', and 'EXIT'. The main area is titled 'Tracking No/Pkg Ticket Id:' and contains a tree view under 'UPS Pickups'. The tree view is expanded to show a date '22-Sep-2008 2:45:07 PM'. Under this date, there is a folder 'W*0605 (WS Test Shipper)' which is expanded to show a list of packages: '1ZW*06050153114031', 'ABC Company', 'ABC Company', 'ABC Company', 'ABC Company', and 'Appletick Suppliers'. A mouse cursor is pointing at the tracking number '1ZW*06050153114031'. At the bottom of the window, there is a status bar with the text 'Your invoice may vary from the displayed rates.' and 'Ver: 11.0.8   Data Sent   6 total shpmt(s)   Pickup Rec: 0260206 00 4'. A help message 'For Help, press Shift + F1' is also visible.</p>

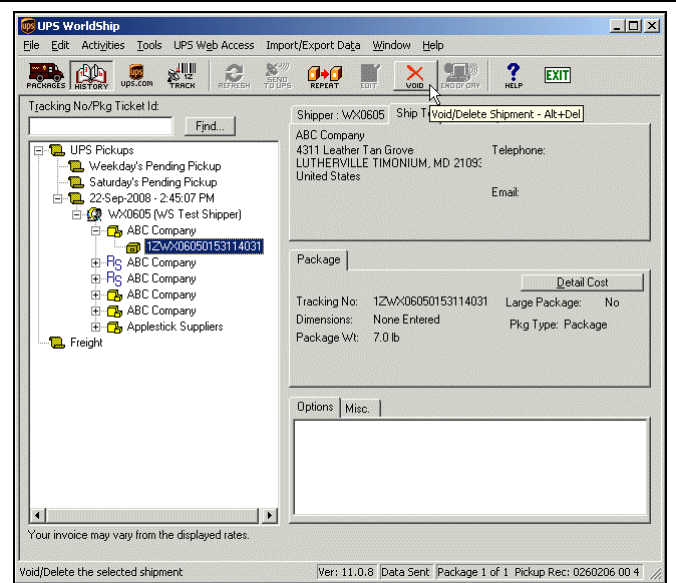
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- Information about the package appears on the right side of the window.

Click Void/Delete Shipment on the Activities menu

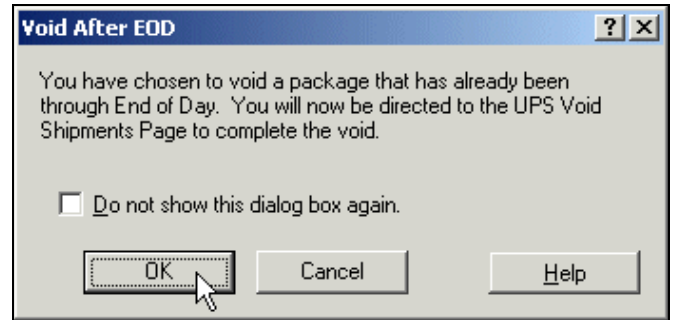
or click the  button.



- The Void After EOD window appears.

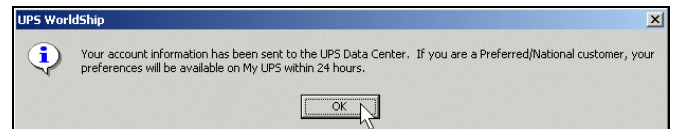
Click the OK button.

**Tip:** If you do not want to see this window each time you void a package, select the Do Not Show This Dialog Box Again check box.



- If the UPS Data Center does not have your account information, a message alerts you that this information will be sent.

Click the OK button.

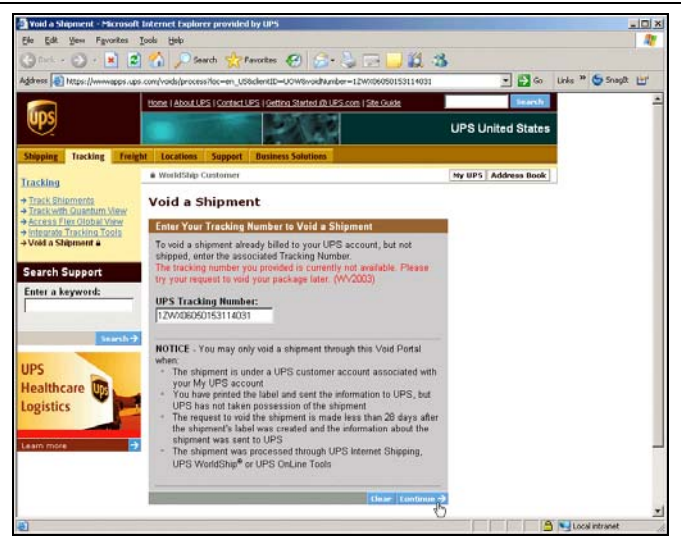


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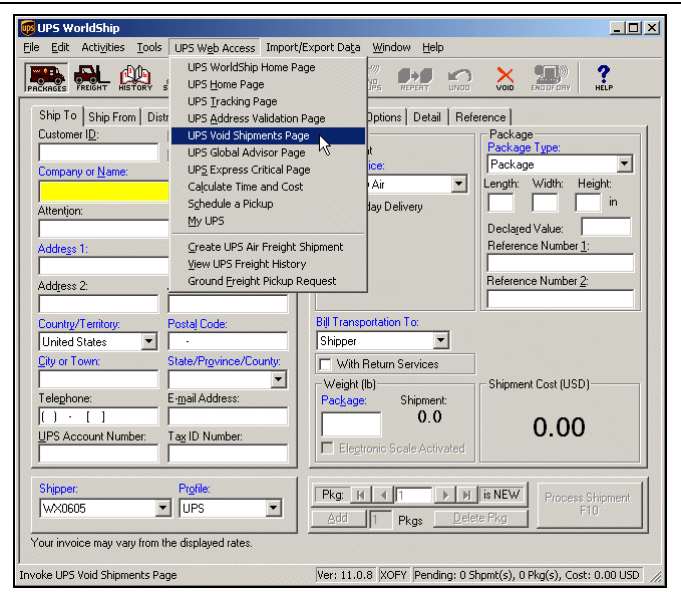
- The UPS Void Shipments Page on the Web appears.

Click the Continue button and follow the onscreen instructions to complete the void.



## To void a shipment from the UPS Web Access menu:

- On the UPS Web Access menu in the Shipping window or Shipment History window, click UPS Void Shipments Page.

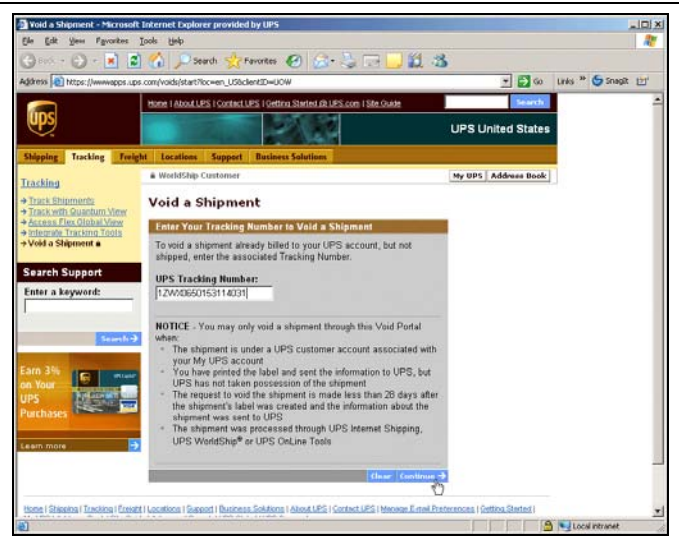


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


2. The UPS Void Shipments Page on the Web appears.

Enter the 1Z tracking number of the package you want to void in the UPS Tracking Number box, click the Continue button, and follow the onscreen instructions to complete the void.



## Notes:

- When you void a shipment from the UPS Void Shipments Page, the Shipment History window is not updated and does not indicate you voided the shipment. To remind yourself that the shipment was voided, you can manually mark the voided shipment. Simply select the shipment or package and then click Mark Shipment/Package as Voided on the Activities menu. The  shipment icon and the  package icon change to  and  respectively.
- If you want to void a package or shipment before you have run End of Day, see Void a Shipment Before End of Day.
- If you have a problem with your bill, simply call the UPS Billing Department at 800-811-1648 with the tracking number(s) and pickup record number(s).