

# WorldShip®

## Void a Shipment After End of Day




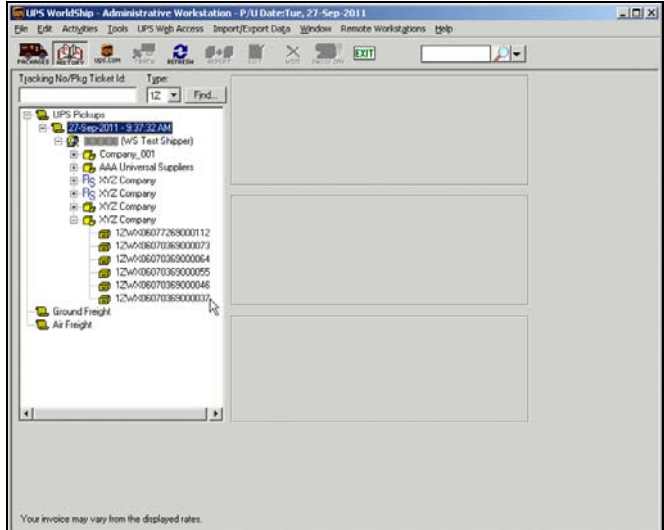

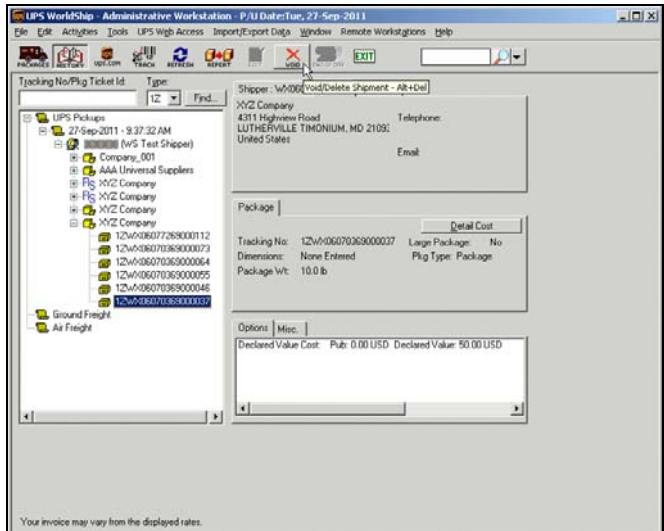
### Notes:

You can only void a small-package 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 small-package shipment after End of Day: from the Shipment History window and from the UPS Web Access menu.

### To void a small-package 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> To find a shipment, click the  icons to expand the levels in your shipment history or type the tracking number of the shipment in the Tracking No/Pkg Ticket Id box and click the Find button.</p>	
<p>2. Information about the package appears on the right side of the window.</p> <p>Click Void/Delete Shipment on the Activities menu or click the  button.</p>	

# WorldShip®

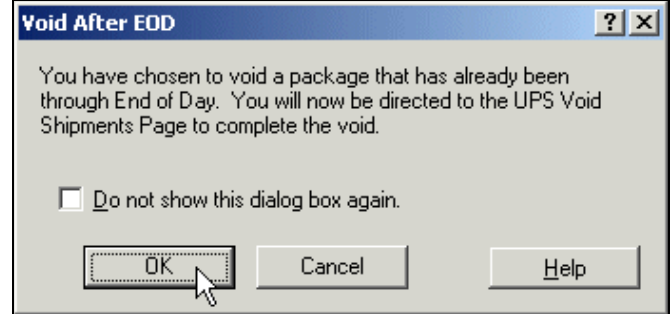
## Void a Shipment After End of Day



3. The Void After EOD window appears.

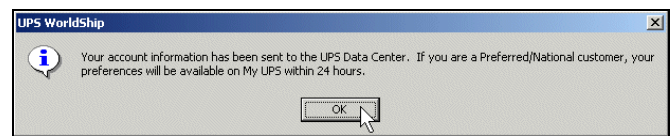
Click the OK button.

**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.



4. 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.



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

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

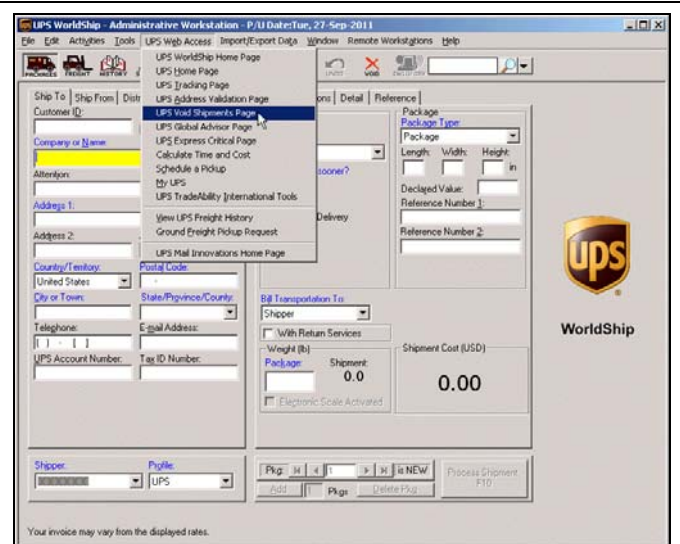


# WorldShip® Void a Shipment After End of Day

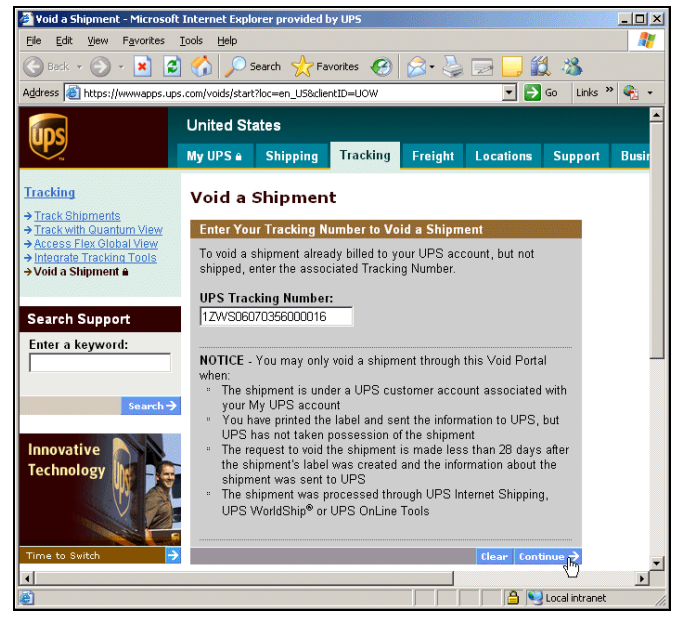


To void a shipment from the UPS Web Access menu:

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



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.







# WorldShip®

## Void a Shipment After End of Day



---

### 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).