
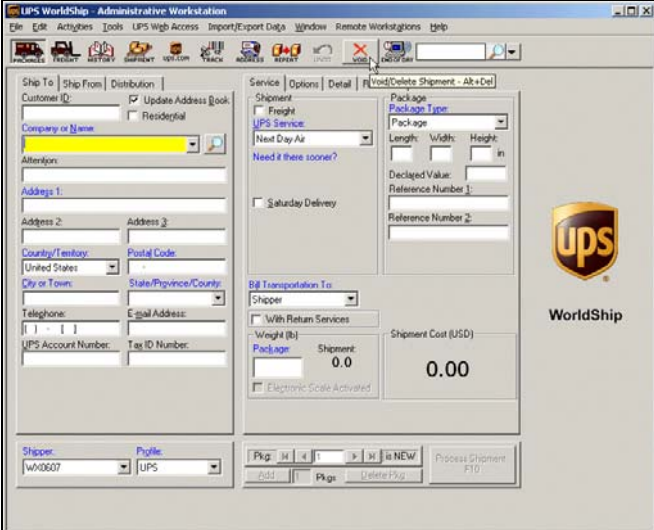
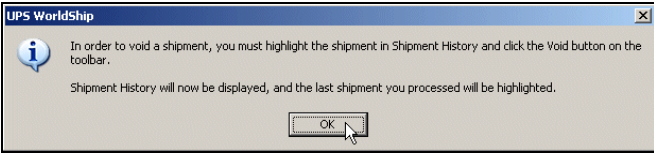
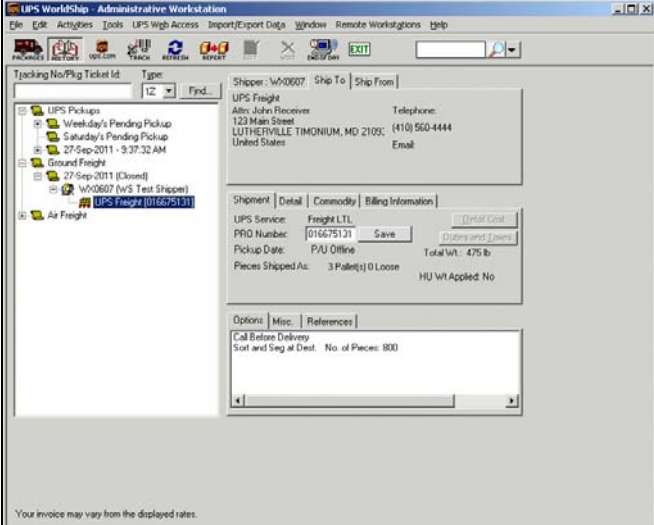


WorldShip®

Void a Shipment Before End of Day




To void a small-package shipment from the Shipping window, start with step 1, or from the Shipment History window, start with step 4:

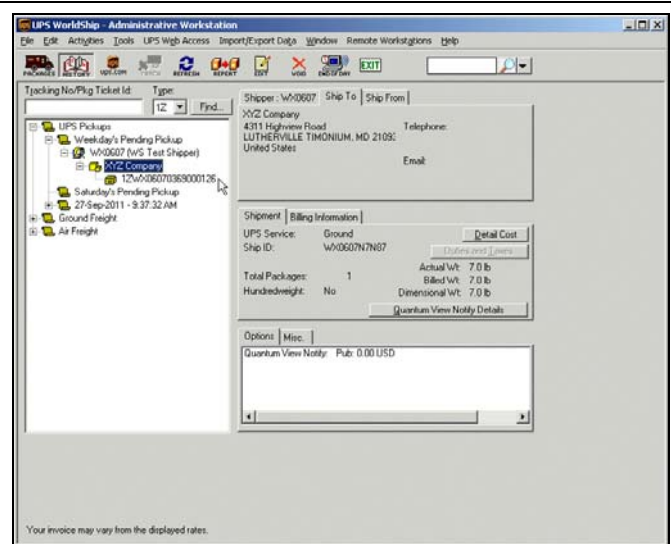
Steps	Window (if available)
<p>1. In the Shipping window, click the  button.</p>	
<p>2. A message instructs you on how to void a package in the Shipment History window.</p> <ul style="list-style-type: none"> • Read the instructions. • Click the OK button. 	
<p>3. The Shipment History window appears, and the last shipment that you processed is highlighted under UPS Pickups. If the highlighted shipment is the shipment that you want to void, skip to step 5; otherwise, continue with step 4.</p>	

WorldShip® Void a Shipment Before End of Day



- Under UPS Pickups in the Shipment History window, find and select the pending shipment you want to void.

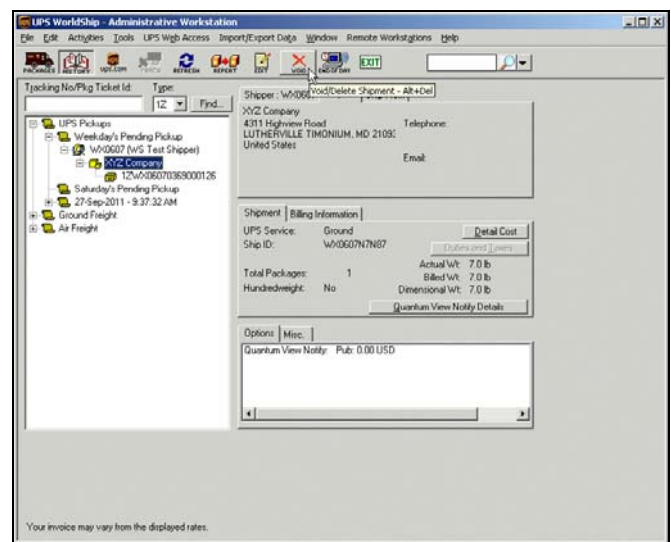
Tip: To find a shipment, click the  icons to expand the levels in your shipment history or type the tracking number of the shipment in the Tracking No/Pkg Ticket Id box and click the Find button.



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

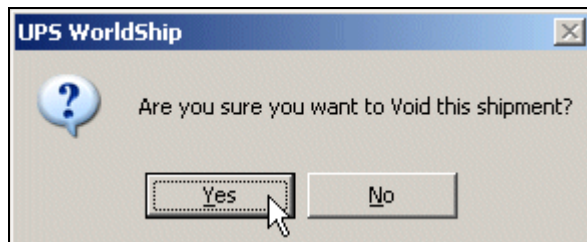
Click Void/Delete Shipment on the Activities menu

or click the  button.





- A confirmation message appears.

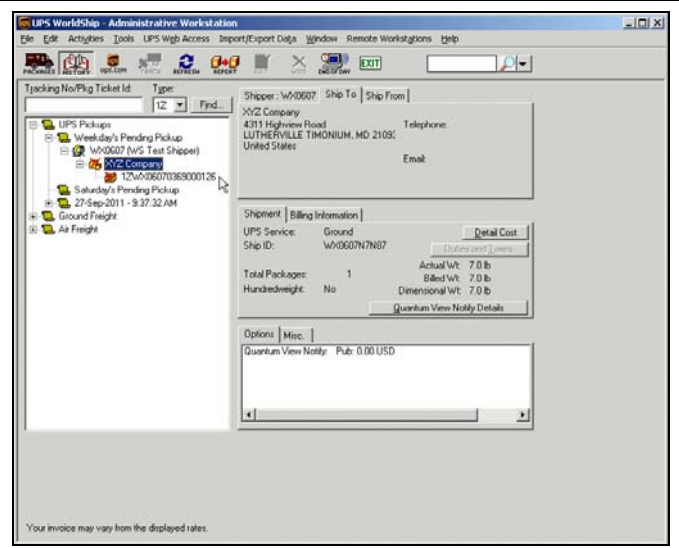
Click the Yes button.





WorldShip® Void a Shipment Before End of Day



7. WorldShip marks the shipment as void with the  or  icon.



Notes:

- You can only void pending shipments under a Pending Pickup in the Shipment History window. When voiding a shipment, the shipment record remains in your database, but the record is marked as void ( or ) under the Pending Pickup.
- If you want to void packages or shipments after you have run End of Day, see Void a Shipment After End of Day.
- If a shipment is voided by mistake, you cannot “unvoid” the shipment, but you can repeat the shipment.
- 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).