

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)
 On the Home tab in the Shipping window, select Void or press Alt and Delete. 	With Services Tools Printing Activities Import-Espot UPS.com Support Home My Services Tools Printing Activities Import-Espot UPS.com Support Multi-pieces Shipment Repat Und Und If Tools Printing Activities Printing Activitis Printing Activities Pr
 2. A message instructs you on how to void a package in the Shipment History window. Read the instructions. Click OK. 	UPS WorldShip In order to void a shipment, you must highlight the shipment in Shipment History and click the Void button on the Home tab. The last shipment you processed will be highlighted in Shipment History. OK





Steps	Window (if available)
3. The Shipment History window displays, 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.	Image: Second
 4. Under UPS Pickups in the Shipment History window, find and select the pending shipment you want to void. Information about the shipment displays on the right side of the window 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 Find. 	Were US WorldShip Home My Services Tools Printing Activities Import-Export UPS.com Support Tracking No/PK Tock101 Type Sipper:XXXXX Ship Too Ship From Apple Read Telephone: Wristing Proluing Wristing Proluing New FreeSDOM PA 17349 Telephone: Wristing Proluing Yer Staturday S Preduce Email Wristing Proluing Staturday S Preduce Email Email Wristing Proluing Staturday S Preduce Email Signent Wristing Proluing Staturday S Preduce Email Signent Wristing Proluing Proluing Staturday S Preduce Email Signent Wristing Proluing Proluing Staturday S Preduce Process Freight Signent Billing Information UPS Service: Ground Acta Nut: 50 lb Dutes and Image Wristicker Freight No Dimensional Wit: 50 lb Dimensional Wit: 50 lb Options Misc.





St	eps	Window (if available)
5.	If the shipment icon shows an up arrow (¹ , 1), you will need to void the shipment using the Void Shipments Page on the web. On the Home tab, click Void . a) WorldShip will prompt you to use the Void Shipments Page on the web.	UPS WorldShip UPS Com Support Horm My Services Tools Printing Activities Tools Archive/Restor Preuithoritation Ship WorldShip Wark as Voided Image Activities Tools Archive/Restor Preuithoritation Freight Pickup Freight Pickup
6.	 If the shipment icon does not have an up arrow: a) On the Home tab, select Void or press the Alt and Delete. A, confirmation message displays. b) Click Yes. A Void icon displays next to the shipment/packages. 	UPS WorldShip S Image: Are you sure you want to Void this shipment? Image: Yes No
	 If you voided through WorldShip or manually marked the shipment/package, WorldShip marks the shipment/package as void with the or is icon. 	Image: Service: UPS WorldShip Image: Service: Top: Find: Image: Service:



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 (A or) under
 the Pending Pickup.
- If you want to void packages or shipments after you have run End of Day, see <u>Void a Shipment After End of Day</u>.
- 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).