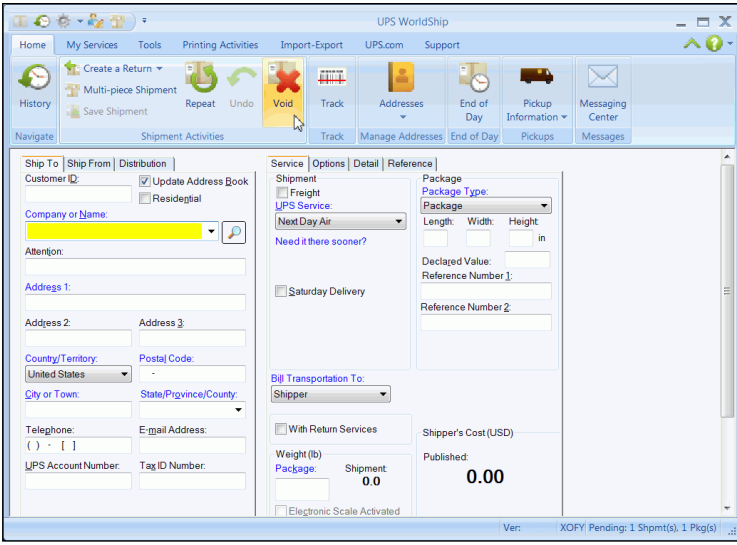
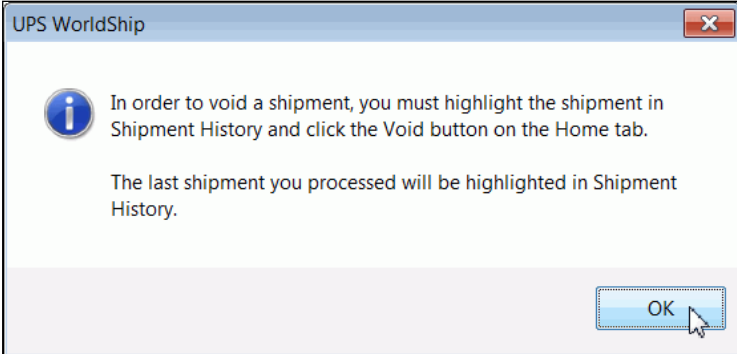




To void a small-package shipment from the Shipping window, start with step 1, or from the Shipment History window, start with step 4:

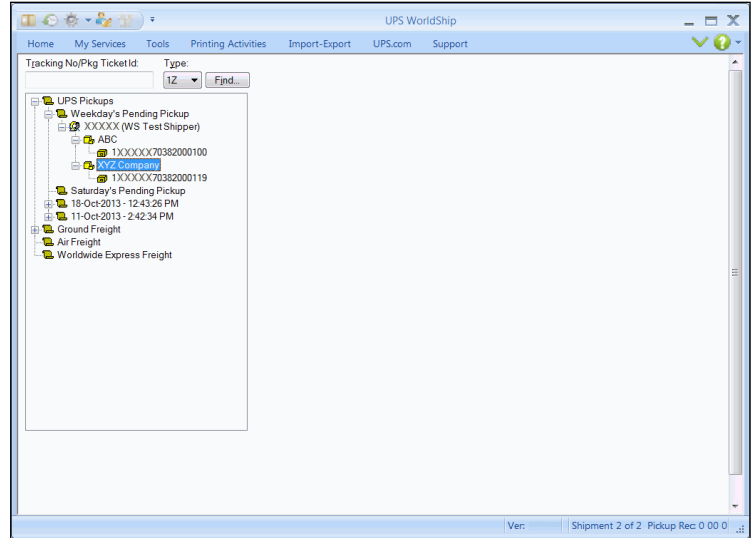
Steps	Window (if available)
<p>1. On the Home tab in the Shipping window, select Void or press Alt and Delete.</p>	
<p>2. A message instructs you on how to void a package in the Shipment History window.</p> <ul style="list-style-type: none">• Read the instructions.• Click OK.	




Steps

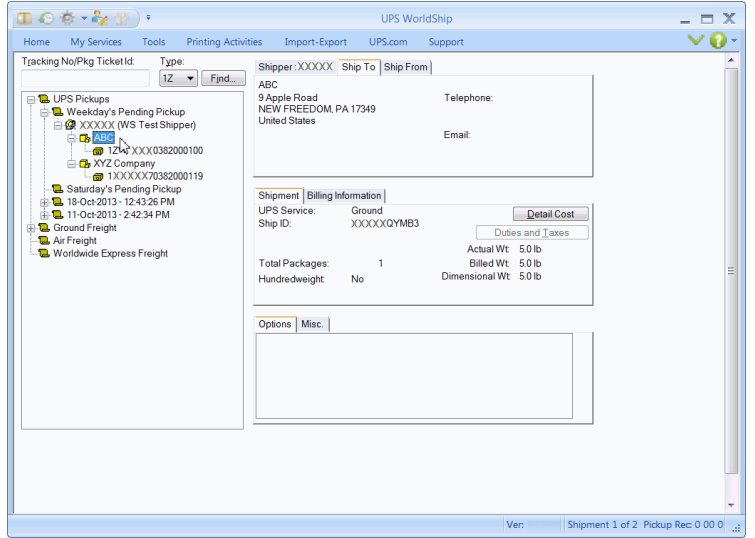
3. The **Shipment History** window displays, and the last shipment that you processed is highlighted under **UPS Pickups**. If the highlighted shipment is the shipment that you want to void, skip to step 5.

Window (if available)




































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**.





Steps	Window (if available)
<p>5. If the shipment icon shows an up arrow (, , , , , , , , , , , , , , , , , , , , , , , , , , , , , , , , ,), you will need to void the shipment using the Void Shipments Page on the web. On the Home tab, click Void.</p> <ol style="list-style-type: none">WorldShip will	



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).