Voiding a Shipment

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This guide explains how to completely remove a shipment from use. It is intended for general users.

When you move a record in aACE to Void status, it is permanently removed from use. You cannot un-void the record to continue working on it. (Note: You can duplicate the voided record and continue working with a new record.)

Alert: If you void a shipment related to a closed order, the order will *automatically re-open*. Be sure to review the related order and take appropriate steps for fulfillment.

1. Navigate from **Main Menu** > **Order Management** > **Shipping Log**.
2. Use the [Quick Search bar](http://aace5.knowledgeowl.com/help/using-the-quick-search-bar) to locate the shipment.
3. You can mark shipment(s) as void in multiple ways:
   - Void a Single Shipment
     - At the shipment detail view, click **Actions** > **Mark Shipment as Void**.
     - At the Shipping Log list view, click item-level **Actions** (✈) > **Mark Shipment as Void**.
   - Void Multiple Shipments — At the Shipping Log list view, display the needed shipment(s), then click **Actions** > **Mark Shipments in List as Void**.
4. In the confirmation box, click **Void**.