

# Voiding a Shipment

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**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 to **Order Management > Orders**.
  2. Use the [Quick Search bar](#) to locate the order related to the shipment.  
Note: You can also navigate to Order Management > Shipping Log, then search for the shipment.
  3. On the detail view, click the **Management** tab.
  4. Click the **Shipping** tab.
  5. In the menu bar, click **Actions > Mark Shipment as Void**.
  6. In the confirmation box, click **Void**.
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