WiseLearning

transtream

PTM003:

How to void a shipment or package?

This video shows you how to void a shipment or package using Transtream's Warehouse App and View App. Complete the activity in this workbook to develop fluency on this topic.

For recent shipments, you can void a shipment or package from any shipping app by clicking on the History Tab.

Activity One

Void a Recent Shipment using the History Tab

1. Go to My Apps > Warehouse App
2. Click on the History tab
3. In the grid, place a tick in the box against the relevant line to be voided.

You can select more than one line

4. Click on the **Void** button
5. In the system Prompt, click on **Yes** button to confirm you wish to void the packages listed.

Activity Two

Void a Shipment using the View App

1. Go to My Apps > View App
2. Use search filters to find Shipments:

    a. **Date From**: Leave blank
    b. **Date To**: Leave blank
    c. **Shipment Status**: All

3. Click on the **Search** button to display the results in the grid.
4. Click on a line to open the shipment details.
5. Click on the **Void Shipment** button to void the shipment.
6. In the system Prompt, click on **Yes** button to confirm you wish to void the Shipment.
7. Review the Success message.

Void a Package using the View App

8. Following on from Step 5
9. In the **Packages in Shipment** section, select a package
10. Click on the **Void Package** button