EtailSolutions

Setup Guide: How to Void a Shipment

1. On the Sales Module search for the order number for which the shipment needs to be voided.

2. Open the sales order

3. Select the tracking number which needs to be voided.
   Tracking numbers are listed in the bottom left of the sales order pop-up window

4. Select Void Shipment

5. Select Ok in the Void Shipment Pop-up window

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