Void Submittal

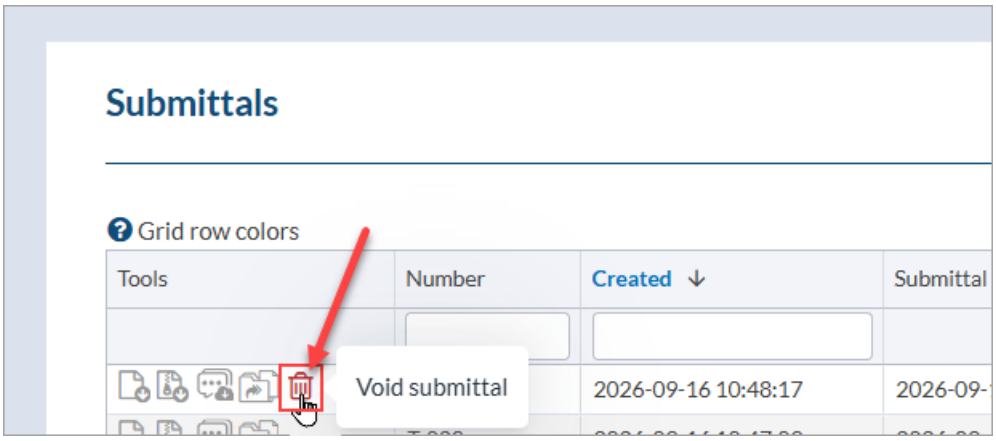
09/28/2026 9:00 am MDT

A submittal can be voided when a mistake has been made and the documents should simply return back to the queue. You can choose whether to void a select number of documents or the full submittal. Documents which have been voided from a submittal will not have this submittal recorded in their outbound history record.

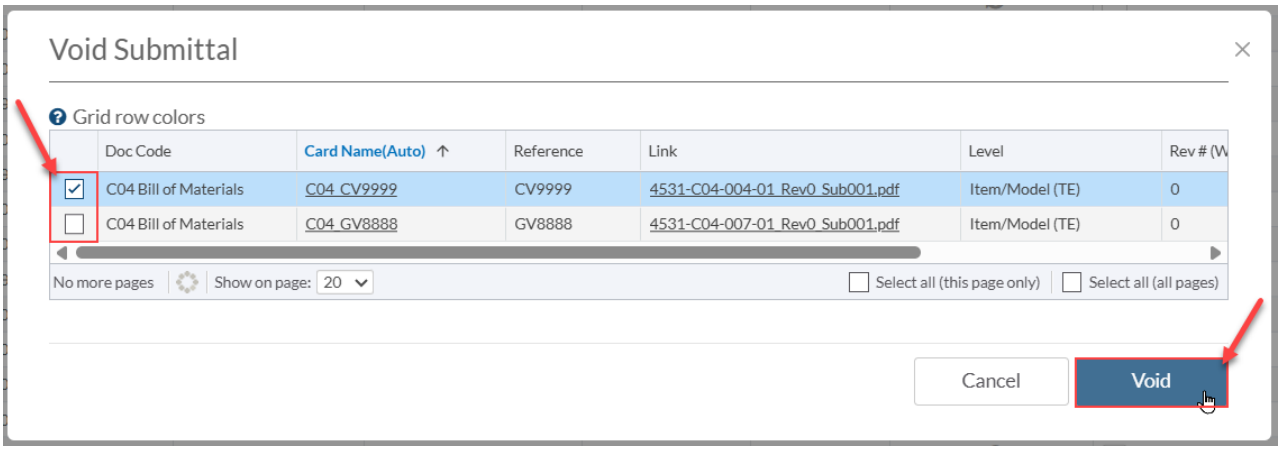
> Note: If the cards have been modified since being submitted, they may not be eligible for voiding.

To void a submittal, navigate to **Project Menu > Cards In/Out > Outgoing Submittals** and expand the "Submittals" section.

If the void action is available for a submittal, a garbage can icon will appear under the "Tools" column.



From the popup, select the card(s) to be voided from the submittal and click "Void".



The "Contained Documents" column will display the original count of documents sent, and how many were voided. If ALL contained documents are voided, the entire row will be crossed out.

Tools	Number	Created ↓	Submittal Date	Contained Documents
	T-019	2026-04-27 12:30:31	2026-04-27 13:27:46	2 / ~~1~~

Tools	Number	Created ↓	Submittal Date	Contained Documents
	T-019	~~2026-04-27 12:30:31~~	~~2026-04-27 13:27:46~~	2 / ~~2~~

After documents are voided from a submittal, they will return to the queue they were in before the submittal was created.

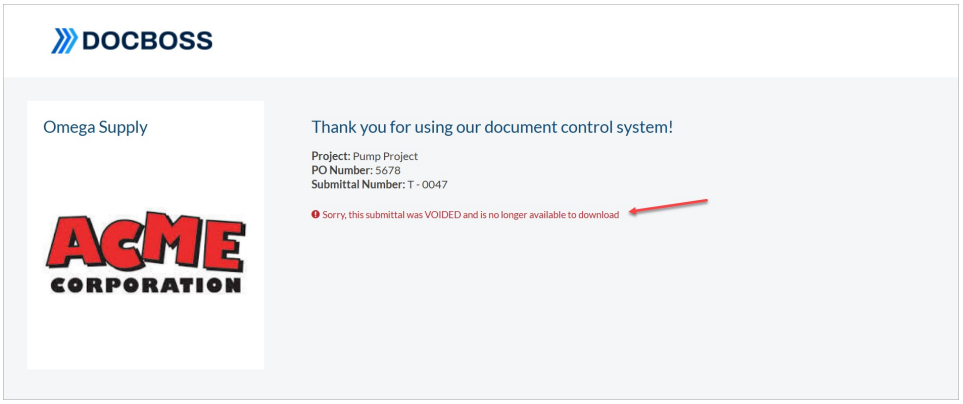
Impact of voiding a submittal

Voiding a submittal (either in full or partially) does not send any notification emails, regardless of the original delivery method used for the submittal. If an FYI needs to be sent to the submittal target to let them know to disregard any documents previously sent, note this will need to be done outside of DocBoss.

Hyperlink

If a hyperlink is included in the submittal email and **one (or multiple) cards are voided** from a submittal (but not the entire submittal), the link provided in the submittal email will still be functional. However, please keep in mind that the voided cards **will still be included** when the ZIP file is downloaded.

If the **entire submittal is voided**, the link provided in the submittal email will still be functional, but there will be a notice indicating that the submittal has been voided.



Customer/sub-supplier portal

If the submittal is being accessed from the customer/sub-supplier portal and**one (or multiple) cards are voided** from a submittal (but not the entire submittal), the download button will still be functional. However, please keep in mind that the voided cards **will still be included** when the ZIP file is downloaded.

If the **entire submittal is voided**, the submittal will disappear from the "All Submittals" section of the portal (even if the submittal was previously downloaded).