

How to re-ship orders with "shipped" status

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How to re-ship orders with "shipped" status

1. Re-ship packages with "shipped" status
2. (If needed) Change package profile and complete shipping process

1. Re-ship packages with "shipped" status

Go to **Order>Shipment/packages>All packages**, search relevant package ID

On the right side of the package, click "resend" button

Package Profile	Internal Remark	Shipping Status	Sales Order	Action
USPS(ShipStation) (USPS First Class Mail)		Shipped	3-1	
USPS(ShipStation) (USPS First Class Mail)		Shipped	3-1	

Go to **Order>Sales Order>All orders**, search the original order number, you can see a second package below the original package. Click the second package, you will be redirected to package detail, you can complete shipping process on that page.

