

# 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 the relevant package ID.

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

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

Then go to **Order > Sales Order > All orders**, search the original order number. You will see a second package listed below the original one.

Click the second package to access its detail page and complete the shipping process.

