

# 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  1        |        |
| USPS(ShipStation) (USPS First Class Mail) |                 | Shipped         | 3  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.

