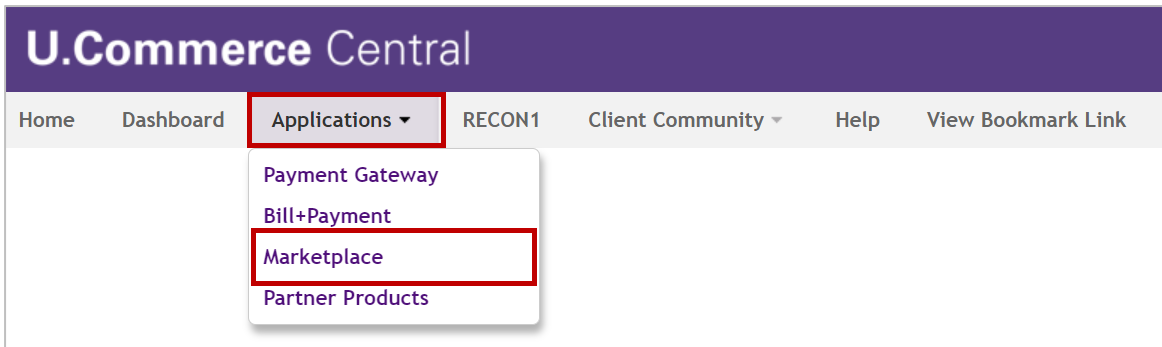


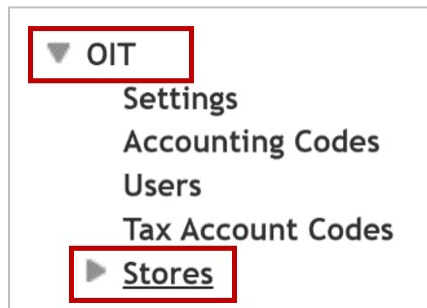
uStore Resend Email Notification Job Aid

The purpose of this job aid is to explain how to resend an email notification for uStore.

From the main menu bar, click **Applications > Marketplace**.

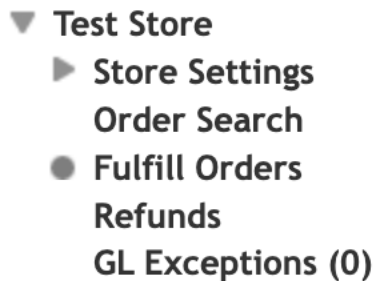


1. On the left navigation menu, click **Merchant Name > Stores**.



a.

2. Go to Your store settings and navigate to **“Fulfill orders”**.



3. You can search for order using date range or order number.

Order Search

To modify the order search, select value for filtering:
Order Date

From:
To:

Search

Order Number:

- Find the order you are looking for and click on **“view”**

Completed Fulfillments							
Order Number	Shipment Number	Order Date	Buyer Name	Delivery Method	Payment Method	Status	Action
243160	242063	07/22/2025 01:25:05 PM CDT	farina@uta.edu	None	None	COMPLETED	View

- From Fulfillment Activity **click on the setting gear** to see the option to resend email notification.

Fulfillment Activity								
From: 7/22/25, 1:25 PM		To: 7/22/25, 1:25 PM		Search	Reset			
	Date	Type	Amount	Payment Gateway Reference Number	Shipment Tracking Number	Completed By	Return Reason	Actions
239642	07/22/2025 01:25:06 PM CDT	Purchase	\$0.00		No Tracking Number			<div> <div>Return</div> <div>Update Tracking Number</div> <div>Resend Purchase Receipt</div> </div>

- A box will appear **enter in the email address** to resend the notification to.

Resend Email

Email Address:

customer@uta.edu

Cancel

Send

For additional assistance, please contact OIT: UTAMarketPlace@UTA.edu.