

# How to resend a receipt

13 Steps [View most recent version](#) 

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Created by

Beth Rivett

Creation Date

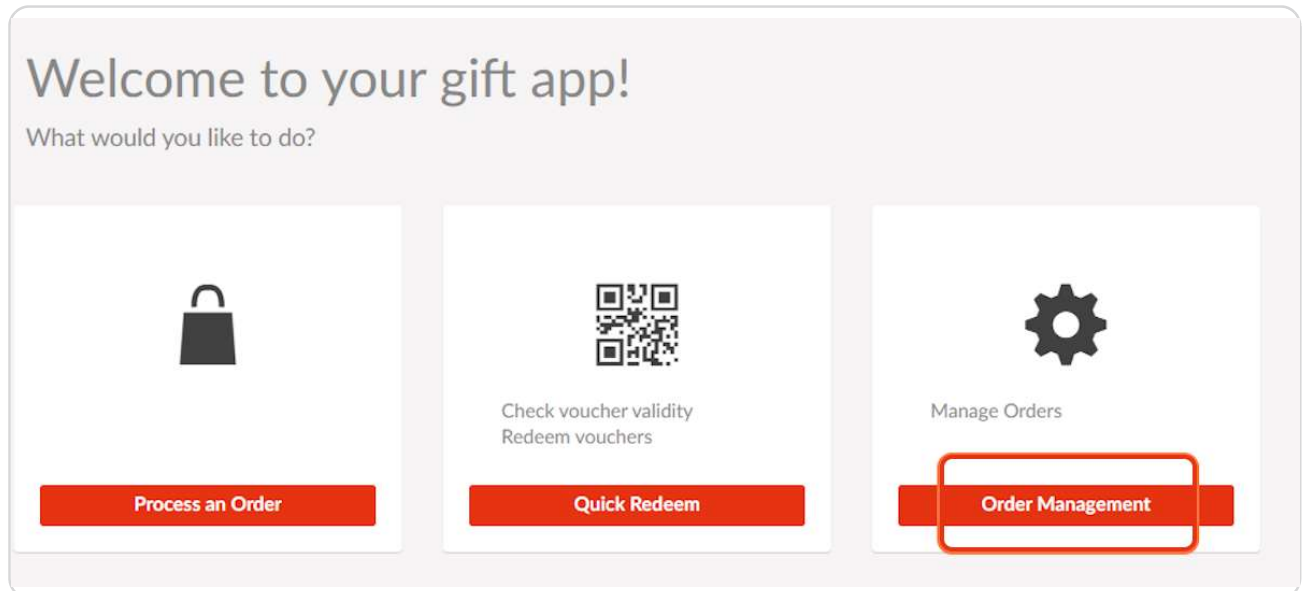
March 22, 2023

Last Updated

May 25, 2023

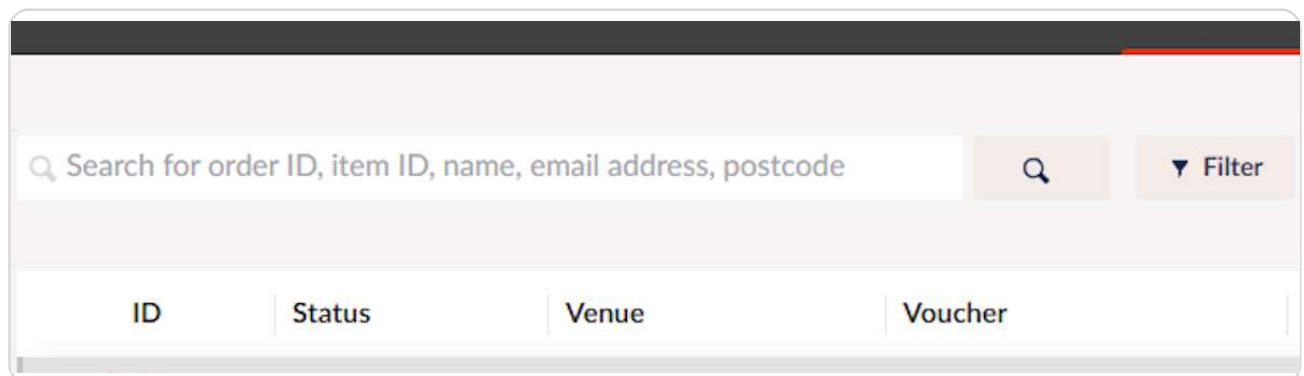
STEP 1

**Click on ORDER MANAGEMENT**



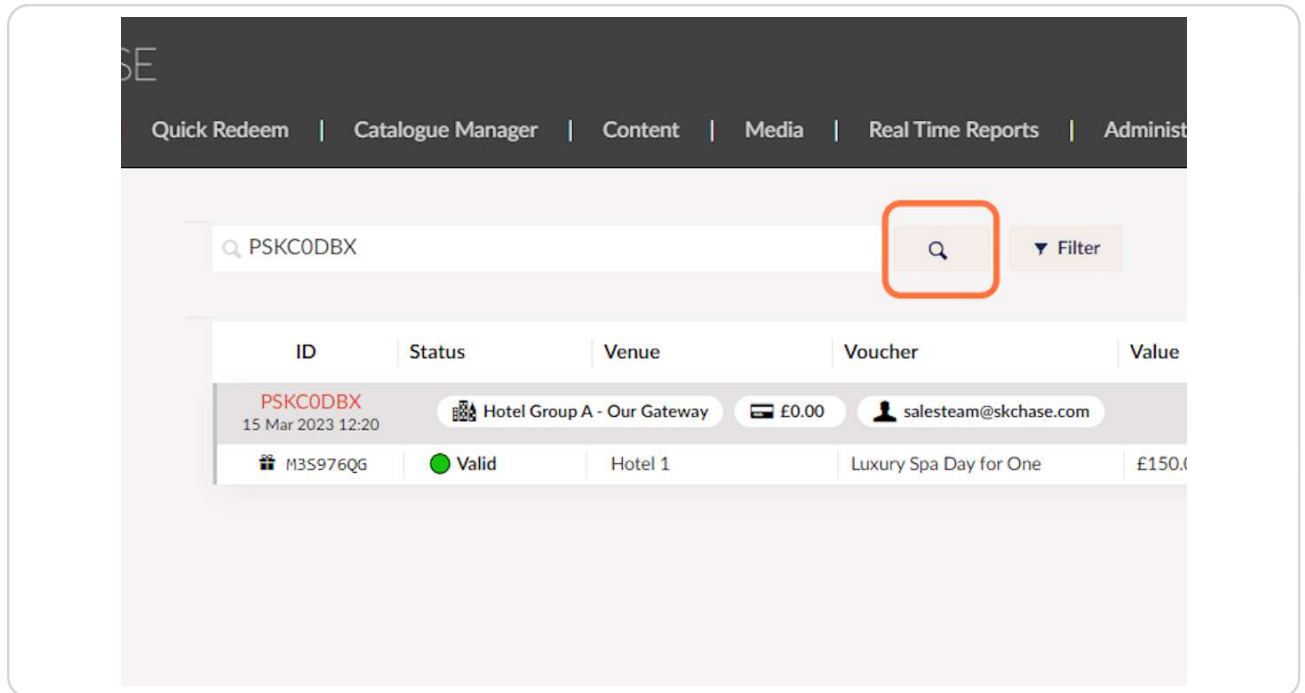
STEP 2

**You can search for an order using the order ID, item ID, name, email address or postcode.**



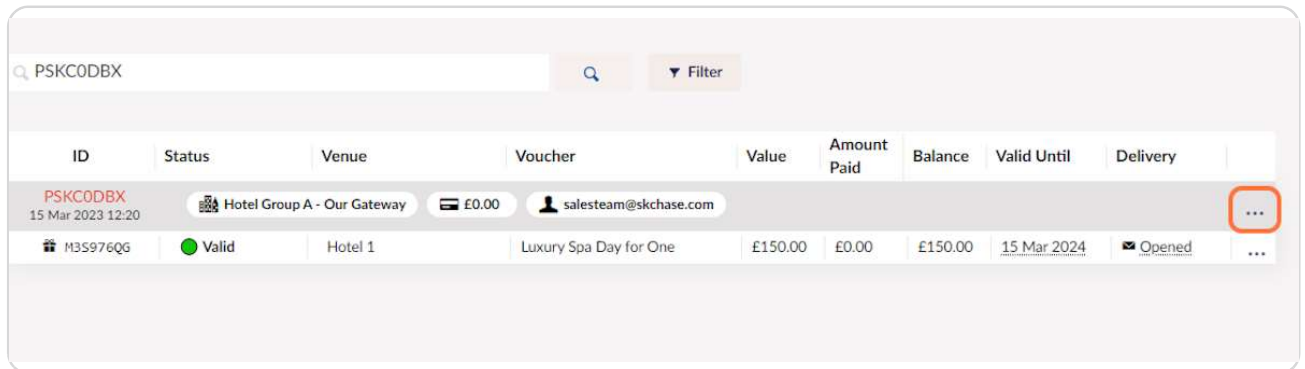
### STEP 3

Enter your chosen information and click the magnifying glass



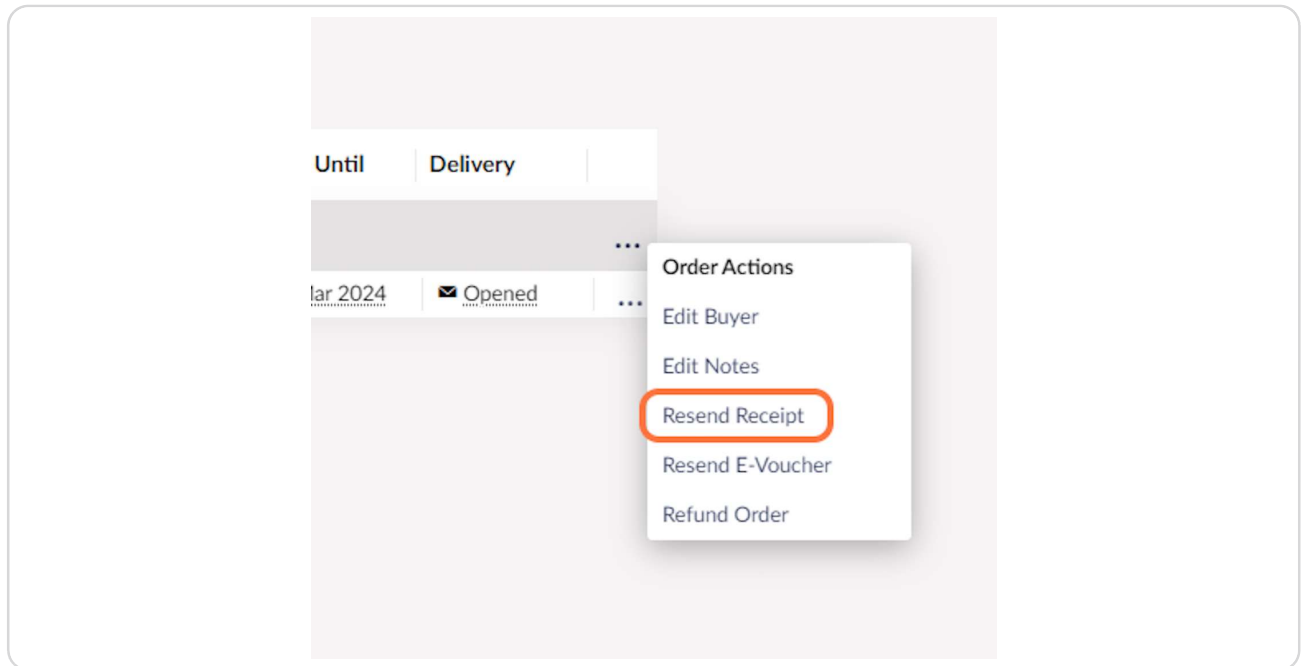
### STEP 4

Click the three dots



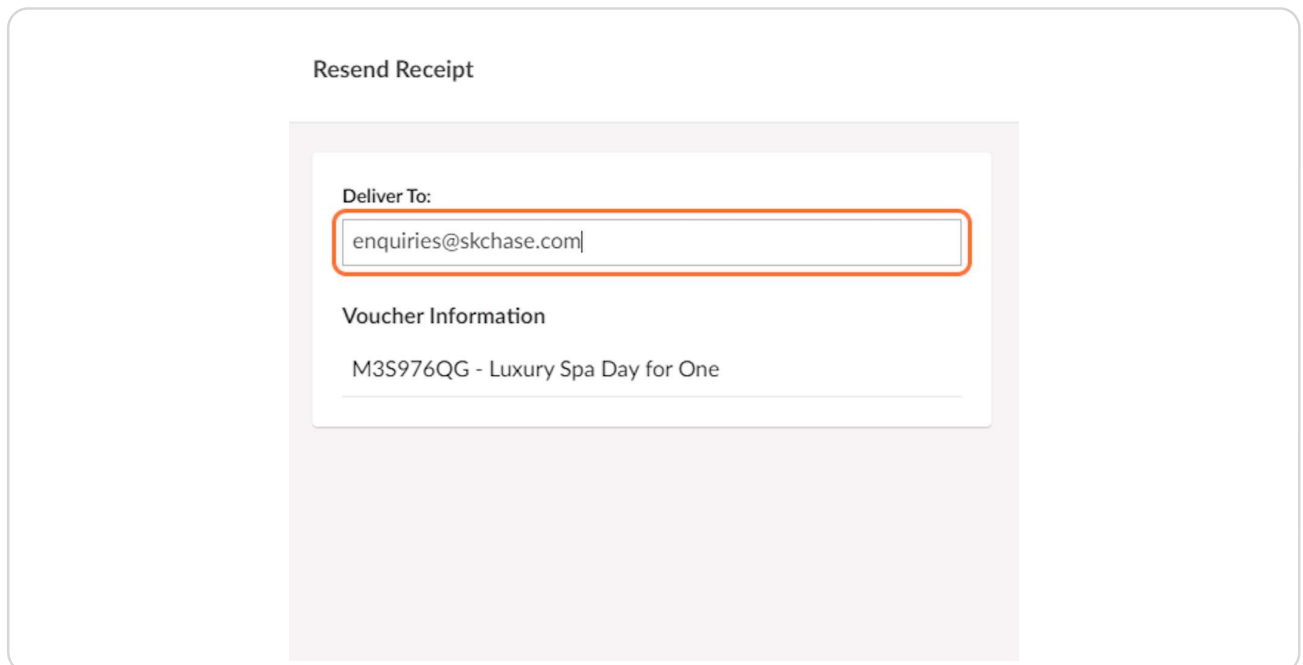
## STEP 5

### Click RESEND RECEIPT



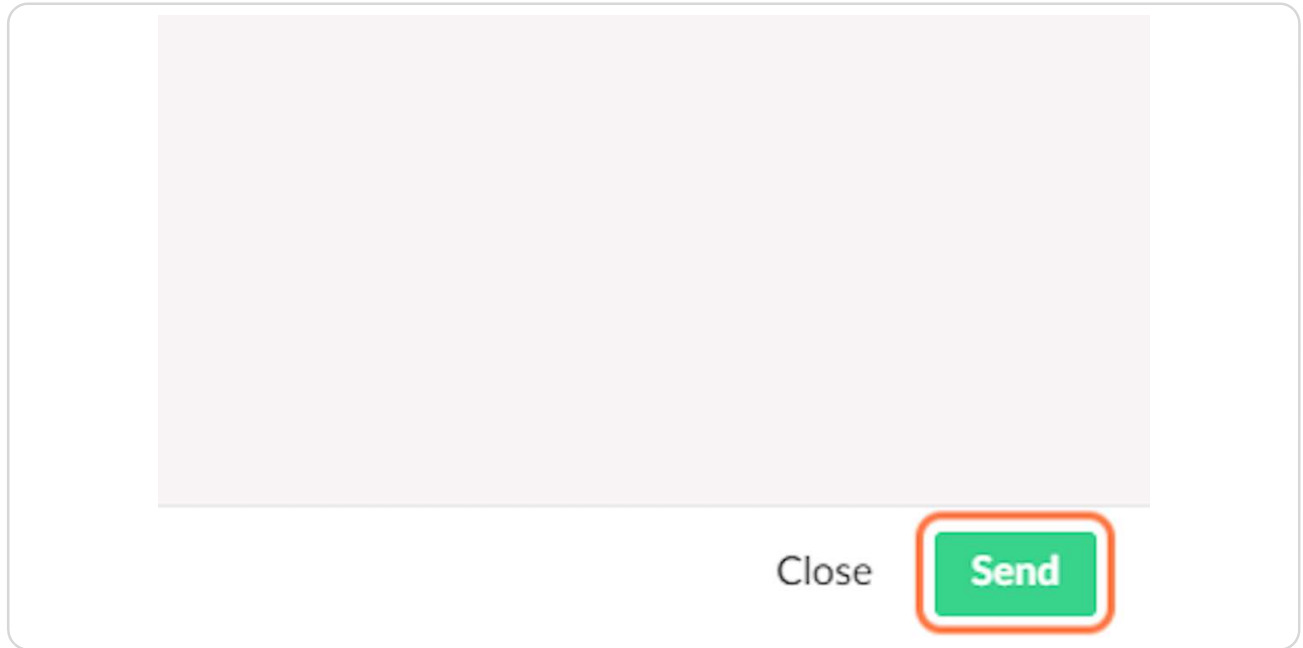
## STEP 6

### Amend the email address if required



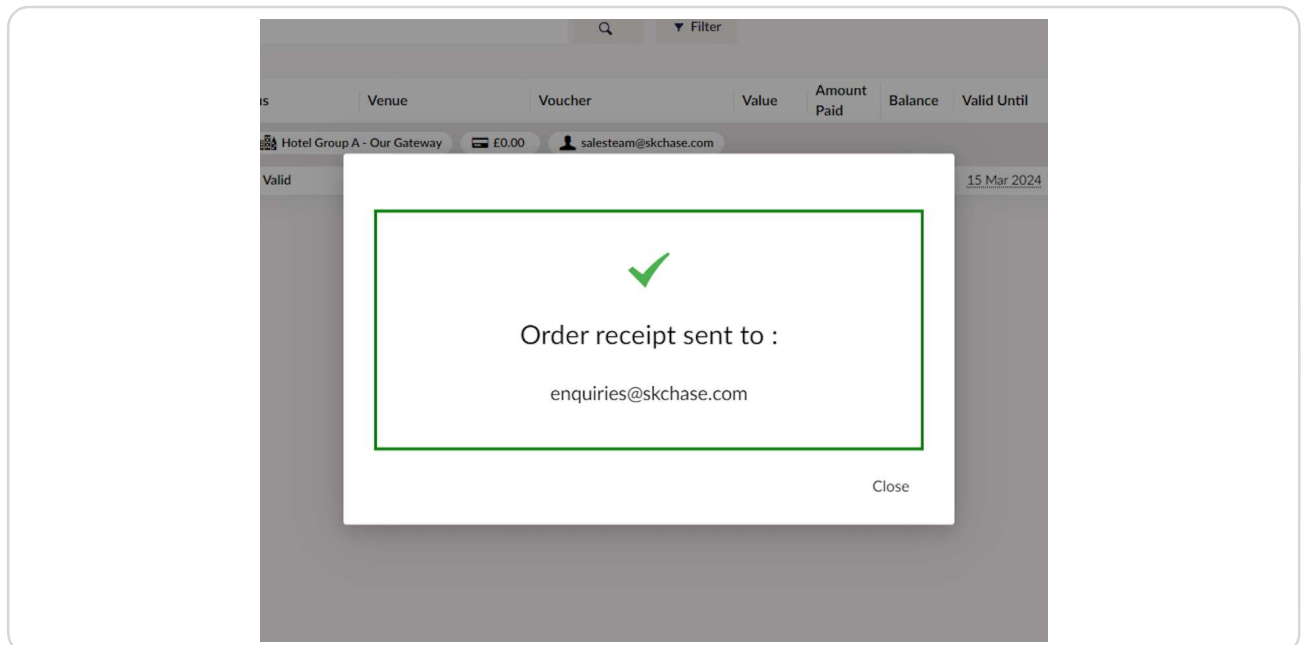
STEP 7

Click on SEND



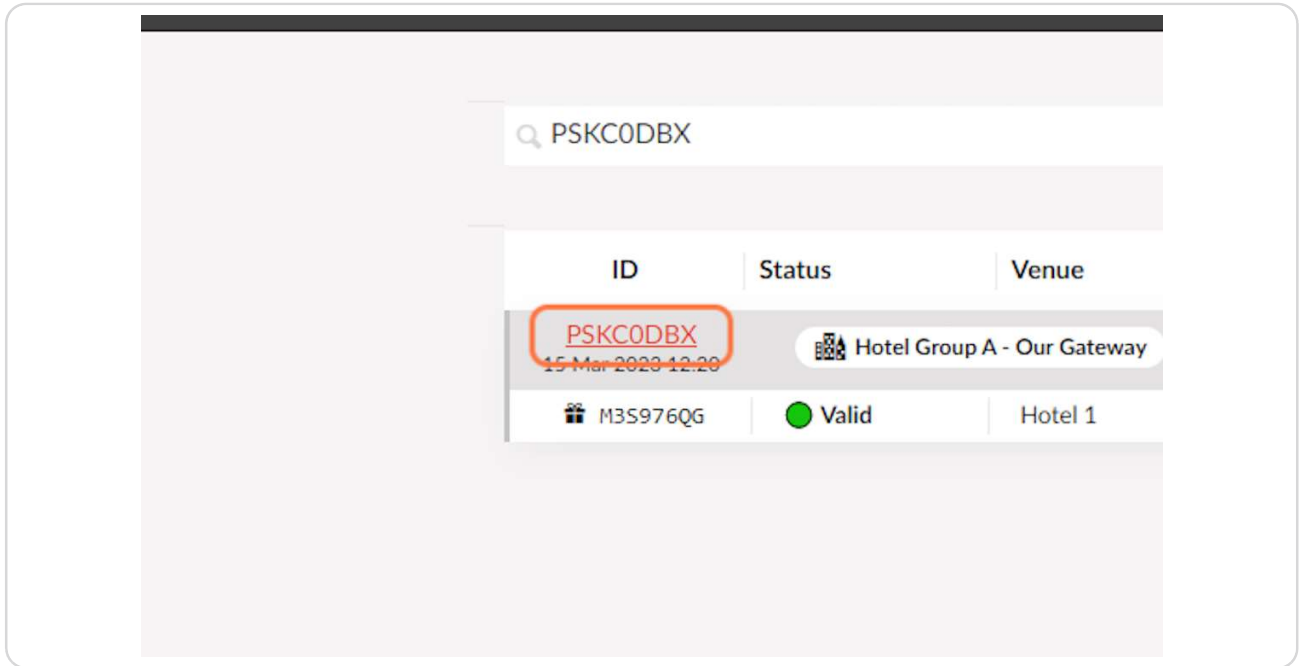
STEP 8

You will see confirmation that the receipt has been resent You can close this window



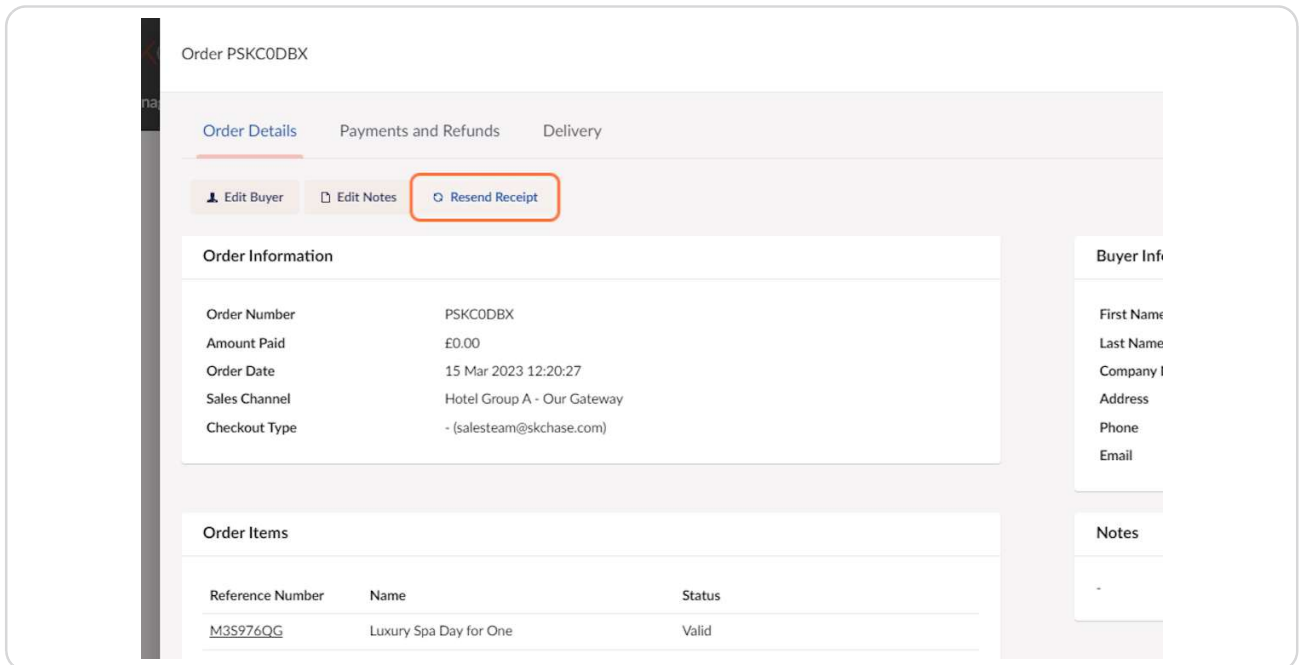
STEP 9

OR Click on the ORDER ID



STEP 10

Click on RESEND RECEIPT



STEP 11

**Amend the email address if required**

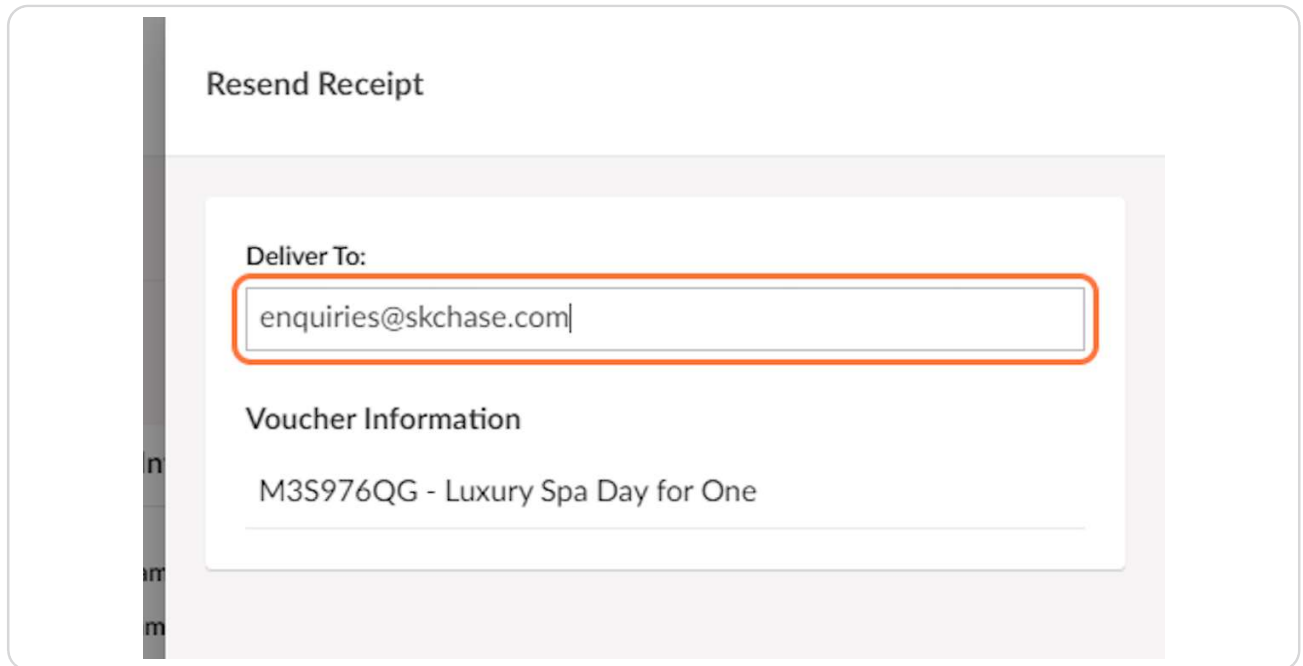
Resend Receipt

Deliver To:

enquiries@skchase.com

Voucher Information

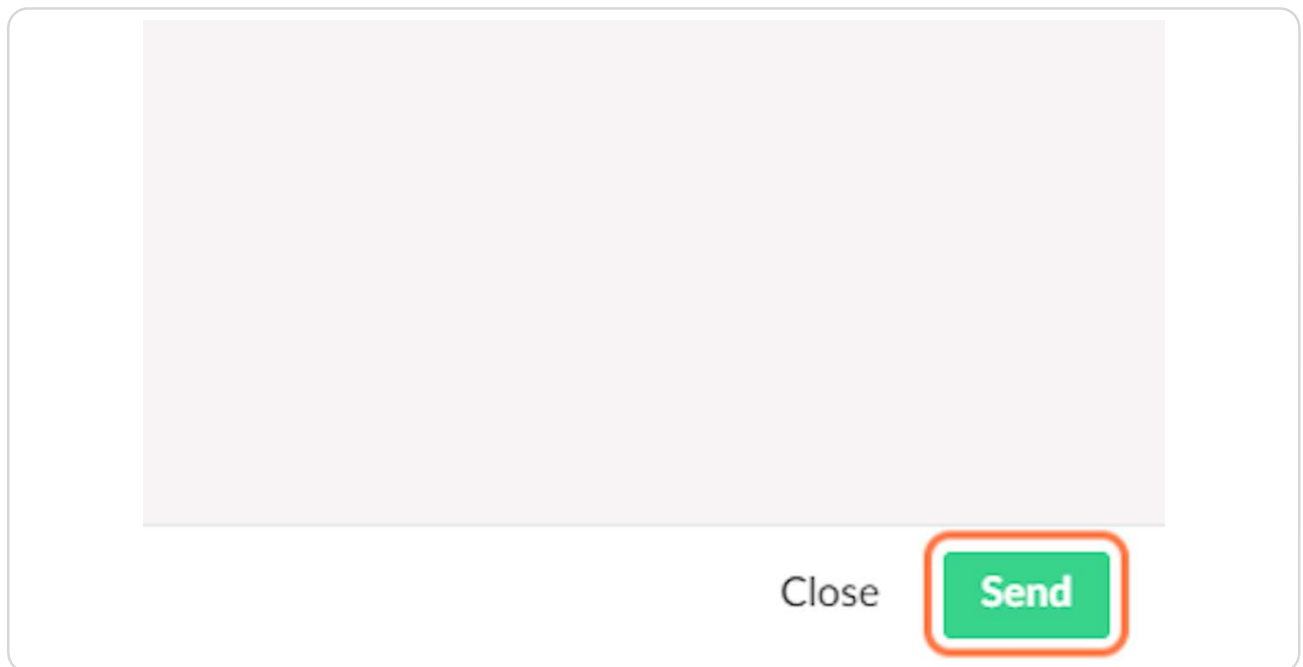
M3S976QG - Luxury Spa Day for One



STEP 12

**Click on SEND**

Close **Send**



### STEP 13

**You will see confirmation that the receipt has been resent You can close this window**

