

# How to edit an order on Printrove?

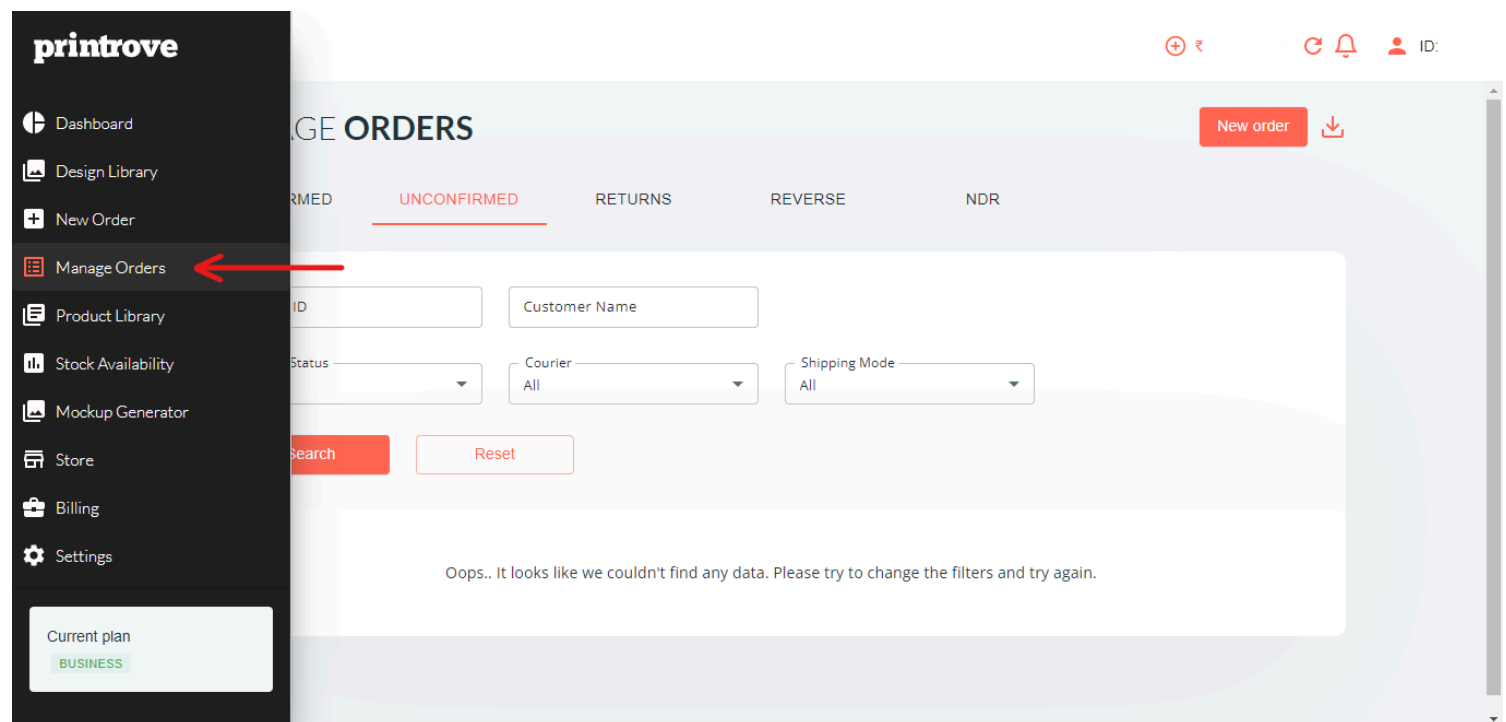
An order at Printrove includes two segments that can be edited after it has been placed; **Product & Shipping details**. Follow the steps below to update your order on Printrove.

## How to edit a product in the order?

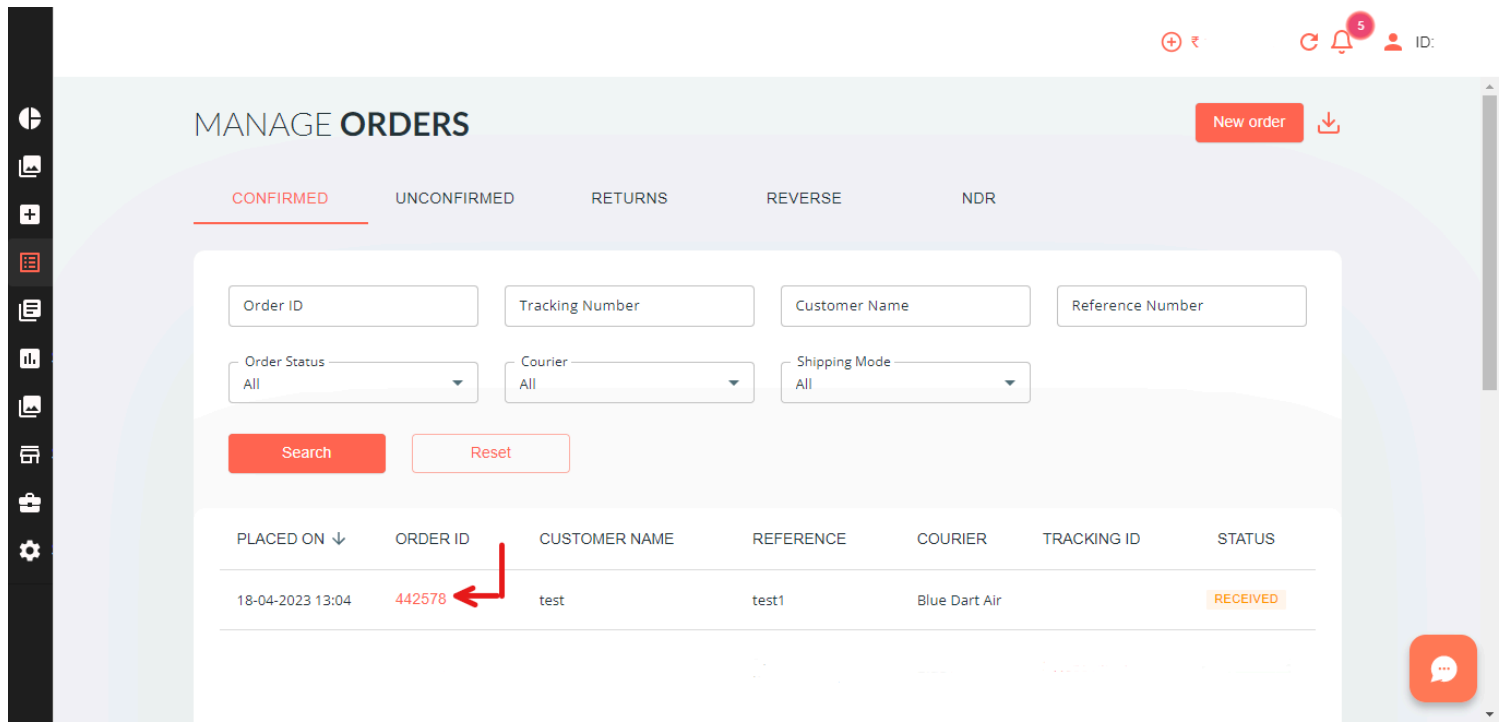
You can edit a product in the order in **6 simple steps**.

**Step 1:** Log into your [Merchant Panel](#).

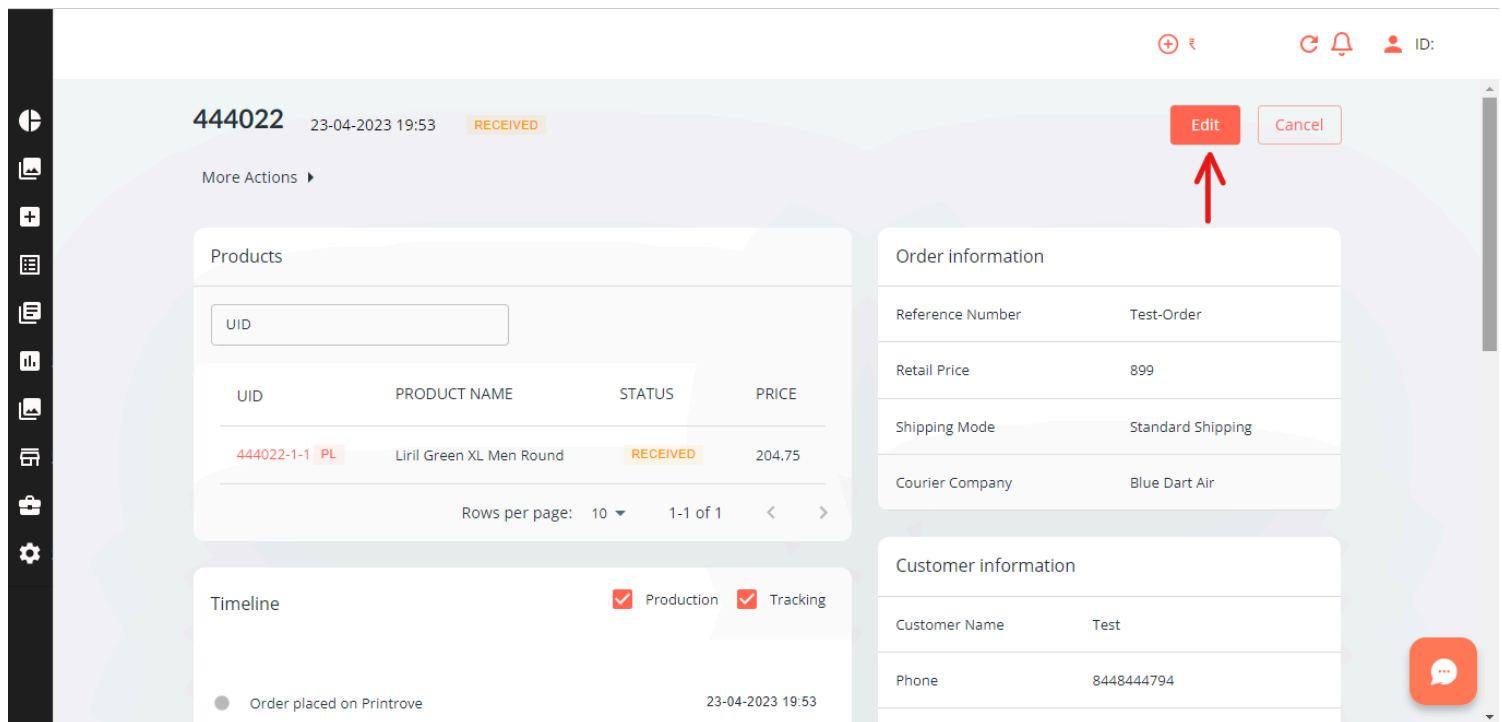
**Step 2:** Head over to **Manage Orders**.



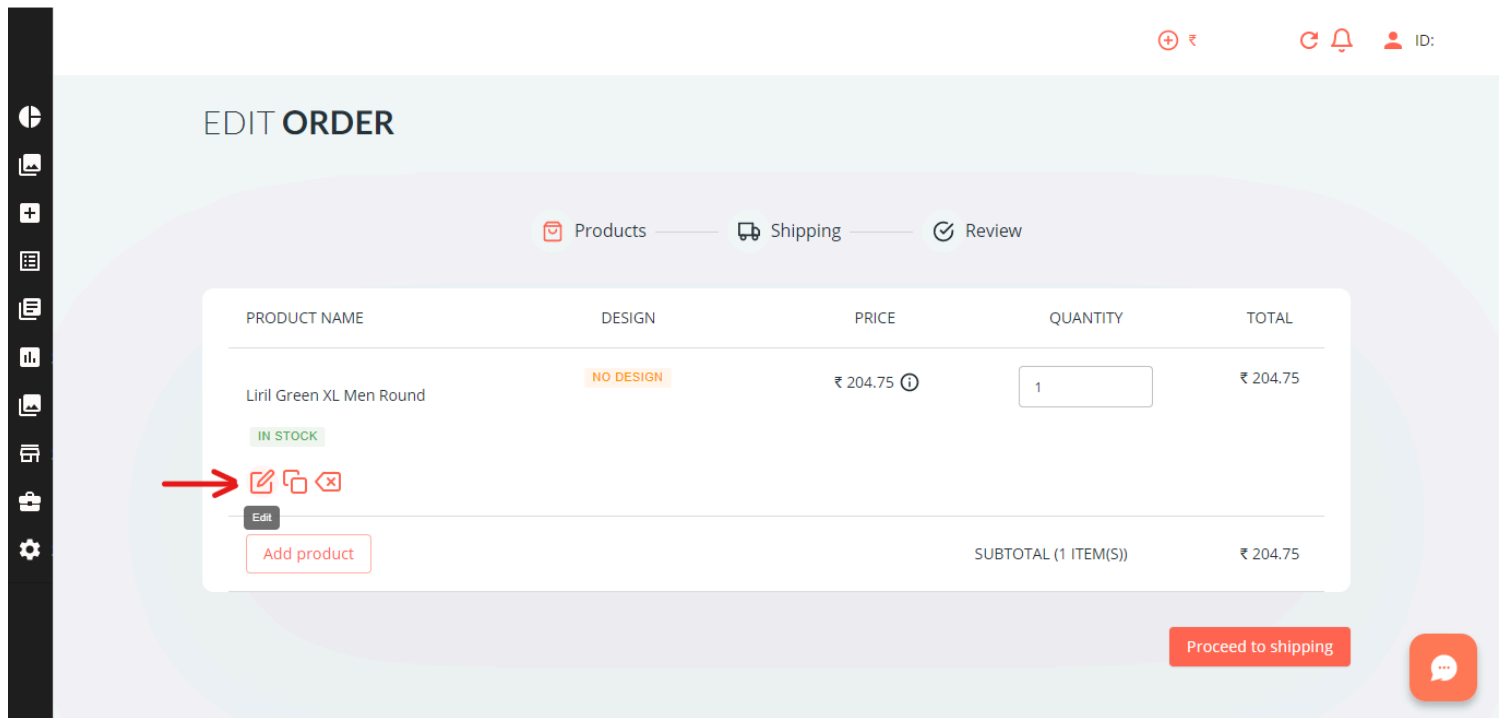
**Step 3:** Click on the **Order ID** that you wish to edit. This will open up the order page.



**Step 4:** Click on "Edit" in the top right corner.



**Step 5:** Click on the **Edit**, **Duplicate**, or **Delete** icon or the **Add Product** button to take the necessary action.



**Step 6:** Once you are done editing the order, you can click on **Proceed to Shipping** to edit or review the shipping details and **place the order**. The required credits will be refunded or deducted automatically from your Printrove Account.

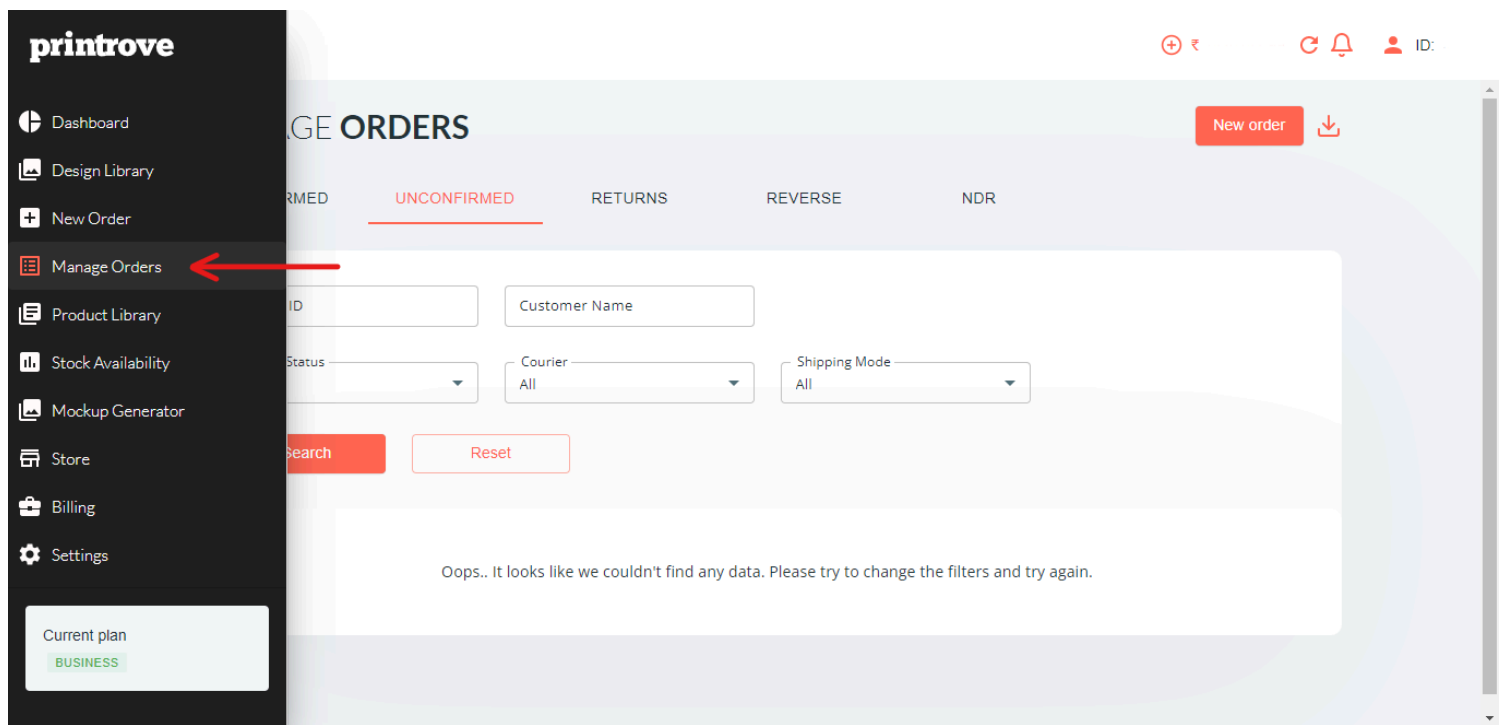
❗ Product details of an order can be edited only when an order is in the **Received** stage.

## How to edit the shipping details of an order?

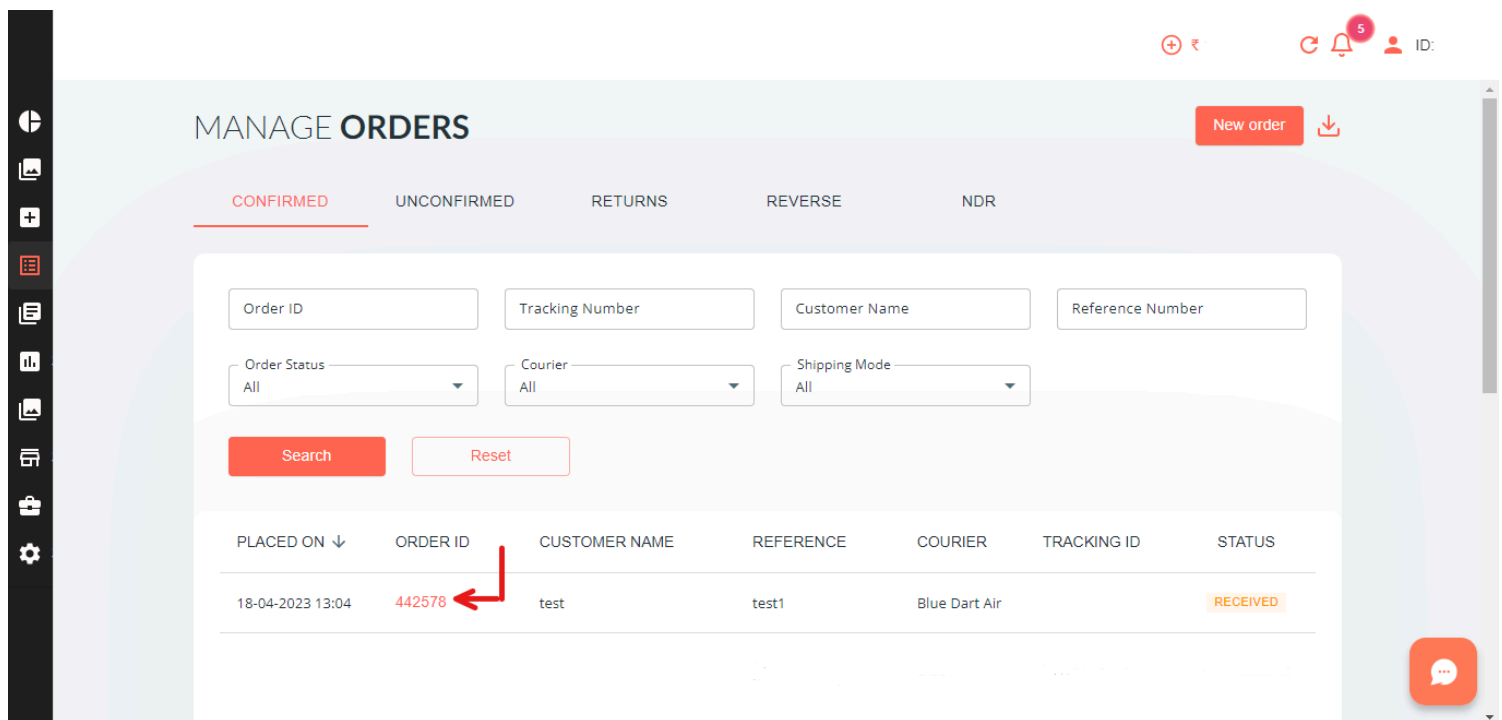
You can edit the shipping details of an order in **5 simple steps**.

**Step 1:** Log into your [Merchant Panel](#).

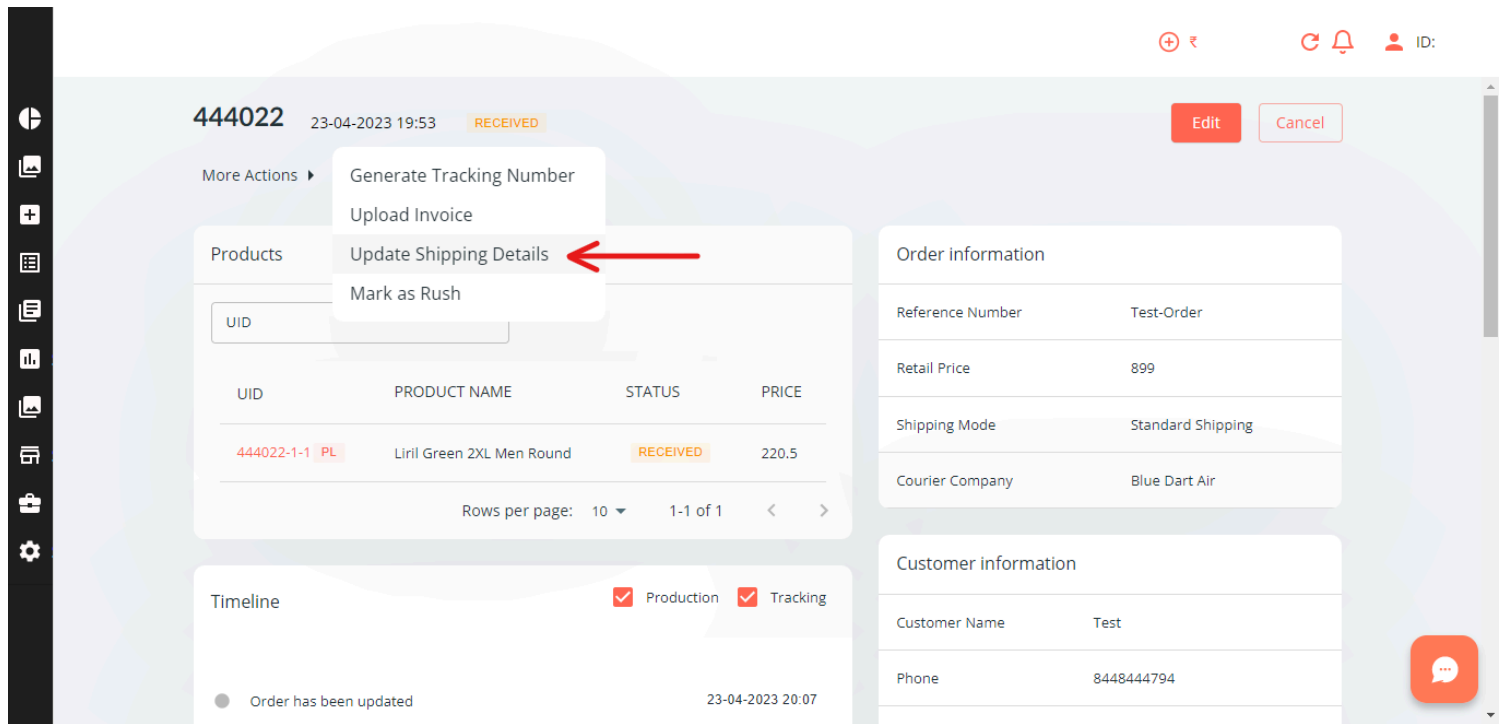
**Step 2:** Head over to **Manage Orders**.



**Step 3:** Click on the **Order ID** for which you wish to update the shipping details.

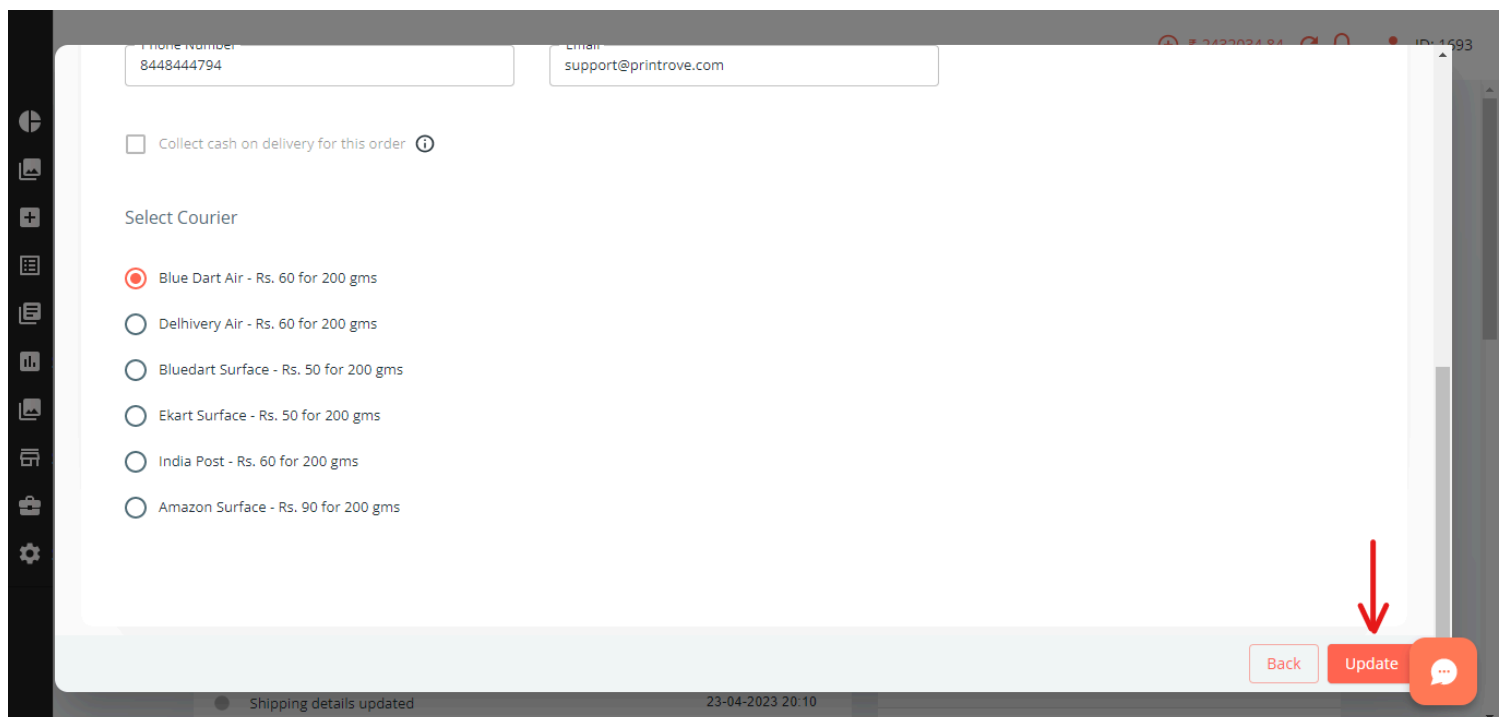


**Step 4:** Click on **More Actions** and select **Update Shipping Details** from the dropdown list.



**Step 5:** You can update the following details and click on **Update**.

- Reference Number
- Retail Price
- Customer Name
- Customer Address
- Contact Details
- Email Address
- Courier Company
- Mode of Payment



ⓘ The shipping details of an order **cannot** be updated after it has **Passed QC** and a tracking ID has been generated.

Accommodate your customer requests or avoid shipping errors by following the above guidelines and editing the orders for the desired result.

**Suggested Article:** [How to cancel an order on Printrove?](#)