

Buy and print shipping labels

Buy a USPS shipping label from an order, print it, and choose whether the customer is told right away that it's shipped.

Add-on Online store

Online stores are an add-on. If your site doesn't have one yet, ask us about adding it; we quote it in writing first.

Buy and print a USPS shipping label straight from an order, without leaving your store. The store picks a domestic or international label to suit the customer's address.

Before you start

- Labels are USPS only. Media Mail labels can't be bought this way.
- Each label has a cost, and you pay it. It goes on your store account, so allow for it in your shipping rates. See [Set up shipping rates](#).
- Have the order packed, so you can choose the right service.

Buy and print a label

1. Log in to your site editor.
2. In the side panel, click **Store**, then **Manage Store**.
3. Click **My Sales**, then **Orders**.
4. Click the order.
5. Under **Shipping details**, click **Buy shipping label**.
6. If anything is wrong, click **Edit address** or **Edit info** to fix it.
7. For a parcel going outside the US, fill in the **Customs Declarations** fields.
8. Decide about **Mark order as shipped and notify the customer by email**. See below.
9. Choose the shipping service.
10. If the label needs to be a different size, click **Edit** in the **Printer Settings** section.
11. Click **Buy Shipping Label**. The label's details appear on screen, along with a tracking number.
12. Click **Print Shipping Label**.

The notify box

If you tick **Mark order as shipped and notify the customer by email**, the order changes to **Shipped** as soon as you buy the label, and the customer gets an email with their tracking number.

Leave it unticked if you won't hand the parcel over until later. You can mark the order shipped yourself once it has gone. See [Fulfill an order and add tracking](#).

Tips

- Check the address on the order before you buy. A label is made for that address.
- Not shipping with USPS? You can still add a tracking number by hand. See [Fulfill an order and add tracking](#).
- Labels from other carriers can't be bought this way. Email us and we'll look at what your store offers for them.

Need a hand?

If your site doesn't have this yet, ask us about adding it. We quote it in writing first, and nothing is billed unless you approve. Email hello@zossoz.com.

Already have a store and the **Buy shipping label** button is missing? Email hello@zossoz.com with your business name and an order number, and we'll look into it. We reply within one business day. See [Request a change](#).

Related guides: [Fulfill an order and add tracking](#) · [Set up shipping rates](#) · [Find and manage your orders](#) · [Show estimated delivery dates](#)

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