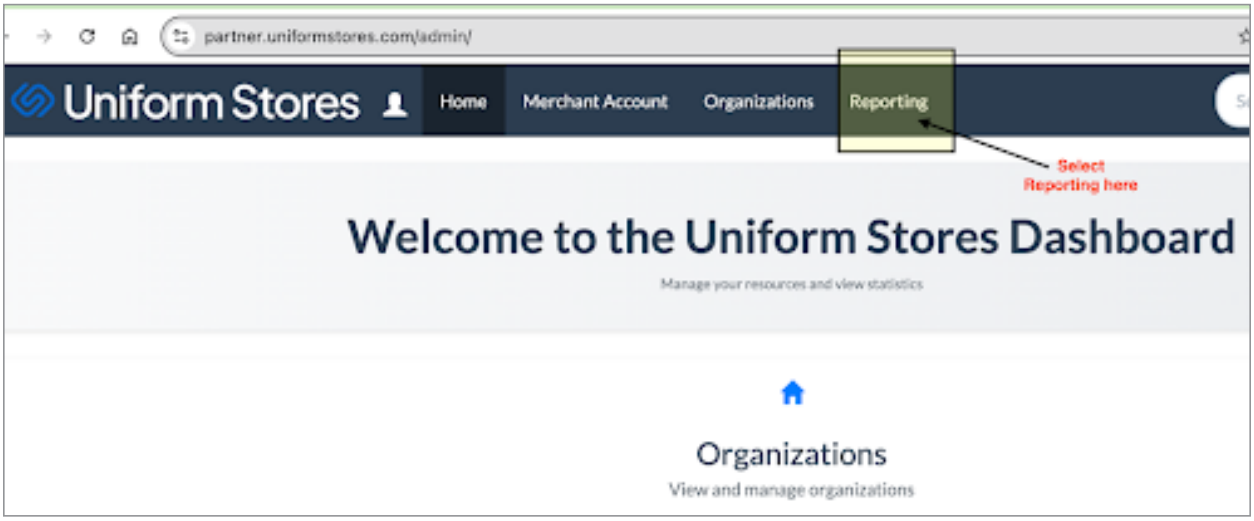
Wholesale Partners have access to Summary and Line Item reports in the Uniform Stores Partner Portal. Following are the steps for accessing reporting in Uniform Stores:

STEP 1: Navigate to partner.uniformstores.com to access the Uniform Stores Partner portal.

STEP 2: Select "Reporting" on the top menu.



STEP 3: On the Reporting page, set or select from the following parameters:

- **From Date / To Date:** Set the date range to run the report for.
- **Detail level:** Use the dropdown to select from the below options:
  - **Order Detail:** By order summary, includes total & breakdown of wholesale costs & sales/checkout total and breakdown of tax, redeemed voucher and employee pay amount.
  - **Line item Detail:** By order detail, includes individual line items (product, decoration, shipping, handling) with wholesale cost & sales/checkout amount by line item.
- **Fully Shipped Only:** Check to include only fully shipped orders.
- **Invoiced Only:** Check to include only orders you have been billed for.
- **Search By:** Use the dropdown to filter by any of the below or leave blank to include all orders:
  - **Order Number:**

- **First Name:**
- **Last Name:**
- **Location:**
- **Department:**
- **Invoice Number:** Your invoice number from the monthly billing.

STEP 4: Select “Apply” to run the report for the criteria set in Step 3.

STEP 5: Select “Export”, then “download” to export the report to a .csv file. Open using Excel.

