How to upload POS reports for Matas

This guide shows you how to upload Matas POS reports in the effectmanager front end.

Matas POS reports must be uploaded through your unique effectmanager website.

https://YOURCOMPANY.effectmanager.dk

Go to *POS files upload.* Your Matas POS reports must be uploaded to the folder *Sales.*
Upload your POS files to effectmanager - **Remember to finish by pressing *Upload all files*.**

After the upload, you receive an email confirmation for the upload. If the file is unsuccessful, you need to act on the errors listed in the email.

> *If you need a guide that shows you how to set-up the correct format for POS files from Matas Targit, see our guide [How to export POS reports for Matas](#)*

⚠️ **OBS!** effectmanager has a limit of 20 MB for files when uploading. You can upload multiple files at once if they do not exceed 20 MB.

👍 **Pro tip:** Matas POS files are without EANs. If you want your POS data enriched with your own categorization, then you must EAN map products that are categorized as unknown in your POS data.
We recommend having a file prepared you can check at least once a month.
If you need products EAN mapped, please follow this guide [How to correct a wrong EAN number](#)