

# How to upload POS reports for Coop Denmark

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



Coop Denmark POS reports must be uploaded through your unique effectmanager website.

<https://YOURCOMPANY.effectmanager.dk>

Log in with your username and password and go to *POS files upload*.

Upload all your POS files to effectmanager - **Remember to finish by pressing *Upload all files***.

- [Sales \(Sales or Stock-Waste\)](#)
- [Customer](#)
- [Category \(Daily or Weekly\)](#)

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.

*For a detailed description on how to upload POS data to the front end, please see our guide [How to upload POS data on effectmanager](#)*

*If you need a guide that shows you how to set the correct file format for Coop POS reports, please see our guide [How to set the correct file format for Coop Denmark](#)*

**⚠ 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.

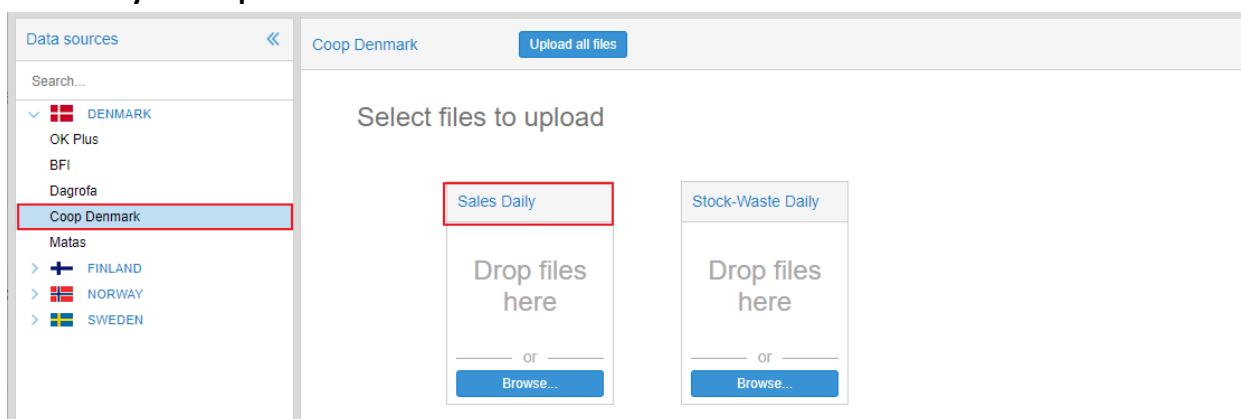
## Coop Sales Reports

**⚠️ OBS!** You can upload sales with and without stock and waste. If you upload your file in the wrong upload flow, your file will fail, and you just upload it in the correct upload.

If you have Coop POS **Sales reports without scrapings**, they must be uploaded here to the folder *Sales Daily*.

You can upload multiple files at once - **Remember to finish by pressing *Upload all files***.

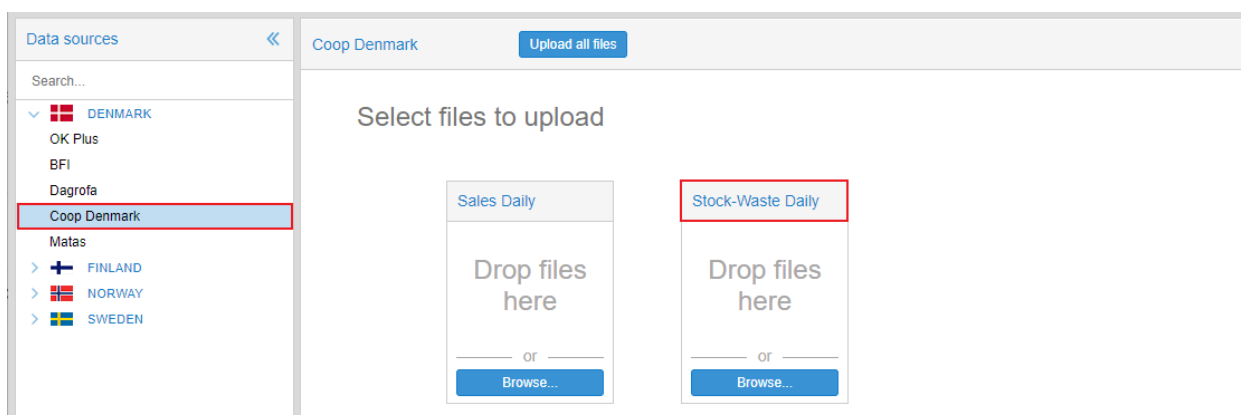
When you uploaded to our FTP it was in the folder Sales-DK.



If you have Coop POS **Sales report with scrapings**, they must be uploaded here to the folder *Stock-Waste Daily*.

You can upload multiple files at once - **Remember to finish by pressing *Upload all files***.

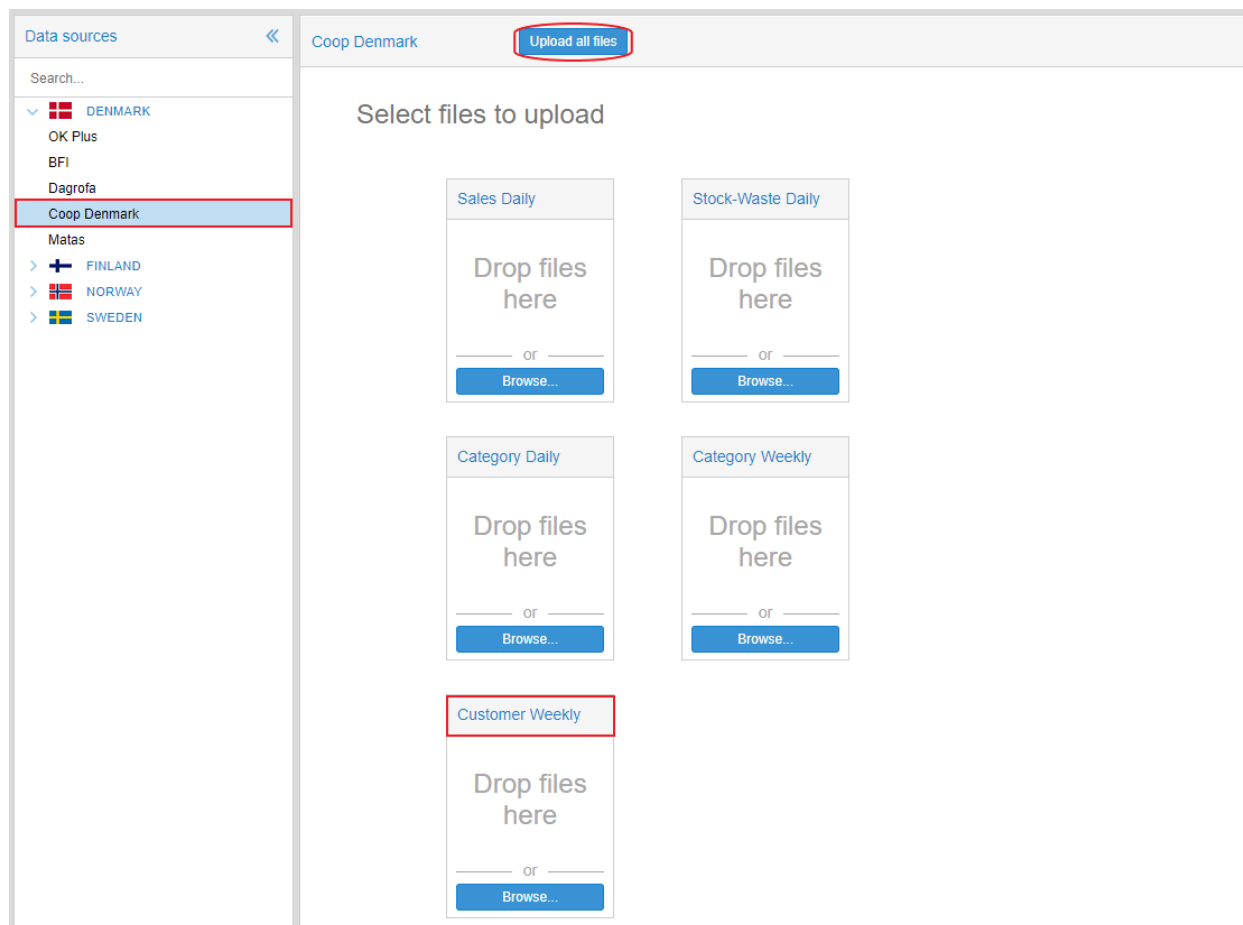
When you uploaded to our FTP it was in the folder *Stock-Waste*.



## Coop Customer Reports

Your Coop customer reports must be uploaded in the folder **Customer Daily**.

You can upload multiple files at once - **Remember to finish by pressing *Upload all files***.



The screenshot shows a web interface for uploading files. On the left, a sidebar titled 'Data sources' contains a search bar and a list of folders. The 'DENMARK' folder is expanded, showing sub-folders: 'OK Plus', 'BFI', 'Dagrofa', 'Coop Denmark' (highlighted with a red box), and 'Matas'. Under 'Matas', there are three more folders: 'FINLAND', 'NORWAY', and 'SWEDEN'. The main area is titled 'Coop Denmark' and has a red box around the 'Upload all files' button. Below this, the text 'Select files to upload' is followed by five upload boxes. Each box has a title, 'Drop files here', and a 'Browse...' button. The boxes are: 'Sales Daily', 'Stock-Waste Daily', 'Category Daily', 'Category Weekly', and 'Customer Weekly' (highlighted with a red box).

## Coop Category Reports

Your Coop Category Daily Reports must be uploaded in the folder **Category Daily**. (See picture on the next page)

You can upload multiple files at once - **Remember to finish by pressing *Upload all files***.

The screenshot shows the 'Data sources' interface for 'Coop Denmark'. On the left, a sidebar lists data sources under 'DENMARK', including 'Coop Denmark' which is highlighted with a red box. The main area is titled 'Select files to upload' and contains four upload boxes: 'Sales Daily', 'Stock-Waste Daily', 'Category Daily', and 'Category Weekly'. Each box has a 'Drop files here' area and a 'Browse...' button. The 'Upload all files' button at the top is circled in red, and the 'Category Daily' box is also highlighted with a red box.

Your Coop Category Weekly Reports must be uploaded in the folder ***Category Weekly***.

You can upload multiple files at once - **Remember to finish by pressing *Upload all files***.

This screenshot is similar to the one above, showing the 'Data sources' interface for 'Coop Denmark'. In this instance, the 'Category Weekly' box in the 'Select files to upload' section is highlighted with a red box, while 'Category Daily' is not.