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.
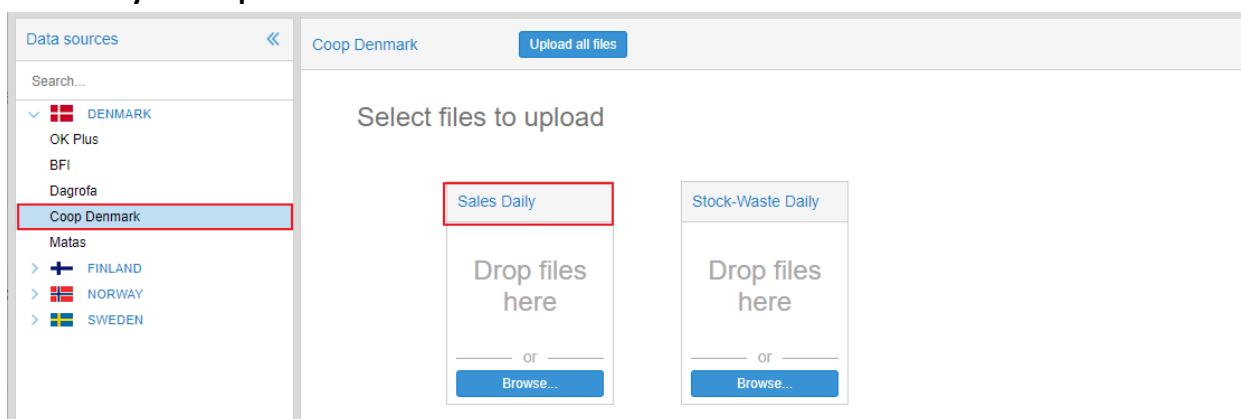
Coop Sales Reports

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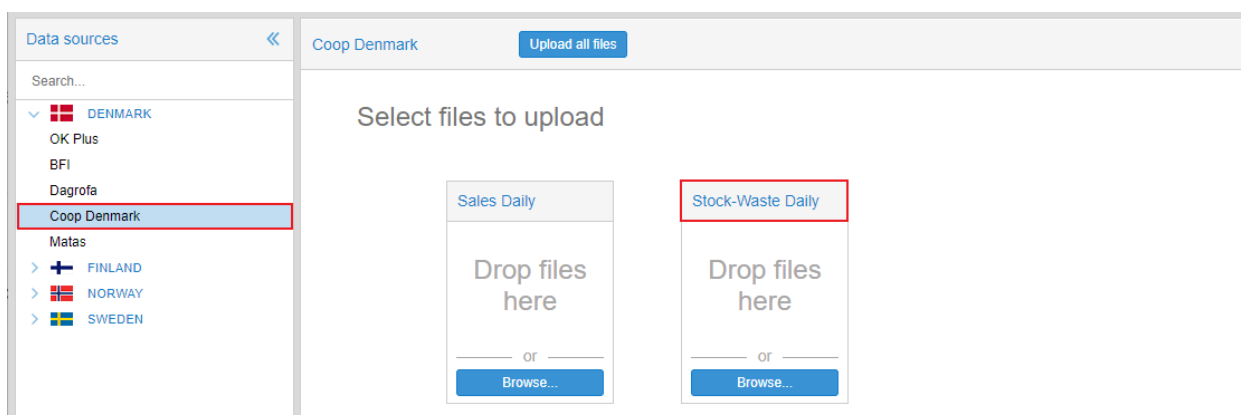
When you uploaded to our FTP it was in the folder Sales-DK.

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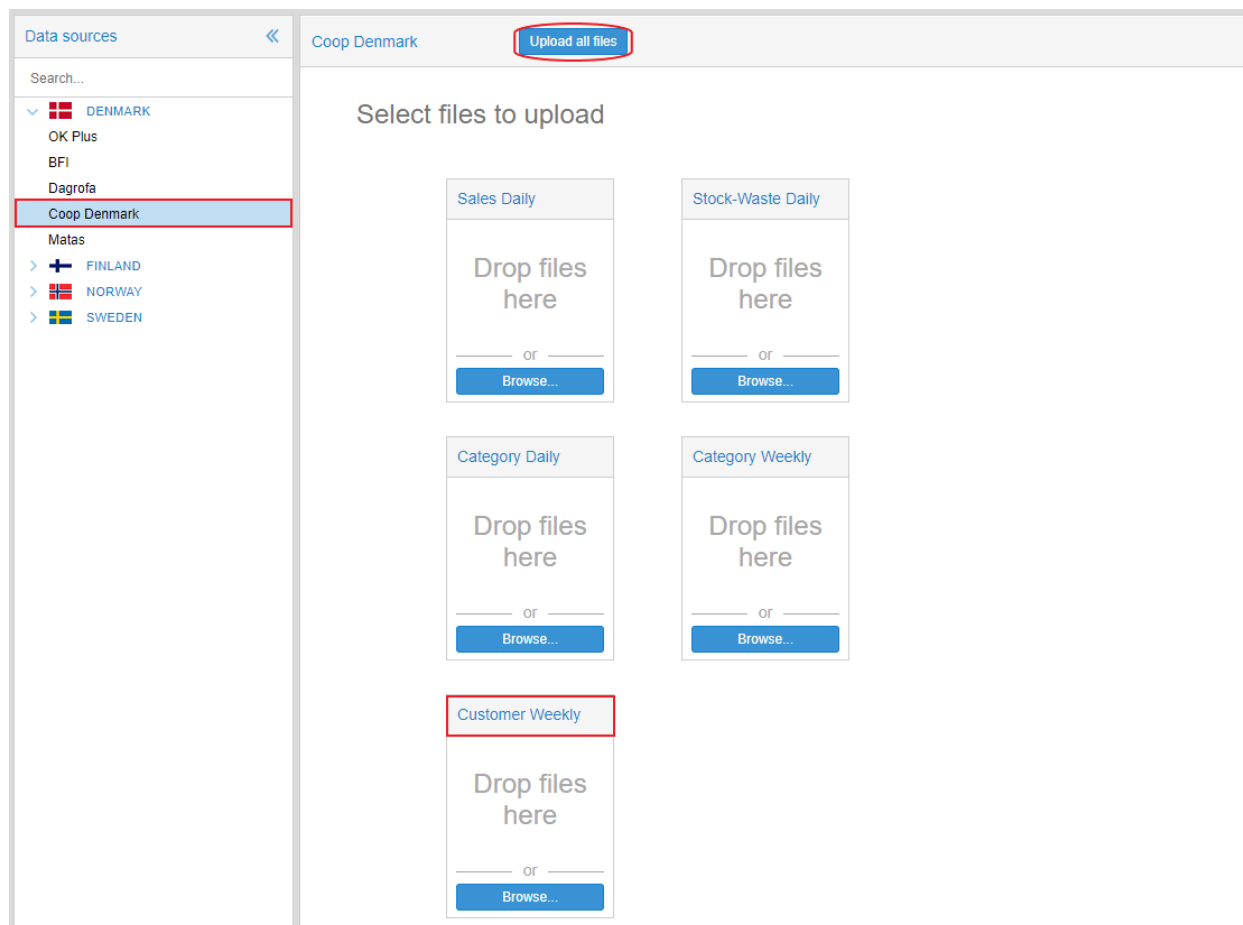
When you uploaded to our FTP it was in the folder *Stock-Waste*.

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*.**

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*.**

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*.**