

# How to upload Returned Volumes

This guide shows you how to upload returned sales-volumes in effectmanager.

*This guide is only of relevance if you have the promotion module in effectmanager.*



The advantage of uploading returned volumes to effectmanager is that it gives you a clear picture of how much volume is returned for each product on each promotion. Returned Volumes can help improve your evaluation of Sales In volumes for promotions in order to improve the forecast accuracy. Returned Volumes are normally exported from your ERP system or other planning tools.

## Uploading Returned Volumes

You can maintain Returned Volumes per Product or Returned Volumes per Chain. Go to settings in effectmanager, in the sidebar menu press *Sales per Product* or *Sales per Chain*.

*You can also correct Returned Volumes for a single product or chain in effectmanager, please see our guide [How to maintain sales figures in effectmanager](#)*

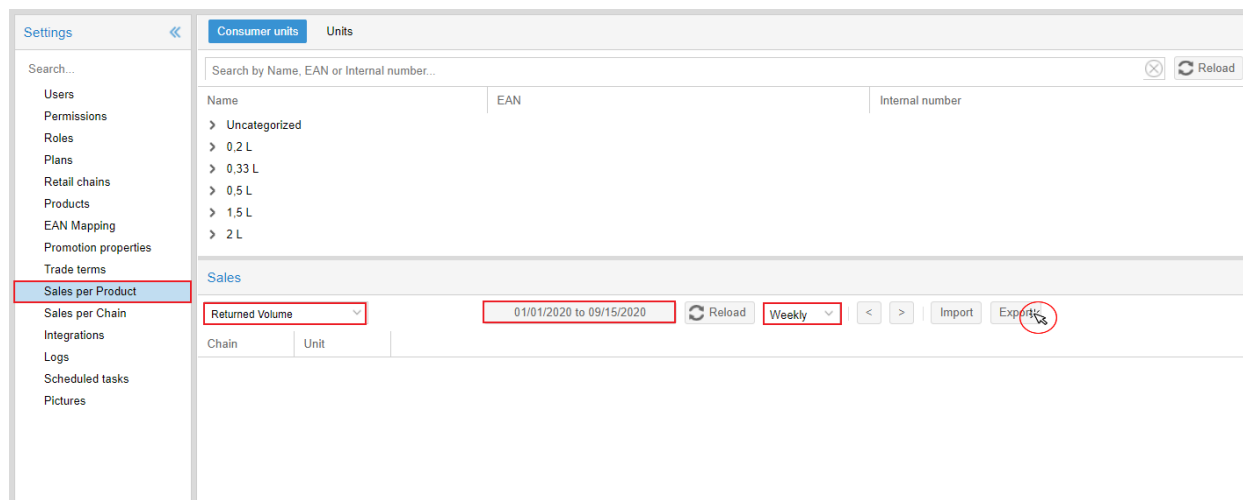
Both Sales per Product and Sales per Chain are set up with the same Export file.

In the example, we will use Sales per Product. In the top window, you see your Consumer Units and Units, and in the bottom window is a sales table.

**👍 Pro tip:** Returned Volumes are maintained on Consumer Units and is imported to promotions on Consumer Units

1. In the sales tables window, select the following and finish by pressing *Export*.

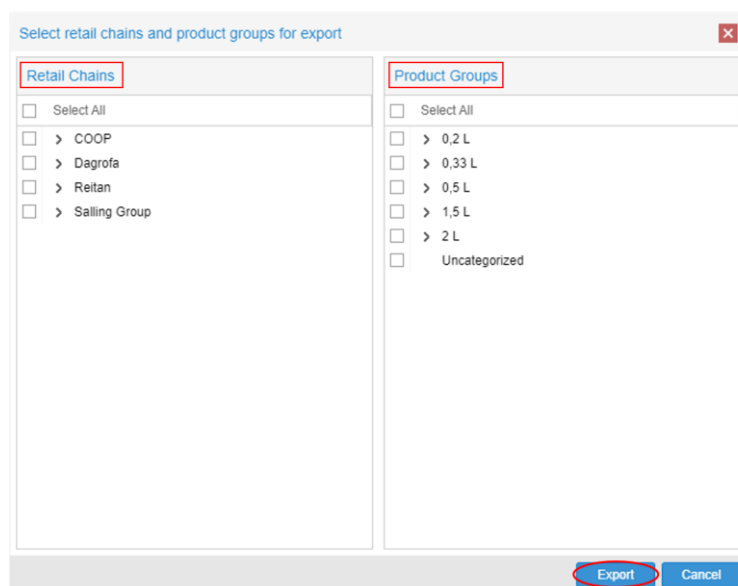
- Returned Volumes
- Period
- Level of the export (Daily, Weekly, Monthly, Yearly)



2. In a pop-up window, select the Chain(s) and Product Group(s) you wish to export, finish by pressing *Export*.

If nothing is selected, effectmanager will export all chains and all product groups.

**NB!** The volume file is exported on a chain and product level.



3. In the Excel file, the first three lines will indicate the type of export, the exported period, and what level.  
**NB!** Do not make corrections to these fields.

When importing the sales file, column J and onward must be filled out with your Returned Volumes.

	A	B	C	D
1	Type	ReturnedVolume		
2	Timestamp	12/31/2018	01/05/2020	
3	Mode	Weekly		
4	ChainId	ChainName	UnitId	UnitName
5	9c64e41a-bcde-45e7-bc84-9abed47b0015	Bilka	c6f07fbf-7887-4e9e-b15b-120889462255	Natural 1,5l
6	9c64e41a-bcde-45e7-bc84-9abed47b0015	Bilka	165efaba-410f-4d16-987b-1486daa02a63	Cherry & Pomegranate 0,5l
7	9c64e41a-bcde-45e7-bc84-9abed47b0015	Bilka	aeee32b1-0ad5-4260-8671-26ca6cdef57b	Orange & Guava 1,5l
8	9c64e41a-bcde-45e7-bc84-9abed47b0015	Bilka	5ac3e38e-2245-48f1-940c-2ef411ec872e	Coca-Cola
9	9c64e41a-bcde-45e7-bc84-9		46b-9864-4cca7c6dc268	Natural C + 1,5l
10	9c64e41a-bcde-45e7-bc84-9		c1b-beea-4ef19353ca	
11	9c64e41a-bcde-45e7-bc84-9		8f1-bfca-60c208c4e7	
12	9c64e41a-bcde-45e7-bc84-9abed47b0015	Bilka	3176124c-777c-48c7-9ddc-6c858c51d3	
13	9c64e41a-bcde-45e7-bc84-9abed47b0015	Bilka	a320788d-9e6f-4604-ba6e-7b1974567a3f	Strawberry & Kiwi 0,33l
14	9c64e41a-bcde-45e7-bc84-9abed47b0015	Bilka	17f04718-032b-4cf1-8f61-816afd73b3e2	Orange & Guava 0,33l
15	9c64e41a-bcde-45e7-bc84-9abed47b0015	Bilka	2b066513-2c28-47ad-acfd-923bc9d033d2	Lime & Elder flower 0,33l
16	9c64e41a-bcde-45e7-bc84-9abed47b0015	Bilka	378106ea-ce29-4cb9-9a55-a053af5047ba	Lime & Elder flower 1,5l
17	9c64e41a-bcde-45e7-bc84-9abed47b0015	Bilka	014214c9-be6a-44aa-846f-a0c02b563476	Grape & Elder flower 0,5l
18	9c64e41a-bcde-45e7-bc84-9abed47b0015	Bilka	8183c2a5-220c-42c2-a2ca-a49e9bcfeb78	Orange & Mango Energy 0,2l
19	9c64e41a-bcde-45e7-bc84-9abed47b0015	Bilka	7d5dca25-4d8a-47ae-826e-a4d700b3c3d5	Coke Minus Minus

**A – ChainId:** NEVER make corrections to this field. Unique code for the retail chain.

**C – UnitId:** NEVER make corrections to this field. Unique code for your unit.

**B – ChainName:** The chain(s) selected in your export.

**D – UnitName:** Your unit description name.

**E – EAN:** Consumer Unit EAN. *Obligatory*

**G – ExternalNumber:** Unit number from the wholesaler.

**I – Active:** Product status  
 Active = TRUE  
 Inactive = FALSE

	E	F	G	H	I	J	K	L	M
1									
2									
3									
4	EAN	InternalNumber	ExternalNumber	CustomerNumber	Active	W201901/2019	W201902/2019	W201903/2019	W201904/2019
5	7310350117413	543219	1373502	00008	TRUE	0	0	0	0
6	7310350117208	147258	1373503	00008	TRUE	0	0	0	0
7	7310350117024	658923	1373504	00008	TRUE	0	0	0	0
8	8644646	4577	1373505	00008	TRUE	0	0	0	0
9	7310350117000	4580	1373507	00008	TRUE	0	0	0	0
10	7310								
11	7310								
12	7310								
13	5700								
14	7310								
15	7310350116805	985625	1382502	00008	TRUE	0	0	0	0
16	5700417006804	543219	1382503	00008	TRUE	0	0	0	0
17	7310350117123	147258	1382504	00008	TRUE	0	0	0	0
18	57417134	658923	1382505	00008	TRUE	0	0	0	0
19	578887745635	4577	1382507	00008	TRUE	0	0	0	0

**F – InternalNumber:** Consumer Unit Internal Number.

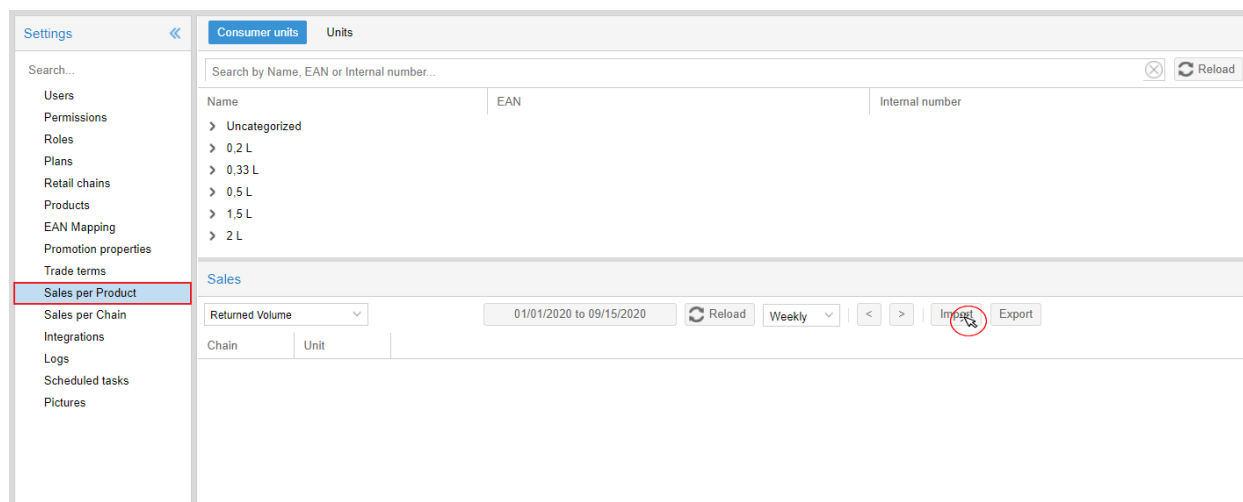
**H – CustomerNumber:** The Retail Chains internal number.

**J – :** The period exported will be visible from column J and onward.

**4.** When you have filled out your volume file save it and import it to effectmanager.

In the sales tables window, press *Import*.

**NB!** As the files in both Sales Table windows are identical, you can import it in the sales table of your choice.



**5.** In the pop-up window, find your file by pressing *Browse* and then press *Upload*.

A new pop-up informs you that the import has started.

**6.** When the import has completed, you will receive an email notification.

Your Returned Volumes are now imported to effectmanager. When you import a new Sales file, we recommend that you update the affected promotions with the newest sales figures.

*If you need a guide that shows you how to import the latest sales figures to your promotions, please see our guide [How to update promotions Sales Figures](#)*