

This is the official guide to Franchise Ordering System (FOS)

This user guide describes the functionalities in the FOS. After a short description of how to access the catalogs, the chapters will go through the various possibilities in the application.

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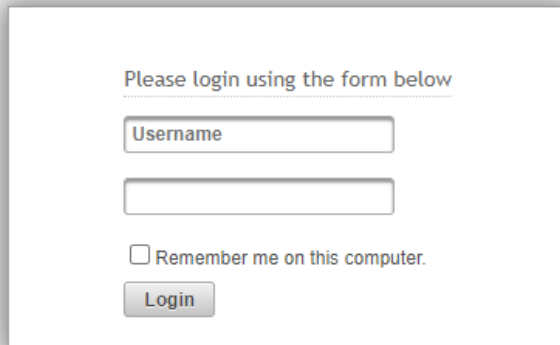
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0. Access FOS

JYSK Franchise Ordering System (FOS) is accessible on franchise.jysk.com.
The log-on is a two-step process, where you must enter your username and password.

Username and password will be provided by JYSK.

Franchise Ordering System



Please login using the form below

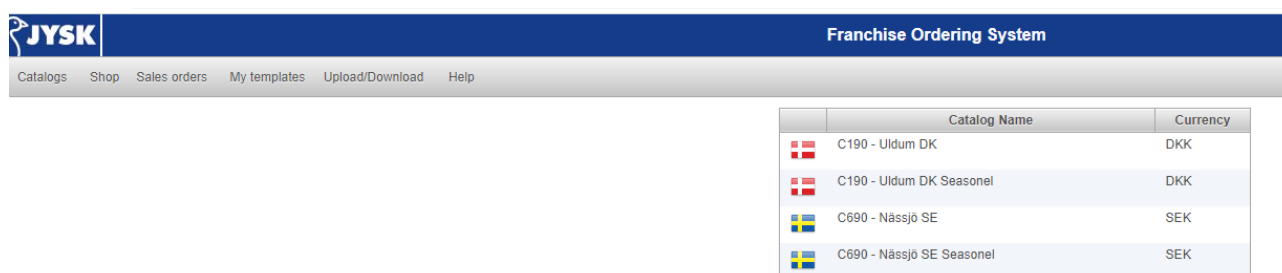
Username





Remember me on this computer.

Login

1. Catalog

This picture shown below will be visible for you once you enter the system – here you can see the catalog/s which are linked to a Franchise customer. Click on the catalog, where you want to place an order.



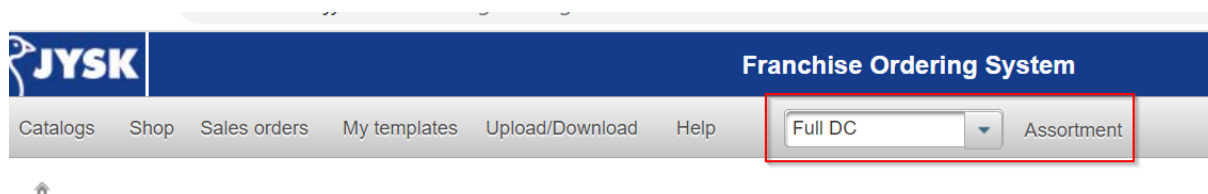
	Catalog Name	Currency
	C190 - Uldum DK	DKK
	C190 - Uldum DK Seasonel	DKK
	C690 - Nässjö SE	SEK
	C690 - Nässjö SE Seasonel	SEK

1.1 Selection of JYSK Benchmark country within a catalog

If a Franchise customer is set with possibility to select a JYSK Benchmark country, there will be a button "Assortment" in the menu bar which is visible after you have clicked on Catalog name in above screen.

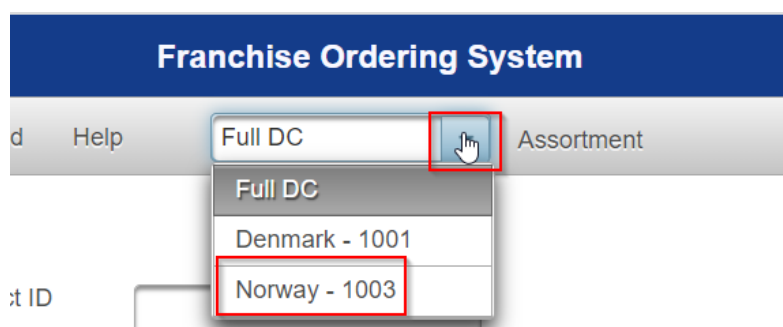
As default Assortment is set to "Full DC". This means that you will see all articles listed to this DC.

The setting of this feature is done by the Franchise Head Office (HO).

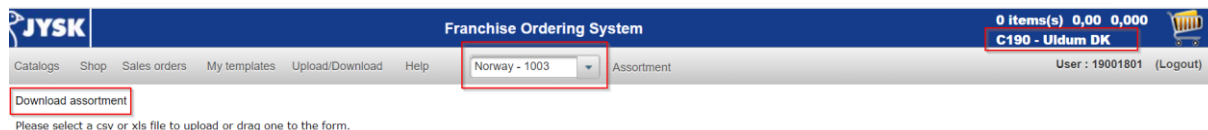


If you prefer to see the articles listed to a JYSK Benchmark country, you can click on the drop down menu and select the country.

The list of articles is only for the JYSK Benchmark country, which you can compare with. It gives a better overview, when ordering from your Benchmark country instead of a list of all articles to a full DC.



In download selection, you can see the chosen country in the dropdown menu and the selected DC. So in below example, the download will only include articles for Norway (C190 Uldum).



1.1.1 Download assortment of JYSK Benchmark country – Status code & Future status code

If a JYSK Benchmark county has been selected in Assortment, you will be able to see the status codes, future status codes and future status code valid from per articles for this country, when you download the assortment.

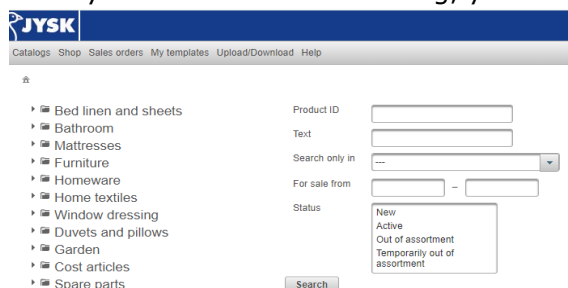
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	
#	Quantit	Article	Substitution Groi	Name	Cr	Rounding val	Coll ut	Status co	Future status co	Future status code valid fro	For sale fro	Status code valid fro	Latest discontinuati	Out of assortme	Merc. c	Brandtrademark nam
	0	1053001		Pillowcase 50x70/75cm MAJ KRONBORG	1	10	KAR	1	11	02-01-2023	03-01-2023	19-05-2022	FALSE	013203	KRONBORG	
	0	1391980		Duvet cover set ANIM Seersucker 140x200	1	6	KAR	1	11	02-01-2023	03-01-2023	31-05-2022	FALSE	011202	JYSK	
	0	1519881		Baby duvet cover set OLIVE 65x80	1	6	KAR	1	11	02-01-2023	03-01-2023	27-04-2022	FALSE	010411	KRONBORG	
	0	1520181	0009075	Baby duvet cover set VILDA 65x80	1	6	KAR	1	11	02-01-2023	03-01-2023	29-04-2022	31-12-9998	FALSE	010411	KRONBORG

If you select Full DC, you will not be able to see the status codes, but just a description if it is New, Active or Discontinued. Future status code and future status code valid from will be empty. This is due to different status codes from country to country.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	
#	Quantit	Article	Substitution Groi	Name	Cr	Rounding val	Coll ut	Status code	Future status co	Future status code valid fro	For sale fro	Status code valid fro	Latest discontinuati	Out of assortme	Merc. c	Brandtrademark na
	0	1001000		Duvet lock NELLIE 16pcs/pack	1	18	KAR	Discontinued			07-08-2012	23-11-2022	03-01-2023	FALSE	013402	Basic
	0	1008340	0000015	Pillowcase sateen 60x63/70 black	1	8	KAR	Discontinued			29-11-2016	07-12-2021	03-01-2023	FALSE	013203	KRONBORG
	0	1011400		Pillowcase 60x63/70 white	1	40	KAR	Active			08-01-2019	07-01-2019		FALSE	013201	Basic
	0	1011480	0006125	Pillowcase 50x70/75 white	1	40	KAR	Active			08-01-2019	26-09-2022		FALSE	013201	Basic
	0	1012701	0001507	Pillowcase sateen 60x63/70 white	1	8	KAR	Discontinued			11-10-2021	19-10-2022	31-12-9998	FALSE	013203	KRONBORG

1.2 Using search fields once you have entered the Catalog

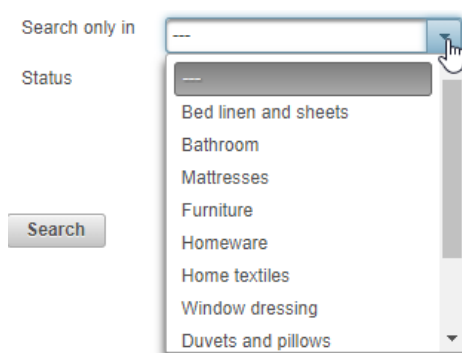
Once you have entered a catalog, you will see the following screen including a search box



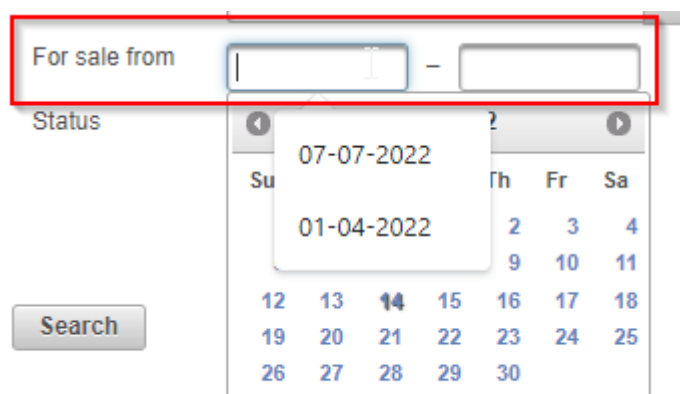
Product ID: Search either by entering the whole article number or part of it (at least 3 characters) using a star *. Searching for "361*" would for example return all articles starting with 361.

Text: Search either by entering whole words separated by a space or for part of a word (at least 3 characters) using a star *. For example, searching for "Hag*" would return all articles which starts with letters Hag (for example Hage & Hagtorn). Please note that the search is not case sensitive.

Search only in: Here you can reduce the search term to a specific material category – choose from selection list.



For Sales From: Here you can enter a date to see For Sales From (FSF) to check upcoming articles or seasons articles. You could add New in Status, if you prefer only to see FSF for new articles in a given period. When you choose the For Sale From field, a calendar is shown and you can select a date From and To or just one of them depending on what you prefer to see.



Status: Finally, you are able to reduce your selection further by choosing the status of the materials you wish to search out:

Status

- New
- Active
- Out of assortment
- Temporarily out of assortment

This enables you to do a very broad or narrow search in the orderable assortment. You are able to choose/select only New article (here you can also add FSF date), Active article, Out of assortment or Temporarily out of assortment. For instance, when the stock is empty, it can no longer be ordered and will be given status 'Out of assortment'.

You are able to combine all the search criteria described above. When doing so, the search will return the articles that fulfill all the criteria specified.

1.3 Product groups

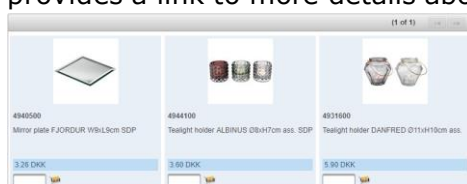
Instead of using the search options as described above, you can choose to navigate through the product groups.

Each product group is a folder in the assortment hierarchy and so you can choose one of the main groups and navigate further down the hierarchy to find the relevant article group:

- Bed linen and sheets
- Bathroom
- ▾ Mattresses
 - ▾ Box Mattresses
 - ▢ Box mattresses BASIC
 - ▢ Box mattresses PLUS
 - ▢ **Box mattresses GOLD**
 - Spring Mattresses
 - Foam Mattresses
 - Continental
 - Adjustable
 - Accessories
 - Top mattresses
 - Mattresses Baby/Jun
- Furniture
- Homeware
- Home textiles
- Window dressing
- Duvets and pillows
- Garden
- Cost articles
- Spare parts

1.4 Material specifications, price and instructions

Whether you find the articles by drilling down in the article hierarchy or by using the search fields, you will get at list of articles like the one shown in the figure below. The article image provides a link to more details about the relevant article.



Specifications will be showed for all articles as the product below. Below "Other product information" you will also find country of origin, Franchise price and Global price. Global price is JYSK recommended sales price. Next to Product details there is assembly instruction, test reports, declaration of conformity or EU declarations for customs, if article is created with any of this.

3700158 Table SANDVIG Ø120 nature Back

Product detail

- Size assembled: Diameter: 120 cm, Height: 74 cm
- Table height - floor to lowest edge of frame: 71 cm
- Size unassembled: Width: 126 cm, Length: 126 cm, Height: 9 cm
- Weight: 19 kg
- Material: Frame: Aluminium, Table top: Artificial wood (polystyrene), Legs: Aluminium
- Feet cap: Polypropylene
- Form: Round
- Treatment: Powder-coated
- Colour: Natural
- Assembly status: Self assembly
- Storage: Store inside during winter time

Value to the customer

Aluminium	Aluminium is a light and elegant material which will not rust. Aluminium requires no maintenance and is easy to clean with a damp cloth.
Artificial wood (polystyrene)	Artificial wood is a maintenance-free synthetic material with a natural looking wood structure. It is made from plastic, such as polystyrene, which forms a durable and weatherproof material. Artificial wood is UV-protected, which ensures a colourfast surface.
Powder-coated	Powder-coating helps protect metal against wear and rust. Powder-coating is a process of applying a protective layer of tinted powder to metal.

Promotion material

Promotion text 3	Aluminium and artificial wood, Ø120 x H74 cm
------------------	--

Other product information

Colli: 1
Rounding value: 1
EAN number: 5701390629134
Purchasing Group: 046
Sales Status: 12 - Active
For Sale From: 04-04-2022
Return Agreement: Z3
Merchandise category: 90101 - Tables, artwood
Country of origin: China (CN)

See larger image

Assembly instructions and test reports

- Assembly instructions
- Test report

1.4.1 Product information – Latest Discontinuation date 31-12-9998

In "Other product information", you can see latest discontinuation date (if there is any).

If latest discontinuation date is 31-12-9998 it means that this article will be replaced by the same article but with a new article number. You can also see that these articles will have a substitution group.

4911720 Tealight holder SVENDSEN Ø9xH10cm

Product detail

- Material: Glass
- Size: Diameter: 9 cm, Height: 10 cm
- Colour: Clear, Light red, Orange
- Appearance: The materials and/or production method provide each product with its own unique appearance
- Use: Indoor

Promotion material

Promotion text 1	Ø9 x H10 cm
Promotion text 2	Ø9 x H10 cm

Other product information

Substitution Group: 0008125
Colli: 1
Rounding value: 8
EAN number: 5722000243076
Purchasing Group: 041
Sales Status: 11 - Active
For Sale From: 18-01-2022
Latest Discontinuation: 31-12-9998
Return Agreement: Z2

1.4.2 Product information – Latest Discontinuation date – out of assortment

In “Other product information”, you can see latest discontinuation date (if there is any).

This is the date when article is expected to go out of assortment. Status of article will often be “Discontinued”

Other product information

Substitution Group: 0005989
 Colli: 1
 Rounding value: 6
 EAN number: 4250282955901
 Purchasing Group: 052
 Sales Status: 21 - Discontinued
 For Sale From: 29-06-2021
Latest Discontinuation: 28-06-2022
 Return Agreement: Z2

1.4.3 Product information – For Sale From

In “Other product information”, you can see For Sales From date. If date is in future, status of article will often be “New”

Other product information

Substitution Group: 0002957
 Colli: 2
 Rounding value: 1
 EAN number: 5708155974287
 Purchasing Group: 012
 Sales Status: 1 - New
 Substitution: 3100915 Bed frame KONGSBERG 180x200 grey
For Sale From: 30-07-2022
 Return Agreement: Z2

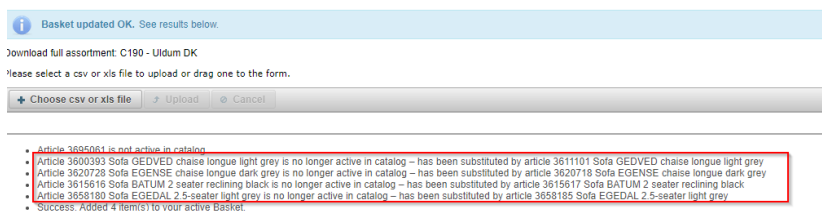
1.5 Substitutions

Substitution articles are replacements of previous articles. The new substitution is created as a new article with a new article number. The article is linked together with a replacement group.

Real substitutions:

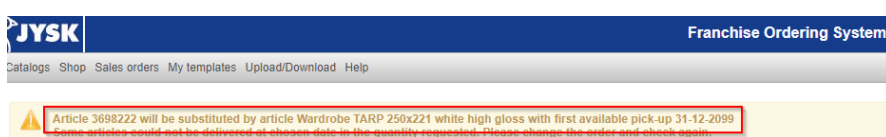
Two articles that are identical. The customer should not be able to see any difference on the products.

If you place an order on an inactive article (by upload function), it will automatically place order on the new substitutions article with a message that article **has been substituted** by a new article number. Replaced article will automatically be selected and added to the basket, if it is available:



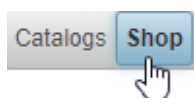
If you place an order on an active article, where we do not have enough on stock, a message will be displayed that article **will be substituted** by a new article number. It will not create an order on the new substitution article as the current article is still active and substitution still has status New.

You will have to order this when it is available again. It will not be added to your basket.



2. Shop

Once you have chosen a catalog, you can browse through the assortment available in the catalog by choosing the icon "Shop"



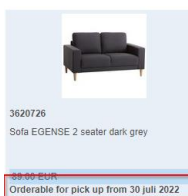
When there is a text box and shopping cart with no message below, it means it is on stock and available, so it is ready to be purchased.



When there is a text box and a shopping cart with a message below "Orderable for pick up after xx", it means that it is out of stock at the moment, but will be ready for orderable after that date. You are able to place an order on it, but pick up date has to be AFTER that date.



When there is no text box or shopping cart but just a text, when it is orderable, it is often a new product where you can see the For Sale From date, when it is possible to purchase.

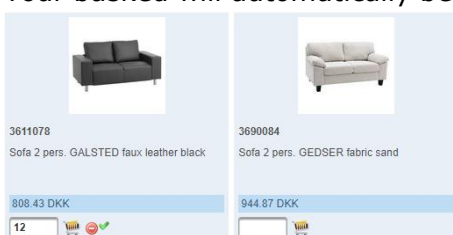


When there is no text box or shopping cart but just a text "Not orderable", it is often due to status code is "discontinued", so it is not possible to order this.



2.1 Basket

Please find the relevant article and add in requested quantity in the blank box. In order to add the article to the shopping basket, please click on the shopping basket or Enter. Your basket will automatically be updated.



If you click on the shopping basket in the upper right corner, you will access the basket.



Basket summary

Order at: C190
 Pickup date:
 Total Price Net: 10,764.84 DKK
 Total volume: 6.345 M3
 Total weight: 221.588 KG
 total no. of packages: 25 KAR
 Purchase order number:
 Free Text (Max 396 characters):

Check out

Select pickup date and then press the 'create sales order' button.

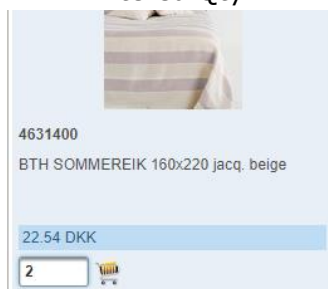
Select pickup date:

Quantity	Coll	Article	Origin	Name	Weight	Volume	Unit Price
12		3223923	PL	Matress 80x200 PLUS S15 DREAMZONE	9.000 KG	0.256 M3	431.57 DKK
12		3223932	PL	Matress 90x200 PLUS S15 DREAMZONE	9.000 KG	0.270 M3	454.23 DKK
6		4831400	IN	Bed throw SOMMERERK 160x220 beige	0.933 KG	0.005 M3	22.54 DKK

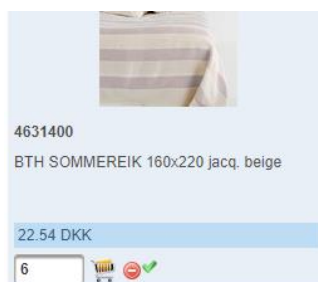
2.1.1. Rounding rule

Please note: When adding to the shopping basket, the quantities are automatically rounded to full collies. Quantities are always rounded up.

Entered Qty = 2:



Rounded Qty = 6:



2.1.2 Changing the basket

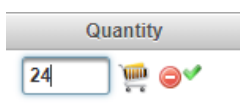
When you have entered the basket, you will be able to find an overview of your basket, with possibility to correct your order qty/articles.

If you wish to continue shopping – you simply go back to the shop by clicking on the “shop” headline in the menu bar or the “Continue shopping” button.

If you wish to delete a line – you must click on the icon shown next to the shopping basket on the specific article line.



If you wish to change the requested quantity, you can do this in the basket as well by changing the quantity. When the quantity has been changed, a small green check mark will appear.



2.1.3 Basket summary

At the very top of the order page, you can see a basket summary including total price, total weight and volume. Weight and volume are added for each article as well as for total order as this enables more efficient transport planning.

Basket summary	
Order at:	C190
Pickup date	
Total Price Net:	660.60 DKK
Total volume:	0.182 M3
Total weight:	32.640 KG
total no. of packages:	8 KAR

If you wish to add additional text and remarks to your order - you can do this in the Purchase order number and Free text field.

Basket summary

Order at: C190

Pickup date

Total Price Net: 10,764.84 DKK

Total volume: 6.345 M3

Total weight: 221.598 KG

total no. of packages: 25 KAR

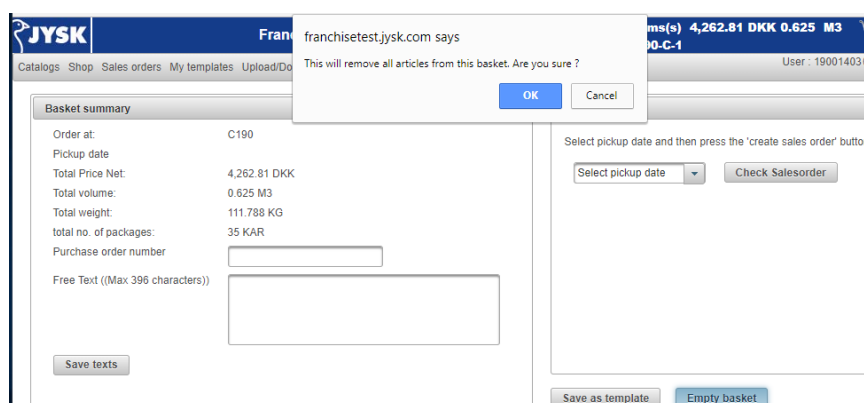
Purchase order number

Free Text ((Max 396 characters))

Please remember to press "Save text" – the text will not be saved if this has not been done.

2.1.4 Empty basket

Finally, you have the option to "Empty basket" on the basket page. When you click the "Empty basket", you will receive a warning first (pop up message - see below), which you will have to confirm. Once that is done, everything currently in your basket has been deleted.



Press "OK" and your basket will be emptied.

2.1.5 Exit & logging out

Please note that you can exit the system or log out and your basket will maintain until your next entrance. This way, you will have the opportunity to start your order and finalize it the following day/days.

We recommend finishing your shopping basket the same day as you start to add articles in the shopping basket. Otherwise, there is a risk that some articles are no longer available.

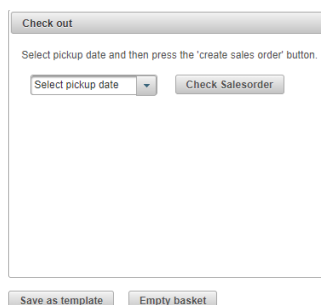
2.2 Sending an order

Once you have finalized your order/shopping you go to the shopping basket.

Here you have three options:

1. Check the sales order (mandatory)
2. Save as template

3. Empty basket

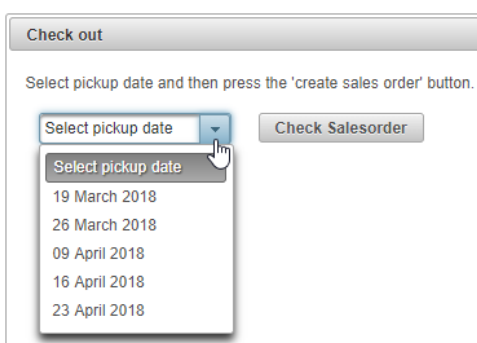


Check out

Select pickup date and then press the 'create sales order' button.

Select pickup date

If your order is ready, please select a pickup date from the drop-down menu. You can select a pickup date 3 month in advance.



Check out

Select pickup date and then press the 'create sales order' button.

Select pickup date

- Select pickup date
- 19 March 2018
- 26 March 2018
- 09 April 2018
- 16 April 2018
- 23 April 2018

The warehouse will have the order ready for pickup on the selected date.
NB: orders have a frozen period on 7 days.

Example: if your pick-up day is every Monday, you will need to place your order for Monday week 5 at the latest Sunday week 3.

2.2.1 Check sales order – messages appear if article not available

When you have chosen a pick-up date, please click "Check sales order"

The order will now be checked in regards to prices, availability and weight/volume calculation. This might take a few minutes depending on the order size.

Checking salesorder - this could take a few minutes.

- **Full quantity not available**

Some articles might not be available at the chosen pick-up date, and then messages will appear:

Quantity	Expected quantity	Next delivery date	
12  	4	30 May 2018	

In the above image, you can see that you have requested 12 pcs but only 4 is available for ordering at the selected pick-up date and next available ordering date in May 30th.




When you click "Reduce quantities and recheck order", you will only get 4 pcs. confirmed. *Please note that the rest will be removed from your sales order.*

To get the rest confirmed, if needed, you should enter a new order at "next delivery date". If you wish to have full amount confirmed, you will need to change pick up date to "Next delivery date".

Next delivery date is when next purchase order is confirmed or depending on the lead time for this article.

- **Out of assortment**

- Article 3607730 Sofa bed chaiselongue HAVDRUP dark grey is not active in catalog

Quantity	Expected quantity	Next delivery date	
13  	0	Out of assortment	

In the above image, you can see that an article is Out of assortment, this means that the article is no longer active in the catalog, and it will not be ordered. This message will only occur if you use the download / upload function. If you shop by adding one article at the time, you will not be able to add this to the shopping basket. Then the article would have been displayed with "Not orderable"

- **Reduce quantities and recheck order**

Before the order can be placed, please go through the highlighted articles and decide whether or not other articles should be added to the basket as replacement. You can also change the Pick-up date, if you can wait and then have article confirmed for next delivery date.

Once the order is reviewed, please press the "Reduce quantities and recheck order"

[Reduce quantities and recheck order](#)

The articles will be removed from the order and the basket will be changed. Please note that requested quantities which were not confirmed, will not be placed on this order. You should enter new order on new delivery date for these articles.


Now you are able to send the complete order to JYSK by choosing the "Create Sales Order" icon.

Check out

Create sales order

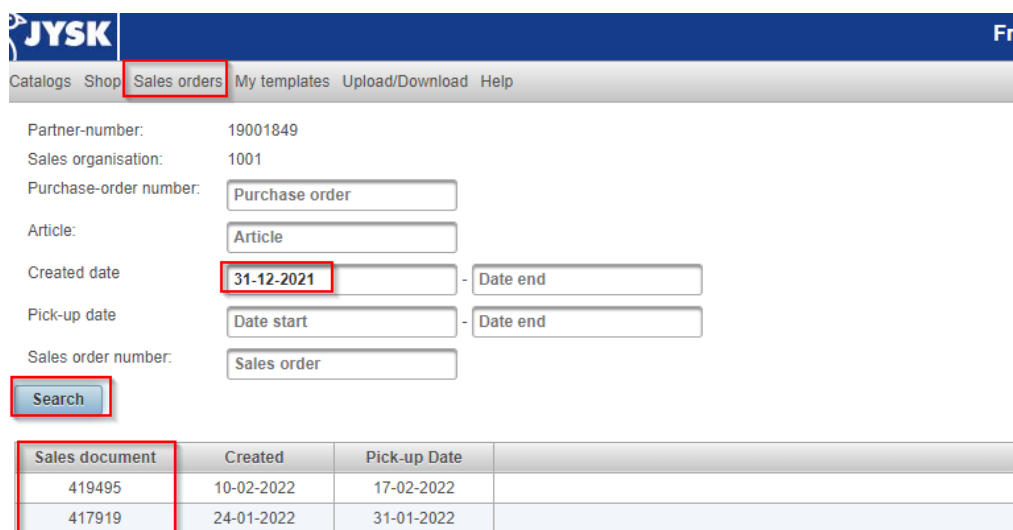
2.2.2 Sales order confirmed

Once the order is successfully placed, you will see the order number in the very top of the page.

 Sales order created 343473

Please remember to save this number, since this is very useful when contacting JYSK regarding the specific order.

You can see your sales order number in the folder "Sales orders" and search on Created date, to check your sales orders.



Partner-number: 19001849
 Sales organisation: 1001
 Purchase-order number:
 Article:
 Created date: -
 Pick-up date: -
 Sales order number:

Sales document	Created	Pick-up Date
419495	10-02-2022	17-02-2022
417919	24-01-2022	31-01-2022

2.3 Order Template

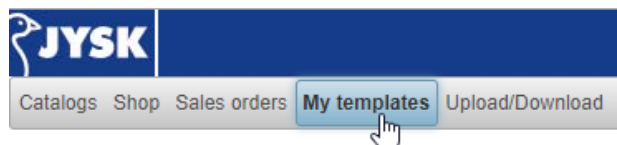
It is possible to save an order template by using the icon "Save as template" This could be for your main products (the ones you order every time) and/or seasonal templates.

You can have as many as you like.

Please prepare a basket as described above. When you enter the basket view, you can either create a sales order or save the current basket as template:

Purchase order number and Free text can be saved on templates as well.

When pressing 'Save as template', your template has been saved for later use and reuse. In order to view/choose/add this template, you go to the 'My Template' in the top menu bar:



By choosing that you will be able to see all your templates for the catalog chosen:

Basket templates

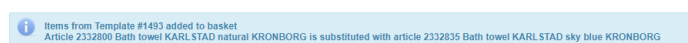
	ID	Created	Catalog	Purchase order number	Free text	Lines	Total price	Total volume
Use template Add items Delete View	1109	06-02-2018 13:33	FAC190-C-1			23	4.262.81 DKK	0.625 M3
Use template Add items Delete View	1021	08-01-2018 13:15	FAC190-C-1			15	2.777.03 DKK	0.336 M3

As you can see, you can beneficially add a "Free text" in order to keep track of your different templates.

Within the basket template, you have 4 different options.

- You can either use the template and then the template will be set as current basket
- You can add articles, meaning you can add the articles from the template to your shopping basket even though you already have other articles in your basket. If the article already exists in the shopping basket, the article will simply appear twice.
- You can delete your template and remove it from FOS.
- You can view/display your template to see its content.

If an article in the template has been discontinued, it will not be added to the basket. If an article has been substituted by a substitution, the new substitution will be added to the basket and the template will be updated. A message will inform you about the substitution:



Basket templates

	ID	Created	Catalog
Use template Add items Delete View	1495	12-07-2018 08:44	FAC190-C-1
Use template Add items Delete View	1493	12-07-2018 08:24	FAC190-C-1

3. Upload/Download files & Orders

You can create your order by using download and upload function. With this feature, it is possible to upload a list of article numbers and corresponding quantities to the shopping basket.

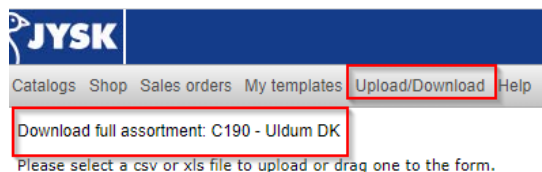
Every time the upload function is to be used, please download a new assortment catalog as some articles might have been substituted, deleted or added since the last catalog download. Catalog is updated each night. So it is important that you download the same day as you want to place the order and use upload function.

3.1 Create the file

Firstly, you will have to download the assortment of the chosen catalog. You can download the full assortment or part of the assortment.

3.1.1 Download full assortment

To download full assortment, click on "Download full assortment" of given catalog



An excel sheet will open with all articles. Please note that it includes all status codes. You could use Status code as filter. You are only able to place order for active articles. Otherwise you get a message about this when you upload the file.

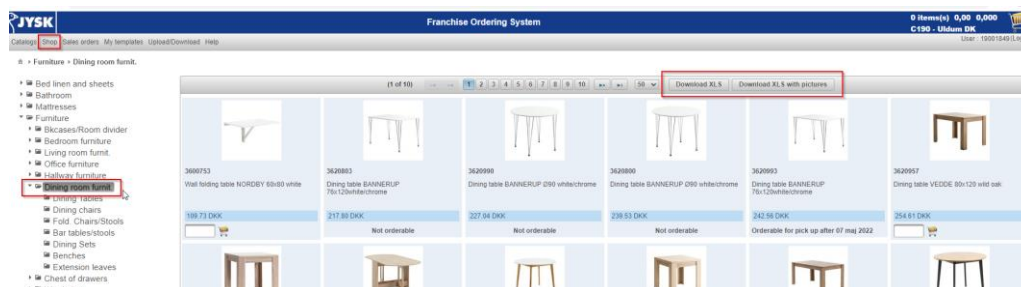
Exception: If an article has been substituted with a new article, you are able to place an order even if the article is "discontinued", if the new substitution article is active.

Add quantity in column A "Quantity"

#	Quant	Article	Substitution Gro	Name	Status code	For sale fro	Status code valid fro	Latest discontinued	Out of assortme	Marc. cl	Price
1	0	1426600	0000354	Waterproof sheet 50x30cm		25-10-2021	25-10-2021		FALSE	010401	
2	0	1402800	0000354	Waterproof sheet 50x30cm		24-08-2011	25-10-2021	31-12-9998	FALSE	010401	
3	0	1607001	0000531	Jersey sheet 40x95x10cm white KRONBORG		08-06-2020	07-08-2020		FALSE	010401	1
4	0	1415800	0002892	Flat sheet Flannel 100x140cm white		30-12-2020	21-09-2021	31-12-9998	FALSE	010401	1
5	0	1414900	0002892	Flat sheet Flannel 100x140cm white		21-09-2021	28-02-2022	31-12-9998	FALSE	010401	1
6	0	1604401	0000531	Jersey sheet 40x95x10cm white KRONBORG		14-08-2018	08-06-2020	31-12-9998	FALSE	010401	1






3.1.2 Download part of assortment

To download part of the assortment, click on relevant product group in the hierarchy and choose "Download XLS" or "Download XLS with pictures" (file with picture is heavy and can take a little longer)



An excel sheet will open will all files which include picture (please note all status code is included as mentioned above)

Add quantity in column A "Quantity"

A	B	C	D	E	F	G	H	I	J	K	L	M	N
# Quantity	Article	Substitution Group	Name	Picture	Coll	Rounding value	Coll unit	Status code	For sale from	Status code valid from	Latest discontinuation	Out of assortment	Marc. cat. P
0	5600753		Wall folding table NORDBY 60x80 white		1		1 KAR	Active	02-08-2019	07-06-2021	10-01-2023	FALSE	040601
0	5620803	0003801	Dining table BANNERUP 76x120white/chrome		2		1 KAR	Discontinued	21-08-2017	30-08-2021	31-12-9998	FALSE	040601
0	5620990	0003800	Dining table BANNERUP Ø90 white/chrome		2		1 KAR	Discontinued	11-11-2021	22-03-2022	29-07-2022	FALSE	040601
0	5620800	0003800	Dining table BANNERUP Ø90 white/chrome		2		1 KAR	Discontinued	02-10-2017	11-11-2021	31-12-9998	FALSE	040601
0	5620993	0003801	Dining table BANNERUP 76x120white/chrome		2		1 KAR	Active	30-08-2021	21-03-2022		FALSE	040601

The file includes relevant information about articles (scroll through the list to see all relevant data).

3.1.3 Next ordering date

Further to the right you can also see column "Next ordering date"

If the cell is empty, there should be stock available (at the time when the catalog was last updated). If it includes a date, this will be the next expected pick-up date. This date is based on the next purchase order and otherwise based on the lead time of the article.

A	B	C	D	E	F	G	H	I	AG	
# Quantit	Article	Substitution Gro	Name	C	Rounding valu	Colli ui	Status code	For sale fro	Next ordering da	Promotion
0	1426600	0000354	Waterproof sheet 50x90cm	1	12	KAR	Active	25-10-2021		Specialty
0	1607001	0000531	Jersey sheet 40x95x10cm white KRONBORG	1	6	KAR	Active	08-06-2020		100% cott
0	7330400	0004072	Duvet cover set CATERINA Micro 140x200	1	6	KAR	Active	09-07-2021		100% poly
0	7330480	0003127	Duvet cover set CATERINA Micro 140x200	1	6	KAR	Active	24-03-2021	15-05-2022	100% poly
0	7361680		Duvet cover set BELINA Micro 140x200	1	6	KAR	Active	04-01-2022	07-05-2022	100% poly

3.1.4 Save as CSV file

The file must be saved locally as a CSV-file (comma delimited) or XLS- file. It is enough to save column A & B.

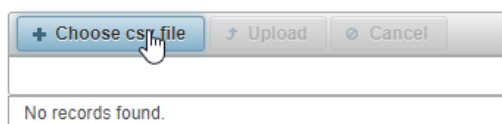
File name:	franchise_export (3)
Save as type:	CSV (Comma delimited)

3.2 Upload the file

In order to upload the file, you must choose the file you have just saved (Figure above), and click the "Choose CVS or XLS file" button.

Download full assortment: FAC190-C-1

Please select a csv file to upload or drag one to the form.

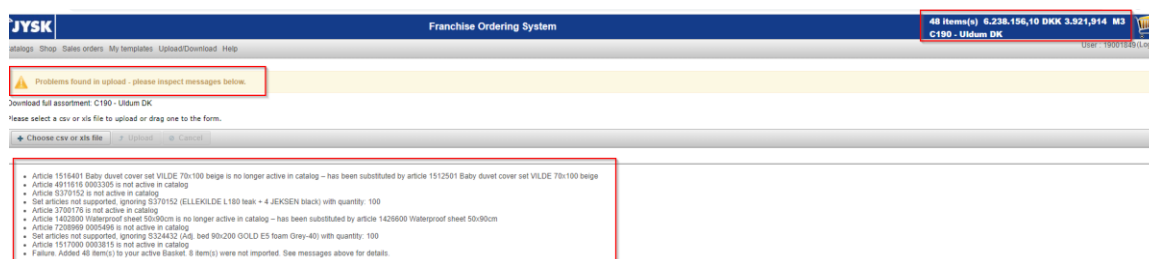


It is enough to upload column A: quantity and B: article number. You do not need to delete the other columns but they are not required. Your ordered articles will automatically be added to the shopping basket.

3.3 Messages in FOS when creating your order

When you are done with your upload, there might be some articles which could not be ordered.

You will get a message with "Problems found in upload". Click on shopping cart in right corner.



Select a Pick-up date in dropdown and Check Sales order.

Then an additional message will appear, and the lines will be marked with yellow.

To complete and create the sales order, you will have to "Reduce quantities and recheck order". You can only create sales order on confirmed quantity. The rest will be removed from the sales order and will not be placed on your order.

Read further below about different messages.

JYSK Franchise Ordering System 48 items(s) 6.228.156,10 DKK 3.921,914 M3
C190 - Ulfum Det

Article 361105 will be substituted by article Sofa GEVJED chaise longue light gray with first available pick-up 31-12-2099
 Article 362012 will be substituted by article Sofa GIGME 2 seater dark gray with first available pick-up 31-12-2099
 Article 362050 will be substituted by article Sofa bed BRVJUG gray with first available pick-up 31-12-2099
 Article 491109 will be substituted by article Pilsner corkscrew SCORCH black/rose white WCLD with first available pick-up 31-12-2099
 Some articles could not be delivered at chosen date in the quantity requested. Please change the order and check again.

Basket summary
 Order id: C190
 Pickup date:
 Total Price Net: 5.569.774,24 DKK
 Total volume: 3.821.914 M3
 Total weight: 343.665.666 KG
 Total no. of packages: 12148 KAR
 Purchase order number:
 Free Text (Max 396 characters):

Check out
 Select pickup date and then press the 'create sales order' button
 05 maj 2022 Check Salesorder
 Some products could not be shipped at the requested pickup date. Please change the pickup date and re-check the order.
 Alternatively, click the button below to reduce quantities and re-check the order. You should then make a new order with the missing quantities.
 Reduce quantities and recheck order

Messages
 No records found.

Quantity	Expected quantity	Next delivery date	Coll	Rounding value	Article	Origin	Name	Weight	Volume	Unit Price	Total weight	Total volume	Total price
500	139	12 maj 2022		1	3255178	CN	Mattress 160x200 GOLD FS9 light gray	22.900 KG	0,240 M3	731,39 DKK	11.450.000 KG	119.852 M3	369.695,00 DKK
200	14	12 maj 2022		2	3600095	PL	Sofa bed LANDERSLEY dark gray	68.400 KG	0,899 M3	1.130,89 DKK	13.280.000 KG	161.720 M3	226.170,00 DKK
100	0	12 maj 2022		2	3600148	PL	Sofa SHALBAARD open-end right light gray	81.000 KG	1,979 M3	1.823,87 DKK	8.100.000 KG	197.803 M3	162.397,00 DKK
200	0	16 juni 2022		1	3600368	CN	Sofa GISTRUP 3 seater dark blue	32.000 KG	0,883 M3	886,21 DKK	6.400.000 KG	160.650 M3	161.242,00 DKK

3.3.1 Article is not active in catalog

This is depending on status code, which you are able to check in your download sheet. It is only articles with status "Active" which are orderable.

- Status "New": New article, which is not active yet. Often it will have a future FSF date
- Status "Discontinued": Inactive article
- Status "Temporary order block": Article is temporary blocked. It could be active again

Result -> Article will not be added to the basket

3.3.2 Article is no longer active in catalog – has been substituted by article xxx

Requested article is inactive and **has been** replaced by a new substitution article automatically

Result -> Substitution article will be added to the basket

3.3.3 Set article is not supported, ignoring Sxxx

Article number which starts with S and includes a set of different articles (example: dining table + 4 chairs) is not possible to order. This is just for you to view the set of articles.

Result -> Article will not be added to the basket



3.3.4 Article will be substituted by article xxx

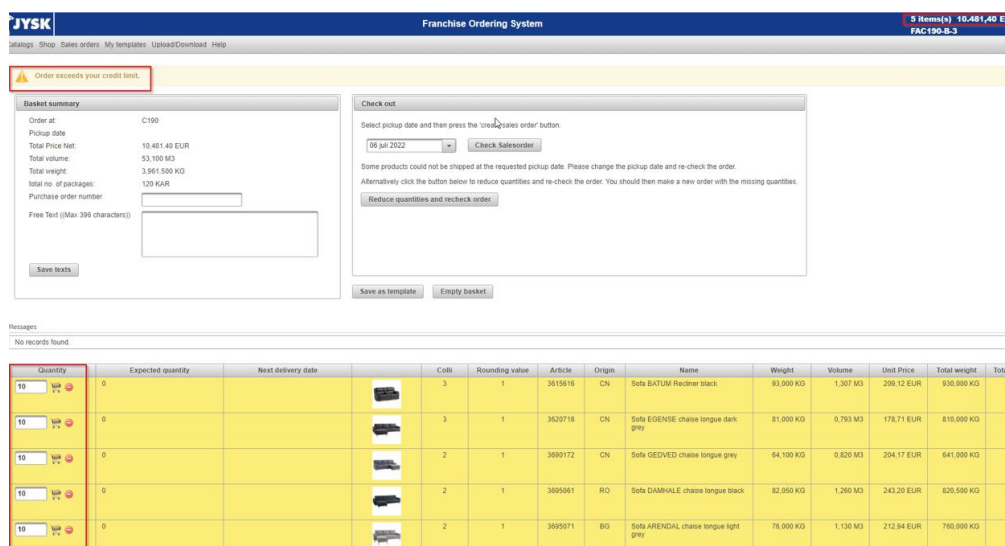
If you order an active article without enough quantity on stock and the article has a substitution article linked to it, you will receive a message that this article will be substituted by the substitution article, and be informed about the first available pick-up date.

Result -> New substituted article will not be added to the basket

4.0 Credit limit

It is not possible to create a sales order in FOS, if the value of the sales order exceeds the credit limit.

When you click "Check Salesorder", FOS makes a simulation of the sales order. At the same time it will check available credit. If the sales order exceeds the credit limit, you are not able to create the sales order. You will get a message "Order exceeds your credit limit".



The screenshot shows the JYSK Franchise Ordering System interface. At the top, there is a navigation bar with the JYSK logo and the text "Franchise Ordering System". On the right side of the navigation bar, it displays "9 Items(s) 10.481,40 EUR" and "FAC199-B-3". Below the navigation bar, there is a yellow warning banner that says "Order exceeds your credit limit." Below the banner, there are two main panels: "Basket summary" and "Check out".

The "Basket summary" panel shows the following details:

- Order at: C190
- Pickup date: 10.481.40 EUR
- Total Price Net: 53.100 M3
- Total volume: 3.961.500 KG
- Total no. of packages: 120 KAR
- Purchase order number: [input field]
- Free Text (Max 399 characters): [input field]

The "Check out" panel shows a "Check Salesorder" button and a message: "Some products could not be shipped at the requested pickup date. Please change the pickup date and re-check the order. Alternatively click the button below to reduce quantities and re-check the order." Below this message is a "Reduce quantities and recheck order" button.

Below the panels, there is a "Messages" section that says "No records found". At the bottom, there is a table with the following columns: Quantity, Expected quantity, Next delivery date, Cols, Rounding value, Article, Origin, Name, Weight, Volume, Unit Price, Total weight, and Total. The table contains five rows of items, each with a quantity of 10 and an expected quantity of 0. The items are:

Quantity	Expected quantity	Next delivery date	Cols	Rounding value	Article	Origin	Name	Weight	Volume	Unit Price	Total weight	Total
10	0		3	1	351516	CN	Sets BATUM Rectifier black	93,000 KG	1,307 M3	299,12 EUR	930,000 KG	13
10	0		3	1	352978	CN	Sets EDOENSE chaise longue dark grey	81,000 KG	0,793 M3	178,71 EUR	810,000 KG	7
10	0		2	1	359072	CN	Sets OEDVED chaise longue grey	84,100 KG	0,820 M3	204,17 EUR	841,000 KG	8
10	0		2	1	359501	RO	Sets DAMHALE chaise longue black	82,050 KG	1,260 M3	243,20 EUR	820,500 KG	12
10	0		2	1	3595071	BG	Sets ARENDAL chaise longue light grey	78,000 KG	1,130 M3	212,84 EUR	780,000 KG	11

You can reduce the quantities or remove some articles in order to get below your credit limit and place the order.

JYSK Franchise Ordering System | 5 Items(s) 1.045,14 EUR 5,310 M3 | FACT190-B-3 | User: 19003101 (Logout)

Category: Shop | Sales orders: My templates | Upload/Download | Help

Basket summary

Order at: C190
 Pickup date: 15-03-2018
 Total Price net: 53.100 M3
 Total volume: 3.961.500 KG
 Total weight: 129 KAR
 Purchase order number:
 Free Text (Max 396 characters):

Check out

Select pickup date and then press the 'create sales order' button.

06 Jun 2022

Some products could not be shipped at the requested pickup date. Please change the pickup date and re-check the order.
 Alternatively click the button below to reduce quantities and re-check the order. You should then make a new order with the missing quantities.

Messages: No records found.

Quantity	Expected quantity	Next delivery date	Colls	Rounding value	Article	Origin	Name	Weight	Volume	Unit Price	Total weight	Total volume	Total price
1	1		3	1	3815616	CN	Sofa BATUM Raciner black	63,000 KG	1,307 M3	299,12 EUR	63,000 KG	1,307 M3	209,12 EUR
1	1		3	1	3820718	CN	Sofa EGENSE chaise longue dark grey	81,000 KG	0,793 M3	178,71 EUR	81,000 KG	0,793 M3	178,71 EUR
1	1		2	1	3891172	CN	Sofa GEDVED chaise longue grey	64,100 KG	0,820 M3	294,17 EUR	64,100 KG	0,820 M3	294,17 EUR
1	1		2	1	3895061	RO	Sofa DAMVALE chaise longue black	82,950 KG	1,260 M3	243,20 EUR	82,950 KG	1,260 M3	243,20 EUR
1	0		2	1	3895071	RO	Sofa ARDENAL chaise longue light grey	76,900 KG	1,136 M3	212,84 EUR	76,900 KG	1,136 M3	212,84 EUR

2.13.0-dnu-6+6363dd-integration-2.13.x - come_jay - 2022-06-09T06:01:25+0200

Otherwise you need to check if any invoice/s should be paid in order to get below the credit maximum..

5.0 Sales order

In the menu bar, you can find a headline called "Sales orders"

Here you can find all the sales orders. You have different filter selection to select what you prefer to see. Click "Search" to view a sales document.

You also see an overview of weight and volume for each sales order.

JYSK Franchise Ordering System | 0 Items(s) 0,00 0,000 | C190 - Børstetulleke B0, Remanent | User: 19003101 (Logout)

Category: Shop | Sales orders: My templates | Upload/Download | Help

Partner number: 19003407
 Sales organization: JYSK
 Purchase order number:
 Article:
 Created date: 09-03-2022 - 09-03-2022
 Pick-up date: -
 Sales order number:

Sales document	Created	Pick-up Date	Purchase order	Weight	Volume
42492	09-03-2022	15-03-2022	NEW FURNITURE	21.177 190 KG	117,237 M3
42498	09-03-2022	15-03-2022	MR	32.996 854 KG	308,868 M3
42451	09-03-2022	15-03-2022	gite	126 500 KG	0,720 M3
419631	04-03-2022	15-03-2022	04.03.2022 outlet	253 302 KG	0,489 M3
421362	01-03-2022	09-03-2022	GARDEN	85.961 813 KG	699,192 M3

If you double click on a sales order number, the order details will expand.

Sales order

Sales document 343471
 Created 13-02-2018
 Requested pickup 15-03-2018
 Purchase order
 Weight 86.810 KG
 Volume 0.524 M3

Basket info

Order at: C190
 Total price net: 5.991.65 DKK
 Total volume: 0.524 M3
 Total weight: 86.810 KG
 Total no. of packages: 32 KAR

Customer texts

Purchase order number
 Free text

Item	Article	Description
000010	1336800	Duvet cover set ANE Sateen SGL
000020	1368000	Duvet cover set FREDRIKKE Sateen SGL
000030	1402900	Waterproof sheet 65x140cm

5.1 Sales order status

After a sales order has been created, there can be changes to the order when the DC perform the daily Available To Promise (ATP) check. This can be due to less quantity available, new pick-up date or an article has been deleted from the sales order. If there have been changes to the sales order, lines will be marked with yellow, when you open your sales document below (double click on the sales order number). You must open your sales order to view status of the sales order.

If your sales order is above the credit maximum, the sales order will be marked with red.

To see the status on your sales order, click on Sales order and enter selection of dates or a specific sales order number. Double click on the sales order, you would like to check.

Sales document	Created	Pick-up Date	
427568	10-06-2022	21-06-2022	PO-0358
427536	08-06-2022	21-06-2022	PO-0372

Articles with changes are placed in top and are marked with yellow.

If one article will have a delivery split, you will see the article on two lines with confirmed quantity for the first shipment and the remaining quantity on a second line and with a new pickup date.

If one article will have a new pickup date, you will see this in column "confirm message".

If you click "Confirm changes", the line will no longer be marked with yellow and the status will be updated. It does not make any difference if you click "Confirm changes" or not. New status or pick up date will count anyway. However, the benefit of clicking "Confirm changes" is that the line will not be marked yellow, so you are able to see when new changes appear and when we have confirmed changes.

Item	Article	Description	Requested quantity	Confirmed quantity	Delivered quantity	Net Price	Total price	Currency	Unit	Total weight	Total volume	Plant	Status	Confirm message
000039	3700014	Recliner chair MILLERY black	24	22	0	16,620	392,440	EUR	ST	72,800 KG	1,475 M3	C190	In progress	Please confirm new quantity
000039	3700014	Recliner chair MILLERY black	24	2	0	16,620	32,040	EUR	ST	6,000 KG	0,124 M3	C190	New pickup date: 28-06-2022	Please confirm new quantity
000199	3710011	Stacata JERUP W275xL275 grey	18	0	0	35,560	0,000	EUR	ST	0,000 KG	0,000 M3	C190	In progress	Please confirm new quantity
000199	3710011	Stacata JERUP W275xL275 grey	18	18	0	35,560	640,800	EUR	ST	216,000 KG	1,843 M3	C190	New pickup date: 28-06-2022	Please confirm new quantity
000270	3775840	Table MADZERUP W950xL200 black	2	2	0	78,810	159,620	EUR	ST	44,000 KG	0,318 M3	C190	In progress	Please confirm new pickup date: 28-06-2022
000480	6410001	Stool Jang 300, 0110x044 white	12	12	0	1,480	72,000	EUR	ST	7,800 KG	0,260 M3	C190	In progress	Please confirm new pickup date: 28-06-2022
000050	6417000	Stacata Jangler MYGGA C20xH30 grey	5	5	0	2,620	13,100	EUR	ST	7,500 KG	0,975 M3	C190	In progress	Please confirm new pickup date: 28-06-2022
000010	3700018	Recliner chair STORD naturu	4	4	0	88,850	355,440	EUR	ST	45,200 KG	1,417 M3	C190	In progress	
000020	3700019	Lounge chair UBERUP assorted	42	42	0	15,640	656,880	EUR	ST	204,800 KG	1,499 M3	C190	In progress	

Status shows current status of the sales order:

- **In progress:** Sales order is still in progress and not shipped yet
- **Completed:** Sales orders is closed and shipped
- **Partial Delivery:** Part of requested quantity has been delivered. Balance quantity has been deleted/closed

- Deleted: The article on sales order has been closed

5.1.1 Status "Deleted"

If an article has not been sent together with the rest of the sales order, the daily ATP check will find a new pick-up date. If the article has not been shipped within 30 days after the rest of the sales order, the DC will close the article and change the status will change to "Deleted". The column "Confirm message" will display the latest pick-up date according to the ATP check.

If you wish the article to be sent, please contact the DC to have it open again or create a new sales order.

Item	Article	Description	Requested quantity	Confirmed quantity	Delivered quantity	Net Price	Total price	Currency	Unit	Total weight	Total volume	Plant	Status	Confirm message
000010	5908302	Replacement bag for bed linen	800	800	0	0,040	32,000	EUR	ST	13,600 KG	0,022 M3	C790	Deleted	Please confirm new pickup date: 22-12-2021
000020	5909932	Plast strips for hanging up sign insert	1000	1.000	0	0,010	10,000	EUR	ST	1,000 KG	0,003 M3	C790	Deleted	Please confirm new pickup date: 22-12-2021

After "Confirmed changes", status is updated and lines are no longer marked with yellow.

Item	Article	Description	Requested quantity	Confirmed quantity	Delivered quantity	Net Price	Total price	Currency	Unit	Total weight	Total volume	Plant	Status	Confirm message
000010	5908302	Replacement bag for bed linen	800	800	0	0,040	32,000	EUR	ST	13,600 KG	0,022 M3	C790	Deleted	
000020	5909932	Plast strips for hanging up sign insert	1000	1.000	0	0,010	10,000	EUR	ST	1,000 KG	0,003 M3	C790	Deleted	

5.1.2 New Pick-up date

If an article will not ready at a requested pick-up date, the line will be marked with yellow and "Confirm message" will display with a new pick-up date.

Status "In progress" means order has not been shipped/closed yet.

Item	Article	Description	Requested quantity	Confirmed quantity	Delivered quantity	Net Price	Total price	Currency	Unit	Total weight	Total volume	Plant	Status	Confirm message
000010	5871211	NORDIC BATH endst Magnet SIC3 887x1735mm	9	9	0	21,700	195,300	EUR	ST	22,500 KG	0,041 M3	C790	In progress	Please confirm new pickup date: 11-05-2022

5.1.3 New Quantity

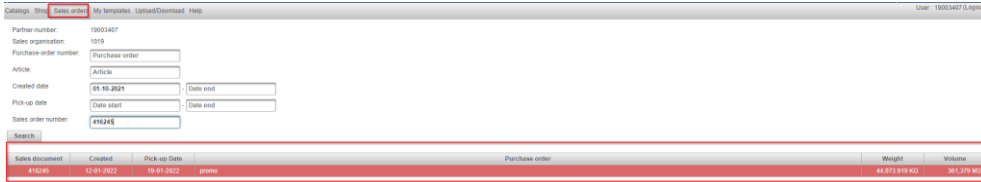
If requested quantity cannot be shipped in full, part of the quantity will be created on a new line on the sales order in FOS. The article number and name are the same but is written two times with an update on "Requested quantity" and "Confirmed quantity" and new pick-up dates.

Item	Article	Description	Requested quantity	Confirmed quantity	Delivered quantity	Net Price	Total price	Currency	Unit	Total weight	Total volume	Plant	Status	Confirm message
000030	3770024	Recliner chair MELLEY black	24	22	0	16,020	352,440	EUR	ST	72,800 KG	1,475 M3	C190	In progress	Please confirm new quantity
000030	3770024	Recliner chair MELLEY black	24	2	0	16,020	32,040	EUR	ST	6,600 KG	0,134 M3	C190	In progress	New pickup date: 28-05-2022
000100	3770011	Espresso JFRUP W076x477x950	18	18	0	35,560	640,080	EUR	ST	0,000 KG	0,000 M3	C190	In progress	Please confirm new quantity

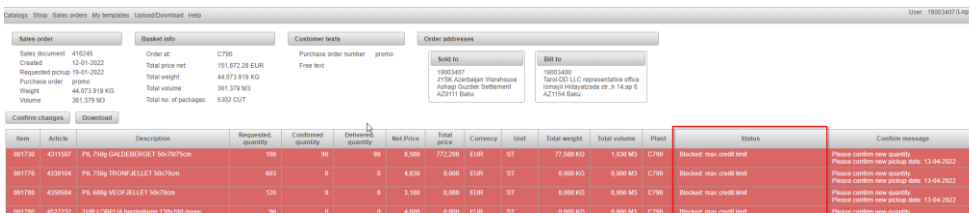
5.1.4 Blocked max credit limit

If the value of a sales order exceeds the credit maximum the sales order will be blocked.

You can see blocked sales orders on the front page in FOS. They are marked with red, and it is not necessary to double click on the sales order to check the status. This is because it concerns a full sales order which is blocked and not only some individual articles.

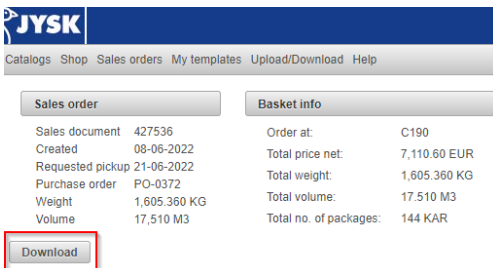


When you double click on sales order, you can see on status "Blocked: max credit limit"



5.2 Download sales orders

You can also choose to download the sales order, by clicking on "Download" button and then get the sales order in excel file. Please note that the download will only include that information on the sales order at this moment of the download. So, if at a later point, there are changes on the sales order, that will not be visible on the already downloaded file.



A	B	C	D	E	F	G	H	I	J	K	L	M
Sales document	Created	Requested pickup	Purchase order	Weight	Volume	Order at	Total price net	Total weight	Total volume	Total no. of packages	Purchase order number	Error text
427536	08-06-2022	21-06-2022	PO-0372	1,605,360 KG	17,510 M3	C190	7,110.60 EUR	1,605,360 KG	17,510 M3	144 KAR	PO-0372	GARDEN ORDER TOP UP (TO BE ADDED TO PO-0366)
427536	08-06-2022	21-06-2022	PO-0372	1,605,360 KG	17,510 M3	C190	7,110.60 EUR	1,605,360 KG	17,510 M3	144 KAR	PO-0372	GARDEN ORDER TOP UP (TO BE ADDED TO PO-0366)