

# Sanlux JARVIS – Customer Portal Manual

## Operating Scenarios and Procedures

Number	Scenario	Description
1.	Create Requisition Order	To proceed: After confirming a batch of planned demand, create and submit a requisition.
2.	View order status	After submitting an order, view the current status of the order and the execution status of each order.
3.	View Delivery Execution Status	After the order is submitted, categorized it into "Pending Shipment" and "Shipped" based on its shipping status.
4.	View Consolidation in Shipped Orders	After the delivery status changes to "Shipped", perform consolidation operations on the effective orders.
5.	View Execution Details	View order and material details.
6.	View Invoicing Records	View issued invoice records to confirm whether the order invoicing process is completed and track the customer's payment progress.
7.	View Payment Records	To confirm payment status and verify transaction details.

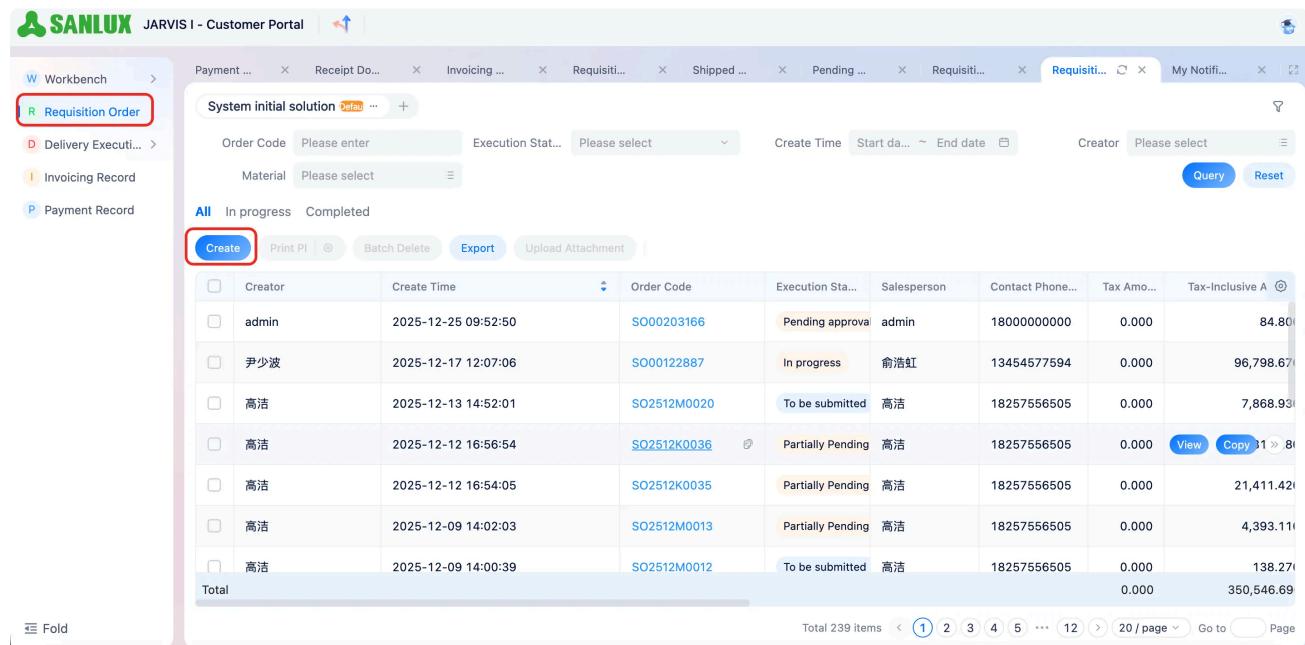
8.	Switch Language	English  Chinese. One tap to switch.
----	-----------------	---

## 1. Create A Requisition Order

Page Path:

【Purchase Order】 — 【All】 — 【Create】

Click the 【Create】 button to enter the "Create Requisition Order" page.



The screenshot shows the 'Requisition Order' list page. The 'Create' button is highlighted with a red box. The table below shows a list of requisition orders with columns: Creator, Create Time, Order Code, Execution Sta..., Salesperson, Contact Phone..., Tax Amo..., and Tax-Inclusive A. The table includes a header row and several data rows. At the bottom, there is a pagination bar showing 'Total 239 items' and page numbers 1 through 12.

Creator	Create Time	Order Code	Execution Sta...	Salesperson	Contact Phone...	Tax Amo...	Tax-Inclusive A
admin	2025-12-25 09:52:50	SO00203166	Pending approval	admin	18000000000	0.000	84.80
尹少波	2025-12-17 12:07:06	SO00122887	In progress	俞浩虹	13454577594	0.000	96,798.67
高洁	2025-12-13 14:52:01	SO2512M0020	To be submitted	高洁	18257556505	0.000	7,868.93
高洁	2025-12-12 16:56:54	SO2512K0036	Partially Pending	高洁	18257556505	0.000	View Copy 1 > 80
高洁	2025-12-12 16:54:05	SO2512K0035	Partially Pending	高洁	18257556505	0.000	21,411.42
高洁	2025-12-09 14:02:03	SO2512M0013	Partially Pending	高洁	18257556505	0.000	4,393.11
高洁	2025-12-09 14:00:39	SO2512M0012	To be submitted	高洁	18257556505	0.000	138.27
Total							0.000 350,546.69

Fill in the basic information of requisition order.

Basic information

Customer	DEMO-001 001	Address *	60 XXXX ROAD	External Doc...	Please enter	Contact Per...	RXXXX
Contact Info...	021-88888888	Salesperson	admin	Salesperson...	18000000000	Remarks	Please enter
Document ... *	美元						

Order item line

No.	Belt Identifier Name	Material Name	Trademark	Trade...	Packag...	Unit of ...	Tax-Inc...	Order Qu...	Expected Deliver...	Tax-Inc...	Opti...
1	-	* Please select	-	-	-	* -	-	* 包装...	Select date	-	<a href="#">Delete</a>
Total 0											

+ 1 ▲ Line | Batch Import of Materials

Related Party

Fold | Cancel | Save | Submit

Complete the order line items. Fields marked with a *red asterisk* (\*) are required.

Basic information

Customer	DEMO-001 001	Address *	60 XXXX ROAD	External Doc...	Please enter	Contact Per...	RXXXX
Contact Info...	021-88888888	Salesperson	admin	Salesperson...	18000000000	Remarks	Please enter
Document ... *	美元						

Order item line

No.	Belt Identifier Name	Material Name	Trademark	Trade...	Packag...	Unit of ...	Tax-Inc...	Order Qu...	Expected Deliver...	Tax-Inc...	Opti...
1	-	* Please select	-	-	-	* -	-	* 包装...	Select date	-	<a href="#">Delete</a>
Total 0											

+ 1 ▲ Line | Batch Import of Materials

Related Party

Fold | Cancel | Save | Submit

To simplify identification, use [Belt Identifier Name] for material name confirmation.

Or click the 【Material Bulk import】 button.

Upload a file. The system will automatically identify multiple material information lines and import them into the order line items.

Note: The file must comply with the import template requirements specified on the page.

Enter the material name on the left, and the sales quantity on the right.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	物料/Material	销售数量/Sales Quantity															
2																	
3																	
4																	
5																	
6																	
7																	
8																	
9																	
10																	
11																	
12																	
13																	
14																	
15																	
16																	
17																	
18																	
19																	
20																	
21																	
22																	
23																	
24																	
25																	
26																	
27																	

After completing the data entry above, click **【submit】** button to place requisiton order.

## 2. View order status

Page Path: [Purchase orders]–[All]

System initial solution

Order Code: Please enter Execution Status: Please select Create Time: Start date... ~ End date Creator: Please select

Material: Please select

Creator: admin, Order Code: SO00203166, Execution Status: Pending approval, Salesperson: admin, Contact Phone...: 18000000000, Tax Amo...: 0.000, Tax-Inclusive A: 84.800

尹少波, Order Code: SO00122887, Execution Status: In progress, Salesperson: 俞浩虹, Contact Phone...: 13454577594, Tax Amo...: 0.000, Tax-Inclusive A: 96,798.670

高洁, Order Code: SO2512M0020, Execution Status: To be submitted, Salesperson: 高洁, Contact Phone...: 18257556505, Tax Amo...: 0.000, Tax-Inclusive A: 7,868.930

高洁, Order Code: SO2512K0036, Execution Status: Partially Pending, Salesperson: 高洁, Contact Phone...: 18257556505, Tax Amo...: 0.000, Tax-Inclusive A: 1,319.280

高洁, Order Code: SO2512K0035, Execution Status: Partially Pending, Salesperson: 高洁, Contact Phone...: 18257556505, Tax Amo...: 0.000, Tax-Inclusive A: 21,411.420

高洁, Order Code: SO2512M0013, Execution Status: Partially Pending, Salesperson: 高洁, Contact Phone...: 18257556505, Tax Amo...: 0.000, Tax-Inclusive A: 4,393.110

高洁, Order Code: SO2512M0012, Execution Status: To be submitted, Salesperson: 高洁, Contact Phone...: 18257556505, Tax Amo...: 0.000, Tax-Inclusive A: 138.270

Total: 239 items, 350,546.69

Page Path: [Purchase orders]–[In Performance]

System initial solution

Order Code: Please enter Execution Status: Please select Create Time: Start date... ~ End date Creator: Please select

Material: Please select

Creator: 尹少波, Order Code: SO00122887, Execution Status: In progress, Salesperson: 俞浩虹, Contact Phone...: 13454577594, Tax Amo...: 0.000, Tax-Inclusive A: 96,798.670

Total: 0.000, 96,798.67

Page Path: [Purchase orders]–[Finished]

The screenshot shows the 'Requisition Order' section of the Sanlux JARVIS Customer Portal. The 'Completed' status is highlighted in the filter bar. The table below shows a list of completed orders with columns for Creator, Create Time, Order Code, Execution Status, Salesperson, Contact Phone, Tax Amount, and Tax-Inclusive Amount. The total for all completed orders is 146,617.99.

Creator	Create Time	Order Code	Execution Status	Salesperson	Contact Phone...	Tax Amo...	Tax-Inclusive A
高洁	2025-10-29 09:12:54	SO2510M0024	Shipped	高洁	18257556505	0.000	3,098.61
高洁	2025-10-10 15:01:39	SO2510M0008	Shipped	高洁	18257556505	0.000	403.92
高洁	2025-10-10 15:00:03	SO2510M0007	Shipped	高洁	18257556505	0.000	3,728.74
高洁	2025-10-10 14:56:39	SO2510M0006	Shipped	高洁	18257556505	0.000	6,241.39
高洁	2025-10-10 09:47:39	SO2510M0004	Shipped	高洁	18257556505	0.000	2,139.24
高洁	2025-10-08 12:46:45	SO2510K0012	Shipped	高洁	18257556505	0.000	13,726.94
高洁	2025-10-08 12:43:13	SO2510K0011	Shipped	高洁	18257556505	0.000	9,411.80
		Total				0.000	146,617.99

Use the filters at the top of the page to select orders. The list below shows orders selected based on execution status.

The screenshot shows the 'Requisition Order' section of the Sanlux JARVIS Customer Portal. The 'Completed' status is highlighted in the filter bar. The 'Execution Status' dropdown is open, showing various status options: To be submitted, Pending approval, In Production, Partially Pending Shipment, To be shipped, In progress, and Shipped. The 'In progress' status is highlighted in the dropdown. The table below shows a list of completed orders with columns for Creator, Create Time, Order Code, Execution Status, Salesperson, Contact Phone, Tax Amount, and Tax-Inclusive Amount. The total for all completed orders is 146,617.99.

Creator	Create Time	Order Code	Execution Status	Salesperson	Contact Phone...	Tax Amo...	Tax-Inclusive A
高洁	2025-10-29 09:12:54	SO2510M0024	Shipped	高洁	18257556505	0.000	3,098.61
高洁	2025-10-10 15:01:39	SO2510M0008	Shipped	高洁	18257556505	0.000	403.92
高洁	2025-10-10 15:00:03	SO2510M0007	Shipped	高洁	18257556505	0.000	3,728.74
高洁	2025-10-10 14:56:39	SO2510M0006	Shipped	高洁	18257556505	0.000	6,241.39
高洁	2025-10-10 09:47:39	SO2510M0004	Shipped	高洁	18257556505	0.000	2,139.24
高洁	2025-10-08 12:46:45	SO2510K0012	Shipped	高洁	18257556505	0.000	13,726.94
高洁	2025-10-08 12:43:13	SO2510K0011	Shipped	高洁	18257556505	0.000	9,411.80
		Total				0.000	146,617.99

**To Be Submitted:** Indicates that the order is currently in **draft status** and has not been formally submitted to the system workflow. This order can be edited or deleted by the user.

**Pending Approval:** Indicates that the order has been submitted and is currently in the **approval process**, awaiting review and approval by the relevant authority. The order content is typically not editable in this state.

**In Production:** Indicates that the order has been approved and has entered the production phase, with **at least one order line** in the "in production" status.

**Partially Pending Shipment:** Indicates that the order is in a **mixed state**, containing both "in production" and "pending shipment" order lines simultaneously.

**To Be Shipped:** Indicates that the order is fully prepared for dispatch, with **all order lines** in the "pending shipment" status, awaiting shipment execution by the warehouse.

**In Progress:** Indicates that the shipment process for the order has begun, with **at least one order line's** goods currently in the "shipping in progress" logistics and transportation phase.

**Shipped:** Indicates that the order fulfillment is complete, and the goods for **all order lines** have been shipped.

### 3. View Delivery Execution Status

Page path: [Delivery Execution]–[Pending shippment], use the filters above to select orders pending shipment.

The screenshot shows the Sanlux JARVIS Customer Portal interface. The top navigation bar includes links for Workbench, Requisition Order, Delivery Execution (which is currently selected and highlighted in blue), Invoicing Record, and Payment Record. Below the navigation is a search bar with fields for 'Document Nu...', 'Planned Shipp...', 'Creator', and 'Create Time', along with 'Query' and 'Reset' buttons. The main content area displays a table with columns: Customer, Document Num..., Planned Shipp..., Shipping Cont..., Shipping Cont..., Inventory Orga..., Inventory Loca..., Document Type, Document Sta..., and C. A single row in the table is highlighted with a red box and contains the text 'No data available' and a small cartoon character icon.

Page path: [Delivery Execution]–[Shipped orders], use the filters above to select shipped orders.

Requisiti... X Payment ... X Receipt ... X Invoicing ... X Requisiti... X Shipped ... X Pending ... X Requisiti... X

Document Nu... Please enter Planned Shipp... Start da... ~ End date Creator Please select Create Time Start da... ~ End date

销售订单编码 Please enter

Query Reset

Print Cl

Inventory Organization

	Customer	Document Num...	Planned Shipp...	Shipping Cont...	Shipping Cont...	Inventory Orga...	Inventory Loca...	Document Type	Document Sta...
▶	□ DEMO-001 001	DN-20251220...	2025-10-19	物料仓库	18989512235	三力士余渚	余渚包布带外...	国外销售出库单	Effective
▶	□ DEMO-001 001	SA2523994	2025-12-11	物料仓库	18989512235	三力士余渚	余渚包布带外...	国外销售出库单	Effective
▶	□ DEMO-001 001	SA2523993	2025-12-11	物料仓库	18989512235	三力士余渚	余渚包布带外...	国外销售出库单	Effective
▶	□ DEMO-001 001	SA2522982	2025-11-27	物料仓库	18989512235	三力士余渚	余渚包布带外...	国外销售出库单	Effective
▶	□ DEMO-001 001	SA2523074	2025-12-01	物料仓库	18989512235	三力士余渚	余渚包布带外...	国外销售出库单	Effective
▶	□ DEMO-001 001	SA2522873	2025-11-25	物料仓库	18989512235	三力士余渚	余渚包布带外...	国外销售出库单	Effective
▶	□ DEMO-001 001	SA2522521	2025-11-20	物料仓库	18989512235	三力士余渚	余渚包布带外...	国外销售出库单	Effective
▶	□ DEMO-001 001	SA2522519	2025-11-19	物料仓库	18989512235	三力士余渚	余渚包布带外...	国外销售出库单	Effective
▶	□ DEMO-001 001	SA2522437	2025-11-19	物料仓库	18989512235	三力士余渚	余渚汽车带外...	国外销售出库单	Effective
▶	□ DEMO-001 001	SA2521965	2025-11-13	物料仓库	18989512235	三力士余渚	余渚汽车带外...	国外销售出库单	Effective

## 4. View Consolidation in Shipped Orders

Page path: [Delivery Execution] – [Shipped Orders] – [Hover over each order row] – [View Consolidation]

Requisiti... X Payment ... X Receipt ... X Invoicing ... X Requisiti... X Shipped ... X Pending ... X Requisiti... X

Document Nu... Please enter Planned Shipp... Start da... ~ End date Creator Please select Create Time Start da... ~ End date

销售订单编码 Please enter

Print Cl

View View Consolidation

	Customer	Document Num...	Planned Shipp...	Shipping Cont...	Shipping Cont...	Inventory Orga...	Inventory Loca...	Document Type	Document Sta...
▶	□ DEMO-001 001	DN-20251220...	2025-10-19	物料仓库	18989512235	三力士余渚	余渚包布带外...	国外销售出库单	Effective
▶	□ DEMO-001 001	SA2523994	2025-12-11	物料仓库	18989512235	三力士余渚	余渚包布带外...	国外销售出库单	Effective
▶	□ DEMO-001 001	SA2523993	2025-12-11	物料仓库	18989512235	三力士余渚	余渚包布带外...	国外销售出库单	Effective
▶	□ DEMO-001 001	SA2522982	2025-11-27	物料仓库	18989512235	三力士余渚	余渚包布带外...	国外销售出库单	Effective
▶	□ DEMO-001 001	SA2523074	2025-12-01	物料仓库	18989512235	三力士余渚	余渚包布带外...	国外销售出库单	Effective
▶	□ DEMO-001 001	SA2522873	2025-11-25	物料仓库	18989512235	三力士余渚	余渚包布带外...	国外销售出库单	Effective
▶	□ DEMO-001 001	SA2522521	2025-11-20	物料仓库	18989512235	三力士余渚	余渚包布带外...	国外销售出库单	Effective
▶	□ DEMO-001 001	SA2522519	2025-11-19	物料仓库	18989512235	三力士余渚	余渚包布带外...	国外销售出库单	Effective
▶	□ DEMO-001 001	SA2522437	2025-11-19	物料仓库	18989512235	三力士余渚	余渚汽车带外...	国外销售出库单	Effective
▶	□ DEMO-001 001	SA2521965	2025-11-13	物料仓库	18989512235	三力士余渚	余渚汽车带外...	国外销售出库单	Effective

Click [view Consolidation] to enter the detail page.

Trademark	No.	Batching order nu...	Packaging Material...	Packaging Material...	Material Code	Material Name	Trademark	Belt Identifier ...	Total Quantity	Total Net Weight	Total
No data available											

## 5. View Execution Details

Page path: [Delivery Execution]–[Execution Status]

View detailed data per material, including quantity, unit, requested shipping date, and unit price.

Order Code	Material Code	Order Q...	Shipped Quant...	Quantity in Del...	Undelivered Q...	Unit of Meas...	Expected Arrival Date	Create Time
S000203169	PB-W40401-SPAJ0...	20	0	0	20	根	2026-01-09	2025-12-25 09:57:07
S000203166	PB-W40401-SPAJ0...	20	0	0	20	根	2026-01-09	2025-12-25 09:52:50
S000122887	PB-W40401-SPB03...	210	0	0	210	根	2025-10-19	2025-12-17 12:07:06
S000122887	PB-W40401-Y5V90...	280	0	0	280	根	2025-10-19	2025-12-17 12:07:06
S000122887	PB-W40401-SPB02...	250	0	0	250	根	2025-10-19	2025-12-17 12:07:06
S000122887	PB-W40401-SPB03...	225	0	0	225	根	2025-10-19	2025-12-17 12:07:06
S000122887	PB-W40401-SPB03...	420	0	0	420	根	2025-10-19	2025-12-17 12:07:06
S000122887	PB-W40401-SPB03...	200	0	0	200	根	2025-10-19	2025-12-17 12:07:06
S000122887	PB-W40401-SPB03...	185	0	0	185	根	2025-10-19	2025-12-17 12:07:06
S000122887	PB-W40401-SPB04...	300	0	0	300	根	2025-10-19	2025-12-17 12:07:06

## 6. View Invoicing Records

Page path: [Invoicing Records]

Use the filters above to select invoicing records.

## 7. View Payment Records

Page path: [Payment Records]

Use the filters above to select payment records.

## 8. Switch Language

Page path: [top right corner]—[english]

My Notifications

Push time Start date ~ End date Pushed by Please select

Bulk mark as read

Title	Notification content	Pushed by	Push time	Language
采购期望交货日期3个自然日未交...	订单[PO000005062]未发货, 请注...	-	2025-12-25 00:00:01	English
采购期望交货日期3个自然日未交...	订单[PO000005062]未发货, 请注...	-	2025-12-24 00:00:00	English
采购期望交货日期3个自然日未交...	订单[PO2511B0056]未发货, 请...	-	2025-11-30 00:00:07	English
采购期望交货日期3个自然日未交...	订单[PO2511B0227]未发货, 请...	-	2025-11-29 00:00:02	English
采购期望交货日期3个自然日未交...	订单[PO2511B0239]未发货, 请...	-	2025-11-29 00:00:02	English
采购交货单过账通知申请人创建领...	采购申请单-非生产领料通知	admin	2025-09-30 23:17:07	English

admin 18000000000  
 License information Personal Information  
 English Density Navigation switch  
 Logout

or

Log in

Phone/Username/Email

Password

Login

Forgot? Register

English

简体中文

English

At the bottom of the login page, you can also select a preferred language.