Sanlux JARVIS – Customer Portal Manual

Operating Scenarios and Procedures

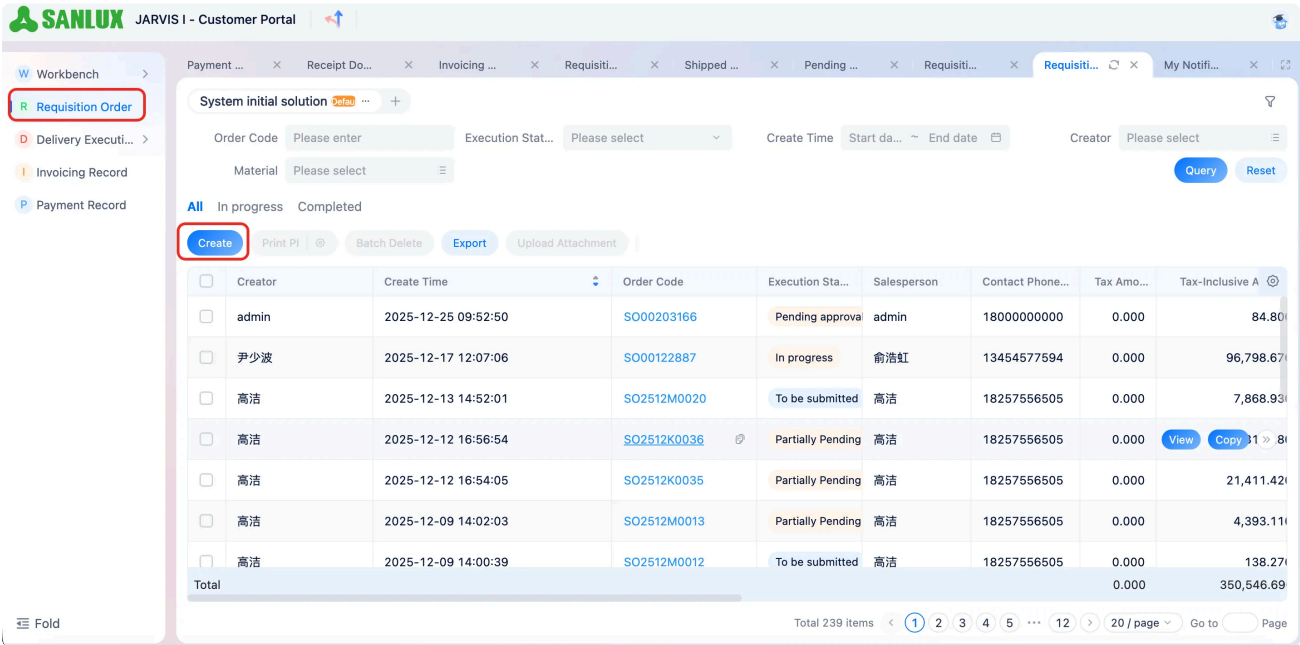| Number	Scenario	Description
1.	Create Requisiton Order	To proceed: After confirming a batch of planned demand, create and submit a requisition.
2.	View order status	After submitting an order, view the current status of the order and the execution status of each order.
3.	View Delivery Execution Status	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.

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

1. Create A Requisiton Order

Page Path:

【Purchase Order】－【All】－【Create】

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

Fill in the basic information of requisition order.

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

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

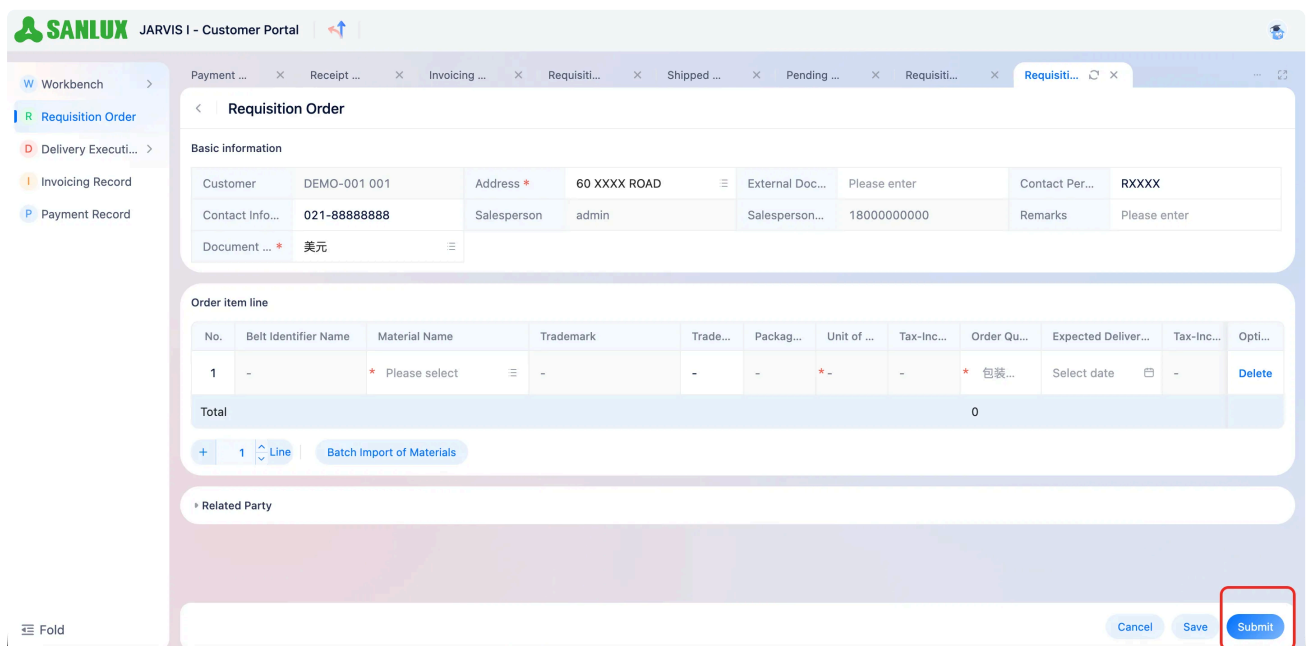Or click the 【Material Bulk import】button.

Upload a file. The system will automatically identify multiple material information lines and import them into the order line items.
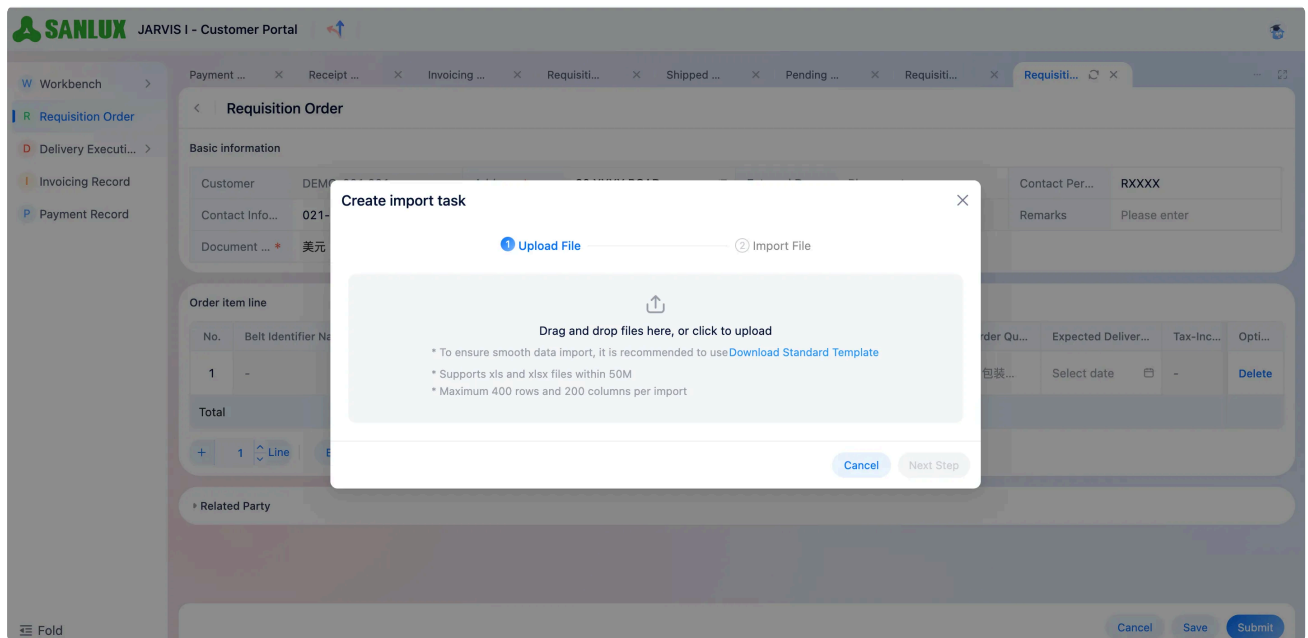
Note: The file must comply with the import template requirements specified on the page.

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

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

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2. View order status

Page Path: [Purchase orders]–[All]

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

Page Path: [Purchase orders]–[Finished]
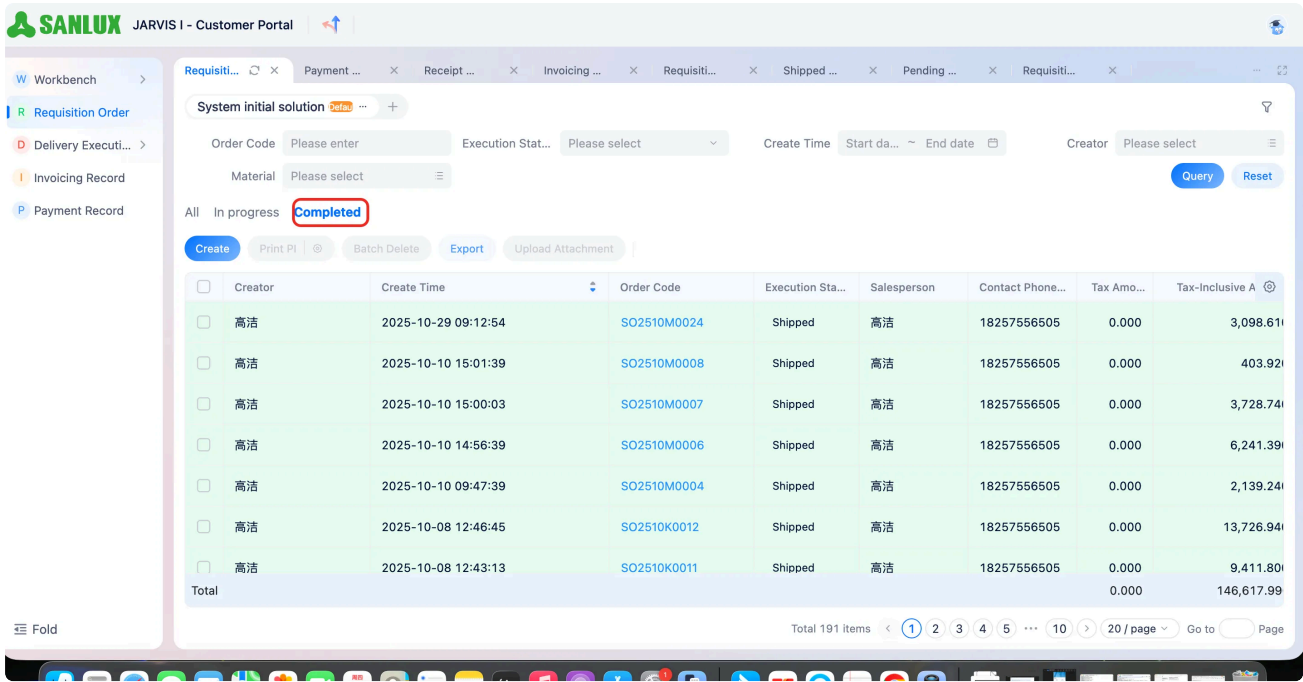
Use the filters at the top of the page to select orders. The list below shows orders selected based on execution status.
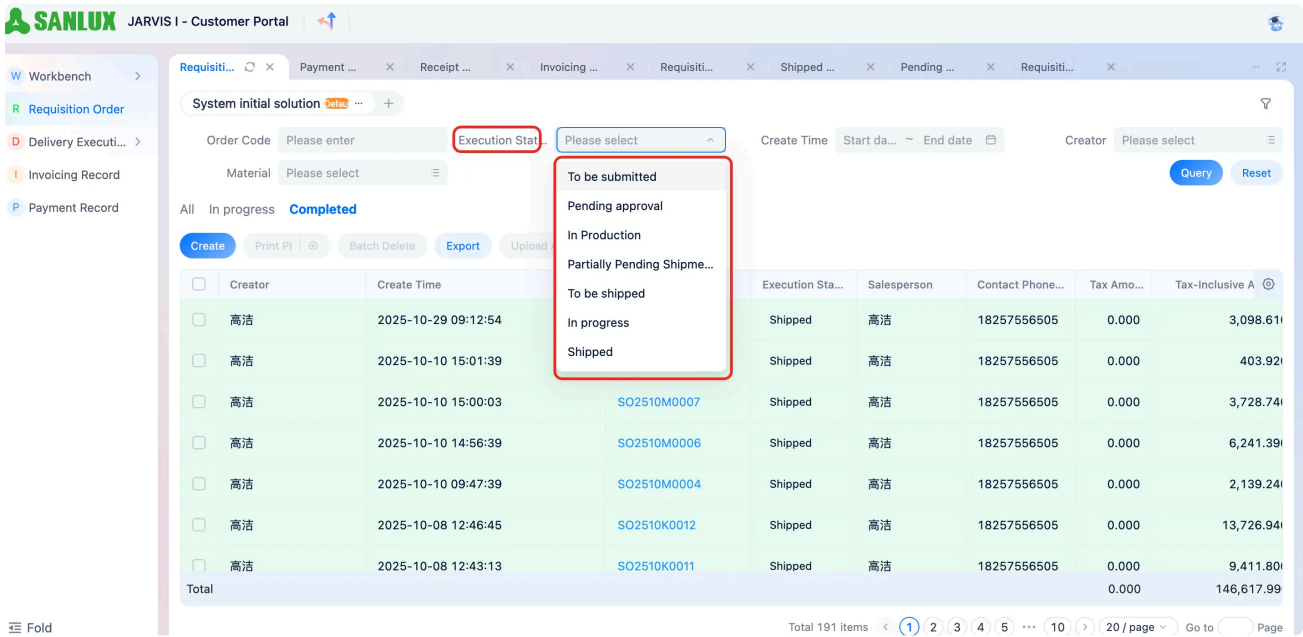
To Be Submitted: Indicates that the order is currently in **draft status** and has not been formally submitted to the system workflow. This order can be edited or deleted by the user.

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.

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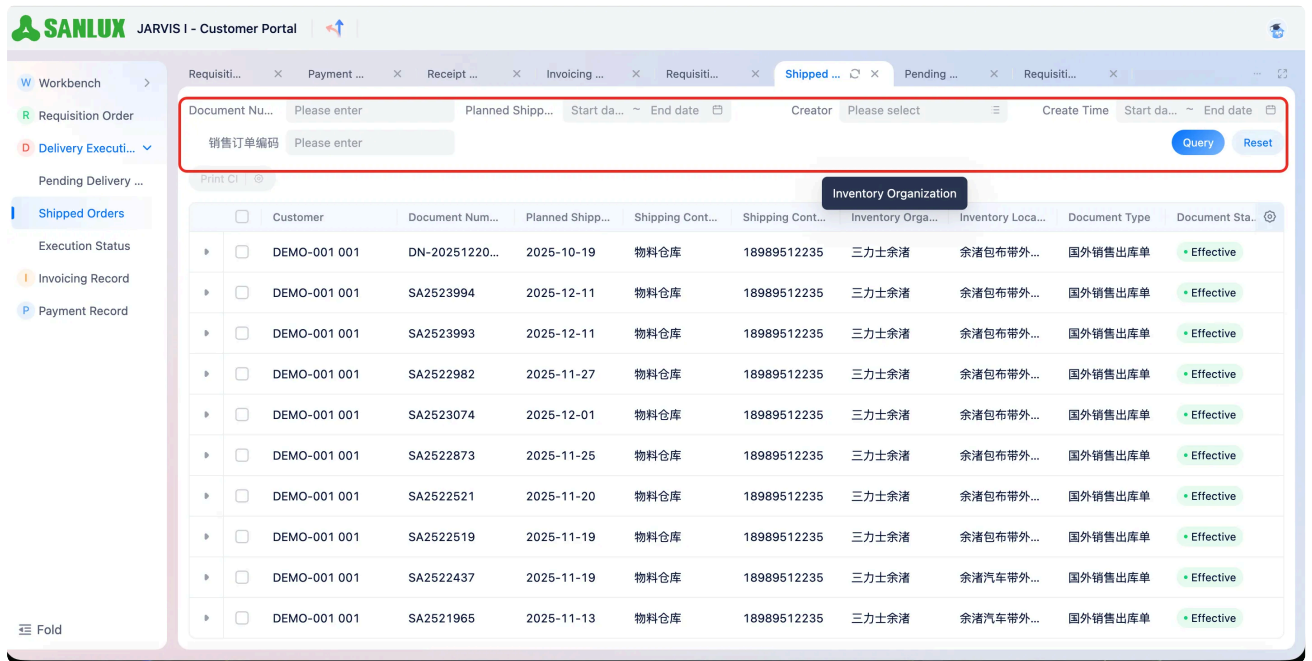
Shipped: Indicates that the order fulfillment is complete, and the goods for **all order lines** have been shipped.

3. View Delivery Execution Status

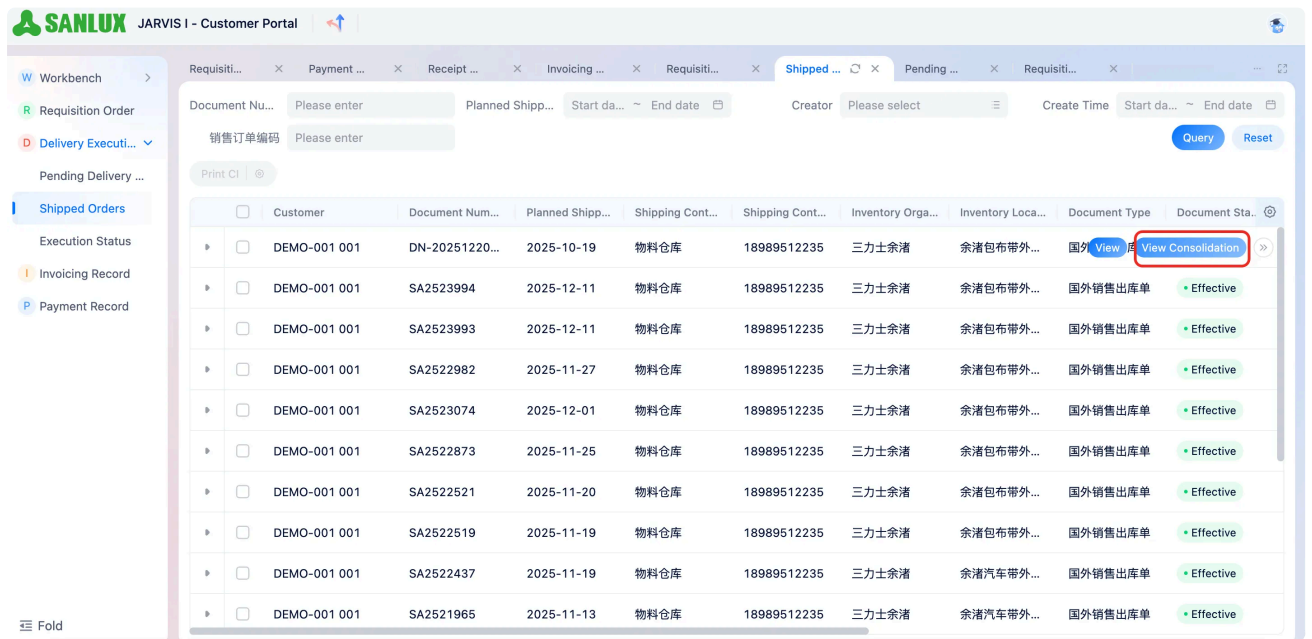Page path: [Delivery Execution]–[Pending shippment], use the filters above to select orders pending shipment.

Page path: [Delivery Execution]–[Shipped orders], use the filters above to select shipped orders.
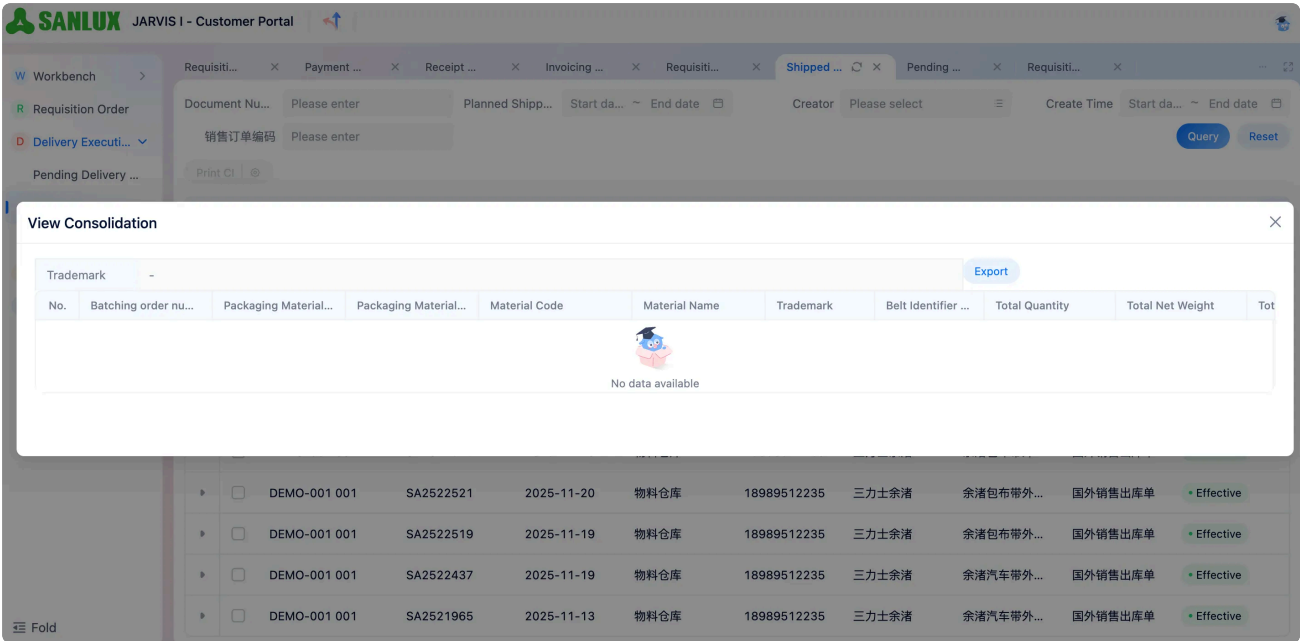
4. View Consolidation in Shipped Orders

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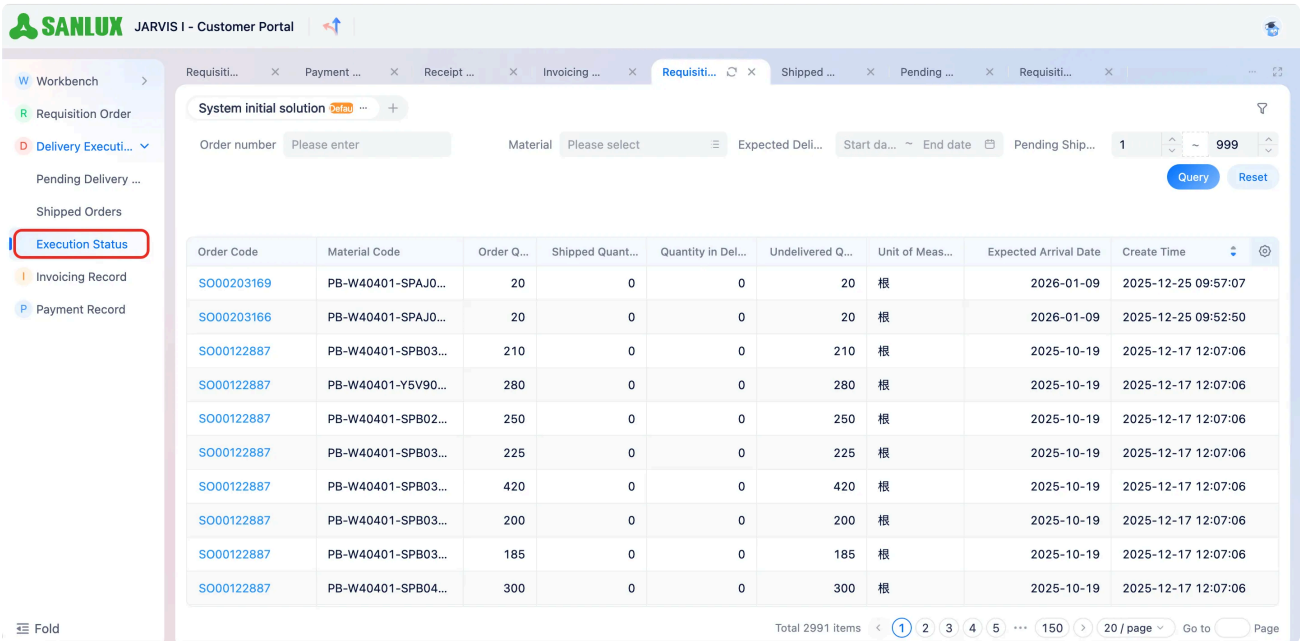

Click 【view Consolidation】 to enter the detail page.

5. View Execution Details

Page path: [Delivery Execution]–[Eexecution Status]
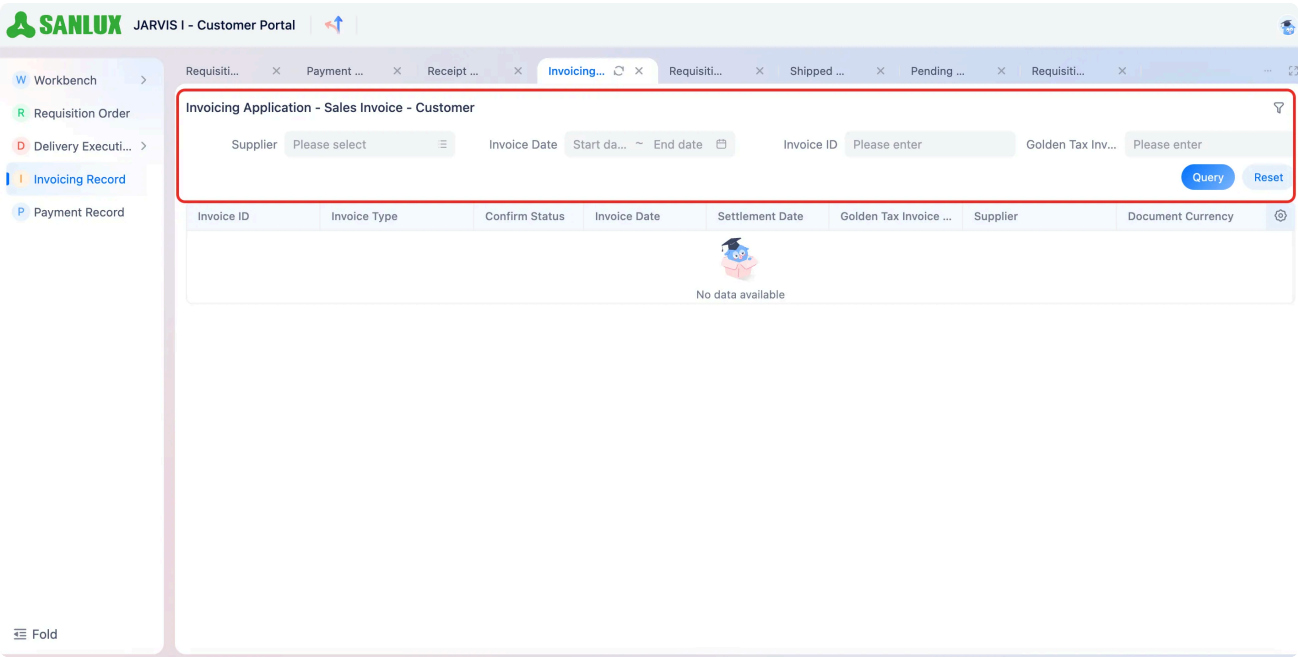
View detailed data per material, including quantity, unit, requested shipping date, and unit price.

6. View Invoicing Records
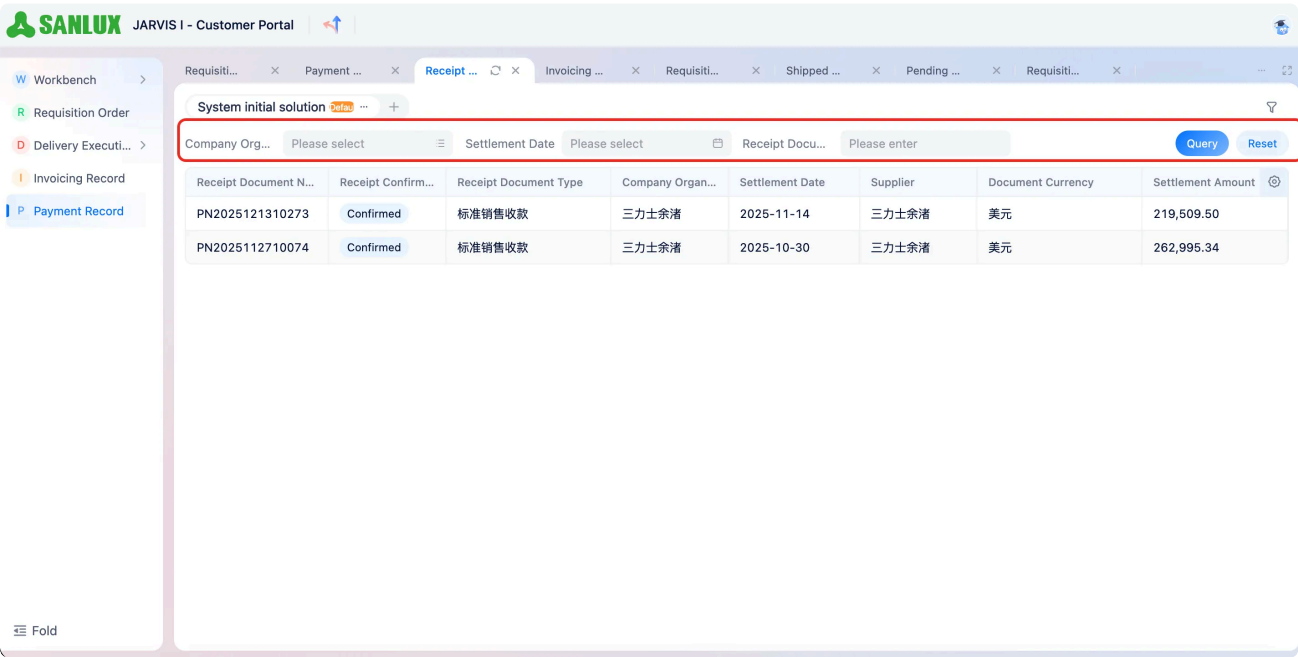
Page path: [Invoicing Records]

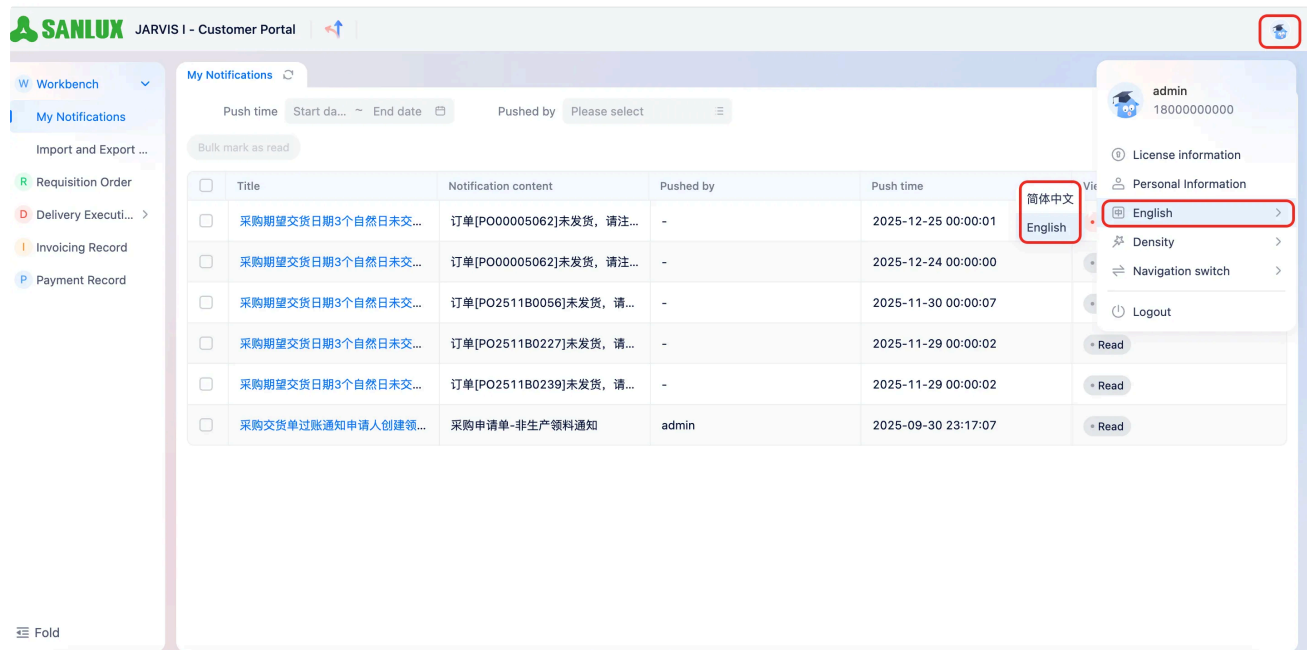Use the filters above to select invoicing records.

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]

or

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