


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.

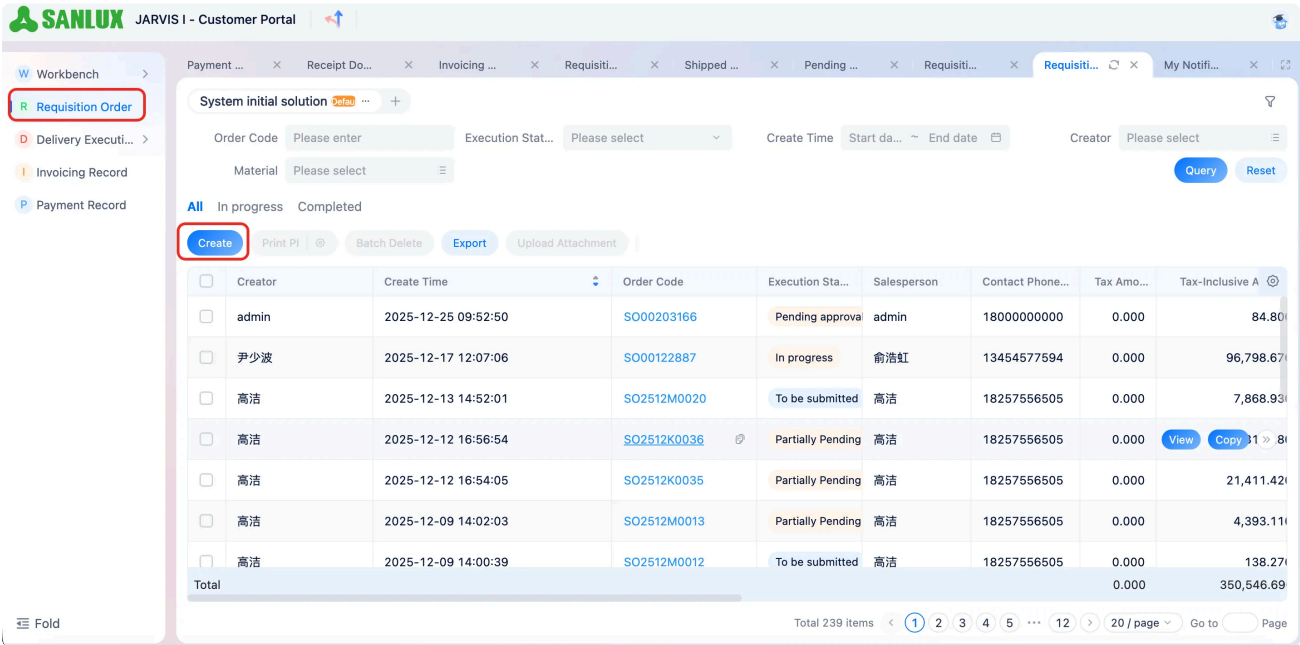
8.	Switch Language	English  Chinese. One tap to switch.
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1. Create A Requisition Order

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.

W

Workbench

R

Requisition Order

D

Delivery Executi...

I

Invoicing Record

P

Payment Record

Payment ...

Receipt ...

Invoicing ...

Requisiti...

Shipped ...

Pending ...

Requisiti...

Requisiti...

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	-	Delete
Total									0		

+ 1 Line

Batch Import of Materials

Related Party

Cancel Save Submit

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

W

Workbench

R

Requisition Order

D

Delivery Executi...

I

Invoicing Record

P

Payment Record

Payment ...

Receipt ...

Invoicing ...

Requisiti...

Shipped ...

Pending ...

Requisiti...

Requisiti...

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	-	Delete
Total									0		

+ 1 Line

Batch Import of Materials

Related Party

Cancel Save Submit

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

Sanlux JARVIS I - Customer Portal

Workbench > Requisition Order

Payment ... Receipt ... Invoicing ... Requisition ... Shipped ... Pending ... Requisition ... Requisition ...

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

Select Material Name

Please enter keyword

Belt Identifier ... Please enter Trademark Please select

Material Code Please enter Material Name Please enter

Query Reset

	Tradema...	Belt Identifier Na...	Trademark	Material Name	Material Code	Belt Identifier Code
<input type="checkbox"/>		PHG SPA1422 X...	A短 B长 DEMO 01	A(short) B(long)+...	PB-W40401-SPAJ...	SPAJ01422Lw
<input type="checkbox"/>		PHG SPA1800 X...	A短 B长 DEMO 01	A(short) B(long)+...	PB-W40401-SPAJ...	SPAJ01800Lw
<input type="checkbox"/>		PHG SPA1850 X...	A短 B长 DEMO 01	A(short) B(long)+...	PB-W40401-SPAJ...	SPAJ01850Lw

Total 3798 items < 1 2 3 ... 190 > 20 / page

Selected 0 items Cancel OK

Cancel Save Submit

Or click the **【Material Bulk import】** button.

Sanlux JARVIS I - Customer Portal

Workbench > Requisition Order

Payment ... Receipt ... Invoicing ... Requisition ... Shipped ... Pending ... Requisition ... Requisition ...

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	-	Delete
Total									0		

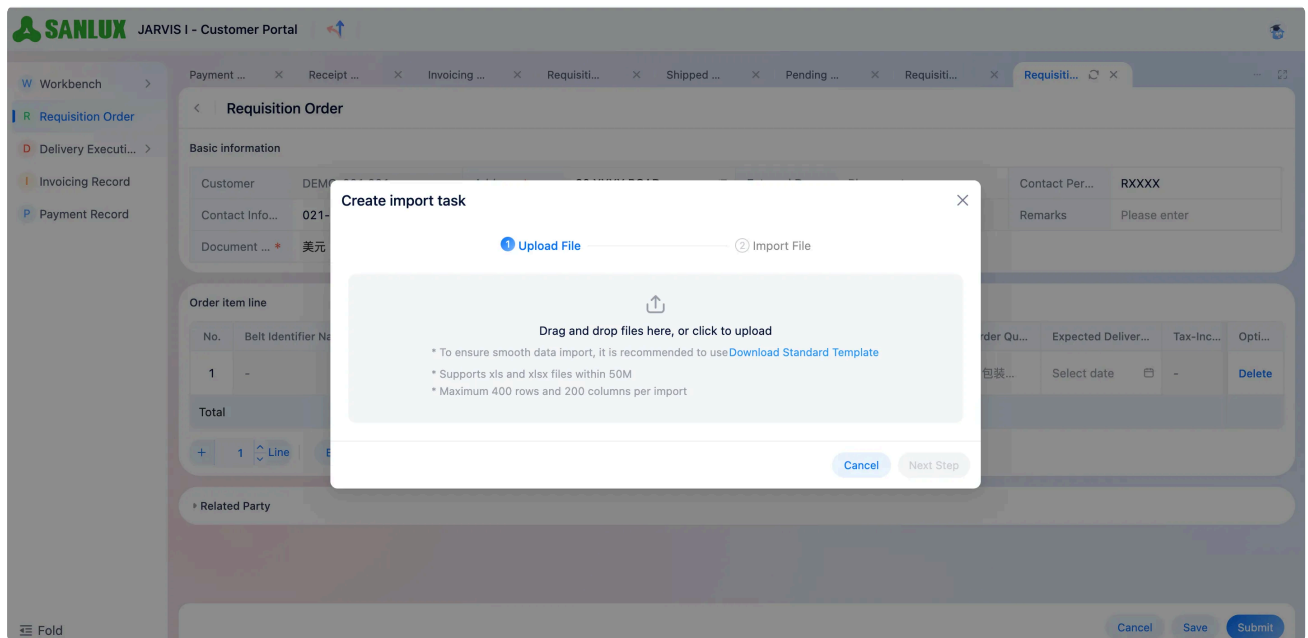
+ 1 Line Batch Import of Materials

Related Party

Fold

Cancel Save Submit

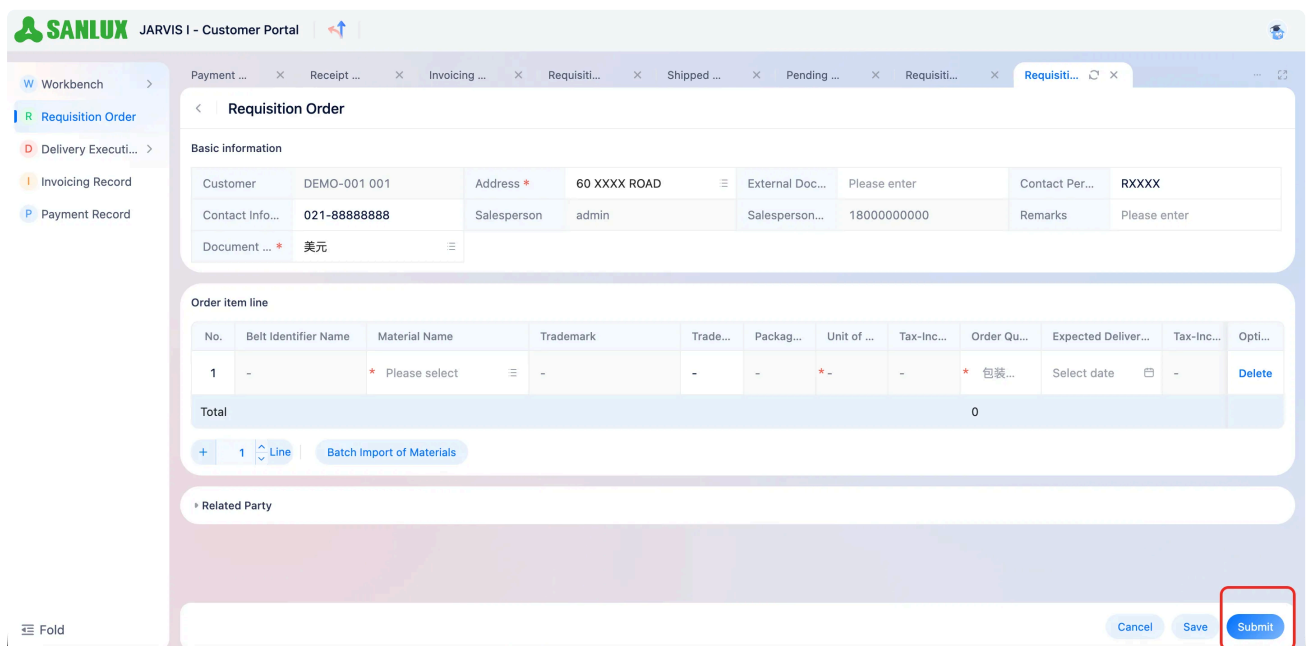
Upload a file. The system will automatically identify multiple material information lines and import them into the order line items.



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																		
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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]

W Workbench

R Requisition Order

D Delivery Executi...

I Invoicing Record

P Payment Record

System initial solution Order

Order Code Execution Stat...

Material

Create Time Start da... ~ End date

Creator

Query Reset

All In progress Completed

Create Print PI Batch Delete Export Upload Attachment

<input type="checkbox"/>	Creator	Create Time	Order Code	Execution Sta...	Salesperson	Contact Phone...	Tax Amo...	Tax-Inclusive A
<input type="checkbox"/>	admin	2025-12-25 09:52:50	SO00203166	Pending approva	admin	18000000000	0.000	84.80
<input type="checkbox"/>	尹少波	2025-12-17 12:07:06	SO00122887	In progress	俞浩虹	13454577594	0.000	96,798.67
<input type="checkbox"/>	高洁	2025-12-13 14:52:01	SO2512M0020	To be submitted	高洁	18257556505	0.000	7,868.93
<input type="checkbox"/>	高洁	2025-12-12 16:56:54	SO2512K0036	Partially Pending	高洁	18257556505	0.000	1,319.28
<input type="checkbox"/>	高洁	2025-12-12 16:54:05	SO2512K0035	Partially Pending	高洁	18257556505	0.000	21,411.42
<input type="checkbox"/>	高洁	2025-12-09 14:02:03	SO2512M0013	Partially Pending	高洁	18257556505	0.000	4,393.11
<input type="checkbox"/>	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

Total 239 items < 1 2 3 4 5 ... 12 > 20 / page Go to Page

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

W Workbench

R Requisition Order

D Delivery Executi...

I Invoicing Record

P Payment Record

System initial solution Order

Order Code Execution Stat...

Material

Create Time Start da... ~ End date

Creator

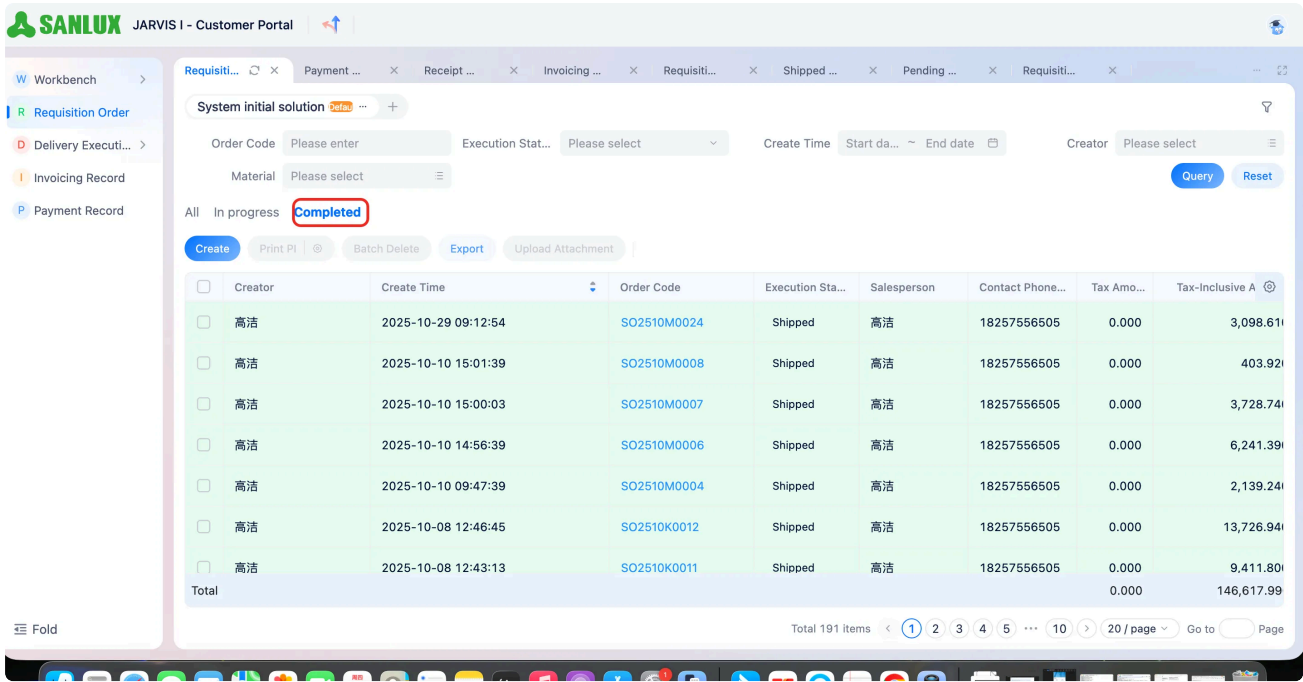
Query Reset

All In progress Completed

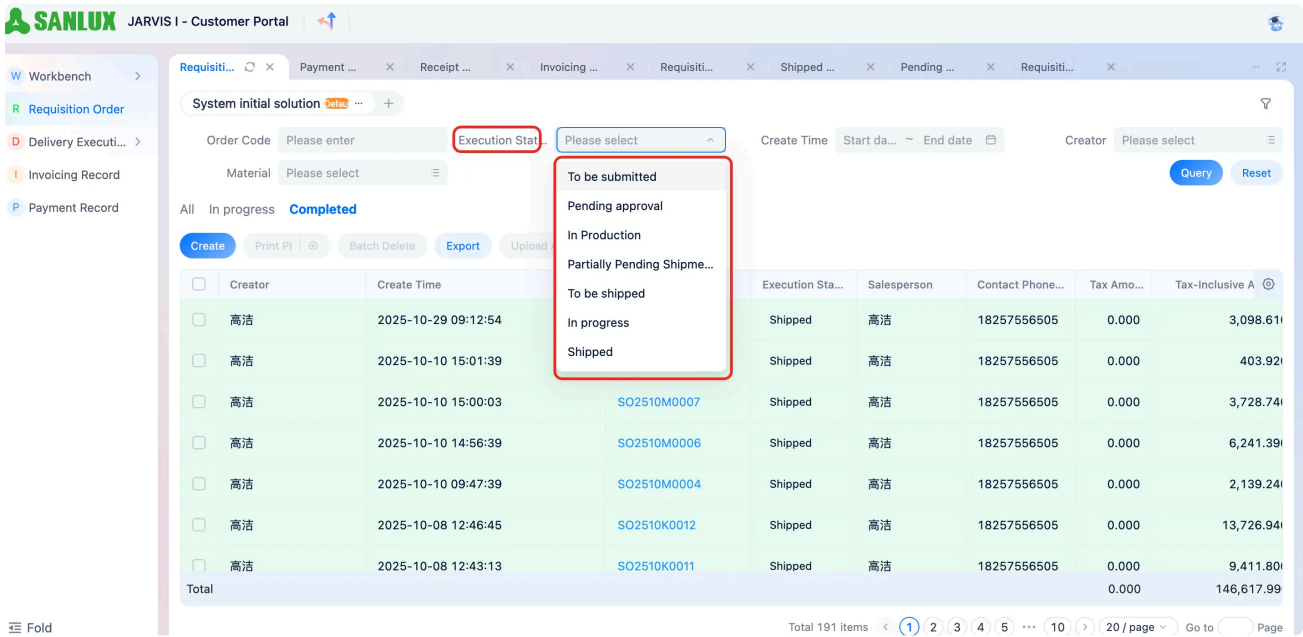
Create Print PI Batch Delete Export Upload Attachment

<input type="checkbox"/>	Creator	Create Time	Order Code	Execution Sta...	Salesperson	Contact Phone...	Tax Amo...	Tax-Inclusive A
<input type="checkbox"/>	尹少波	2025-12-17 12:07:06	SO00122887	In progress	俞浩虹	13454577594	0.000	96,798.67
Total							0.000	96,798.67

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.

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.

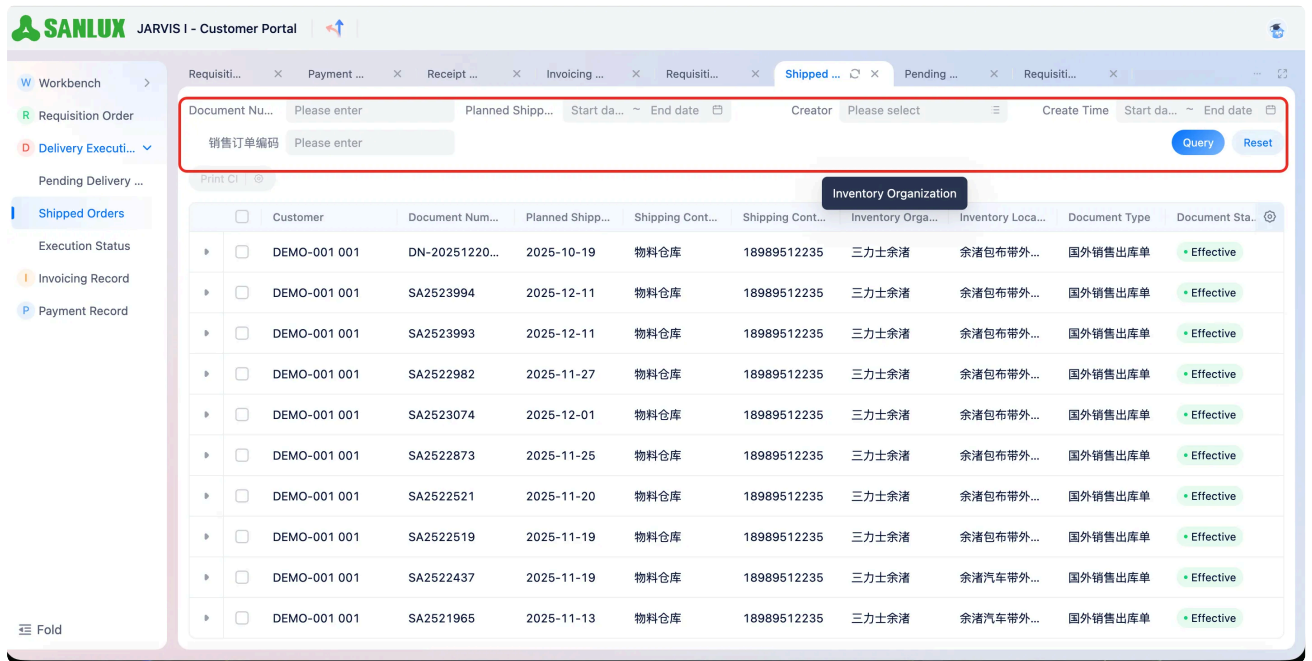
Shipped: Indicates that the order fulfillment is complete, and the goods for **all order lines** have been shipped.

3. View Delivery Execution Status

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

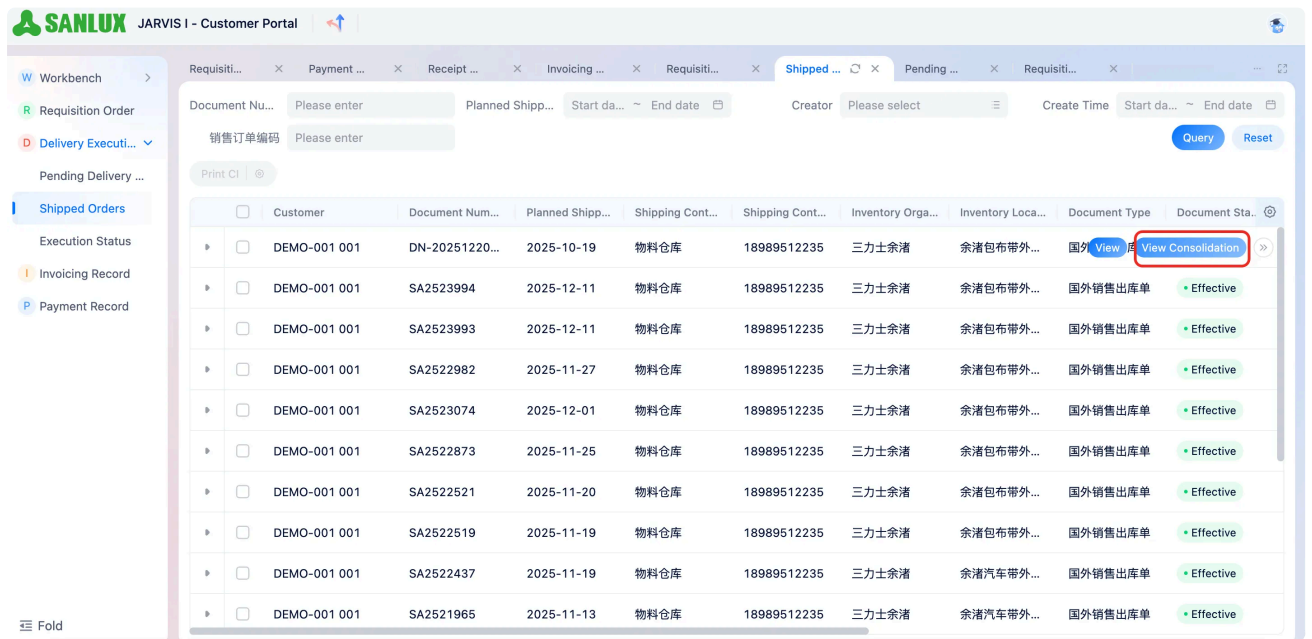
The screenshot displays the Sanlux JARVIS I - Customer Portal interface. The left sidebar shows a navigation menu with options: Workbench, Requisition Order, Delivery Execution (selected), Pending Delivery (selected), Shipped Orders, Execution Status, Invoicing Record, and Payment Record. The main content area is titled 'Pending Delivery' and features a search bar with filters for Document Number, Planned Shipment, Start Date, End Date, Creator, and Create Time. Below the search bar is a table with columns: Customer, Document Number, Planned Shipment, Shipping Content, Shipping Content, Inventory Organization, Inventory Location, Document Type, and Document Status. The table currently shows 'No data available'.

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

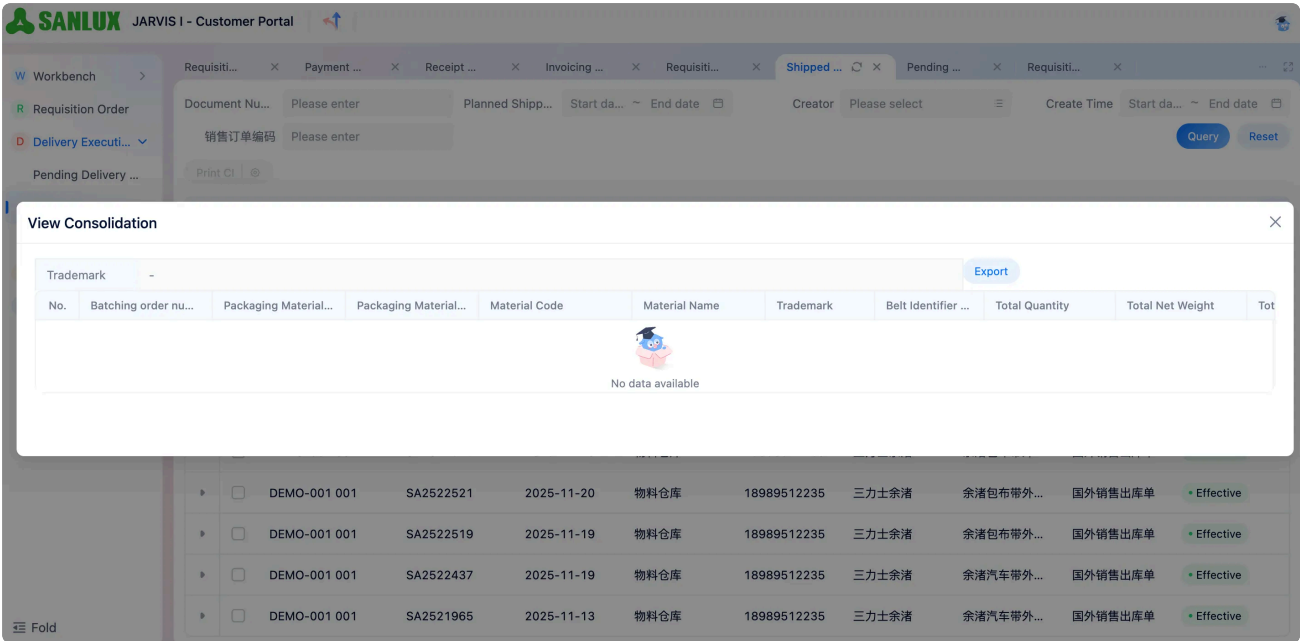


4. View Consolidation in Shipped Orders

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



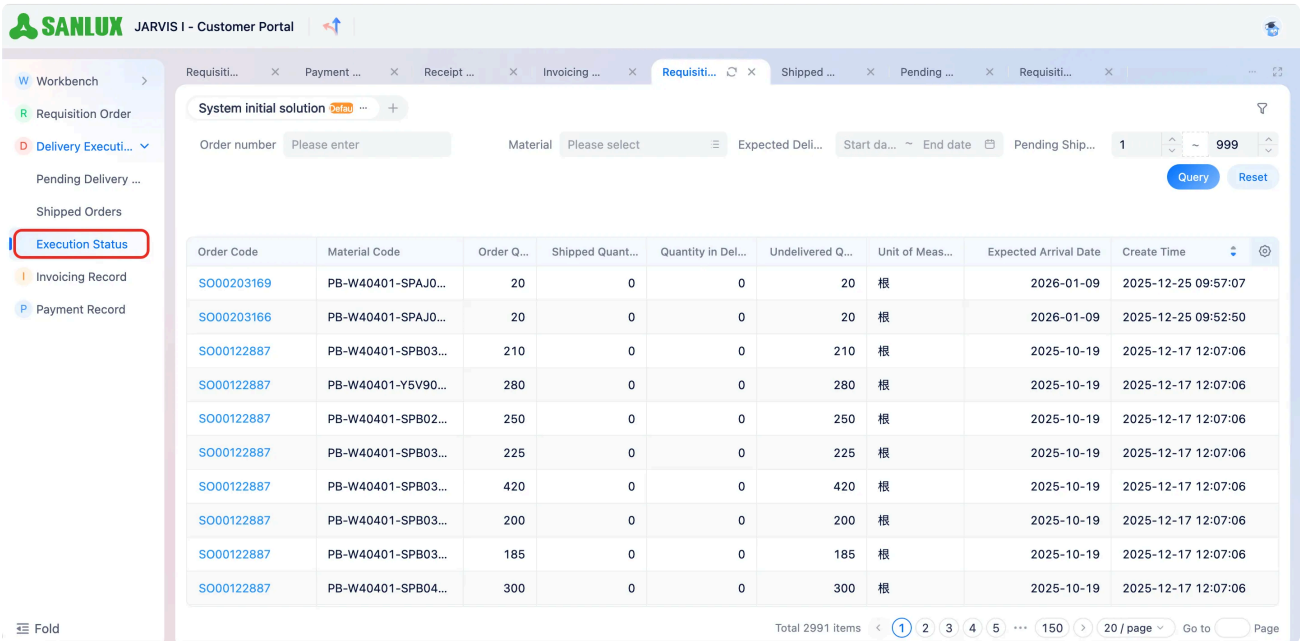
Click **view Consolidation** to enter the detail page.



5. View Execution Details

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

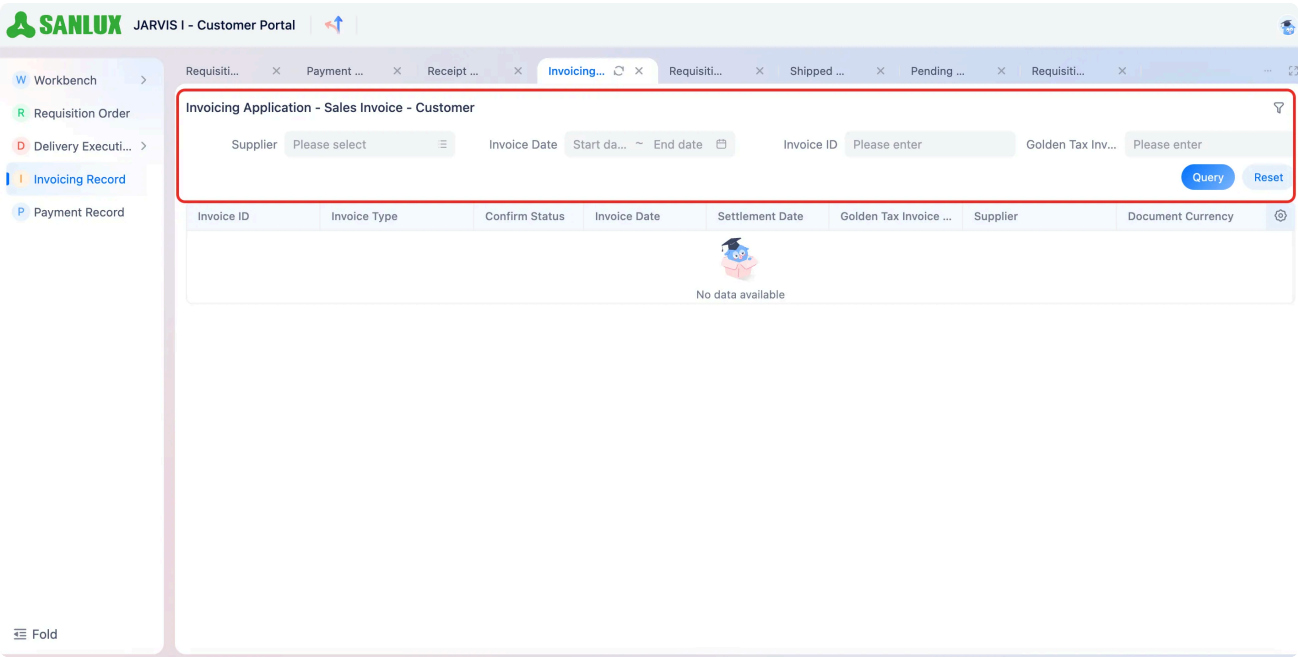
View detailed data per material, including quantity, unit, requested shipping date, and unit price.



6. View Invoicing Records

Page path: [Invoicing Records]

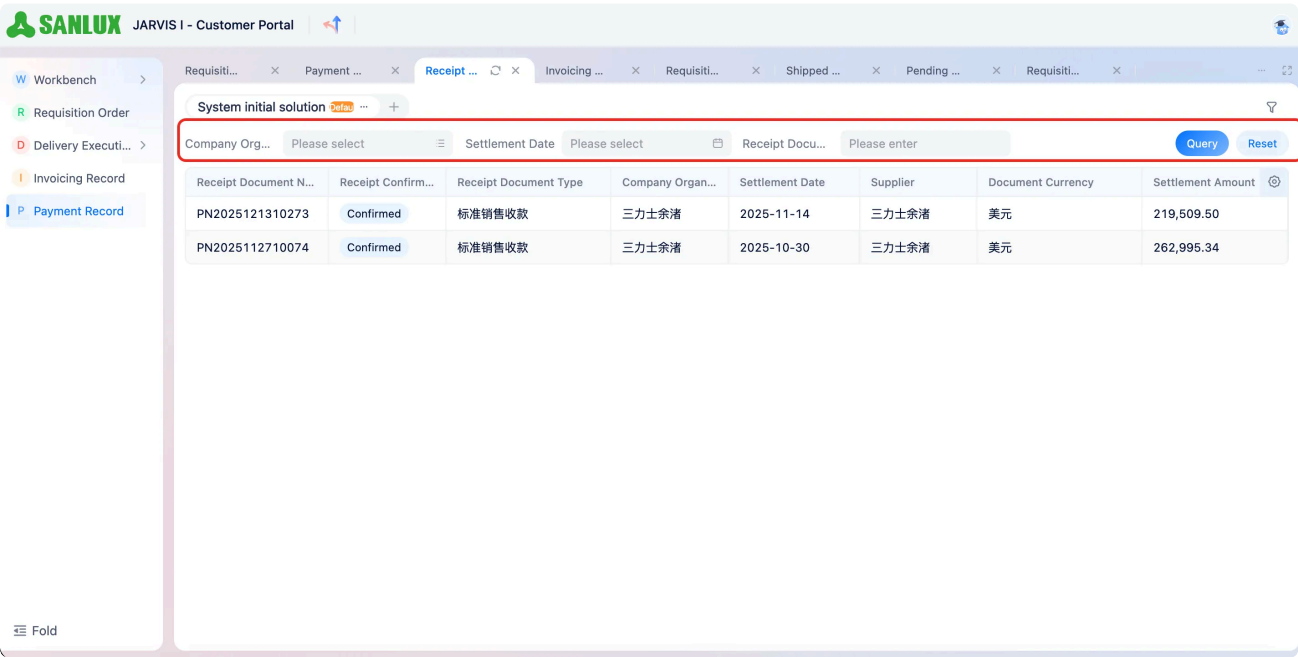
Use the filters above to select invoicing records.



7. View Payment Records

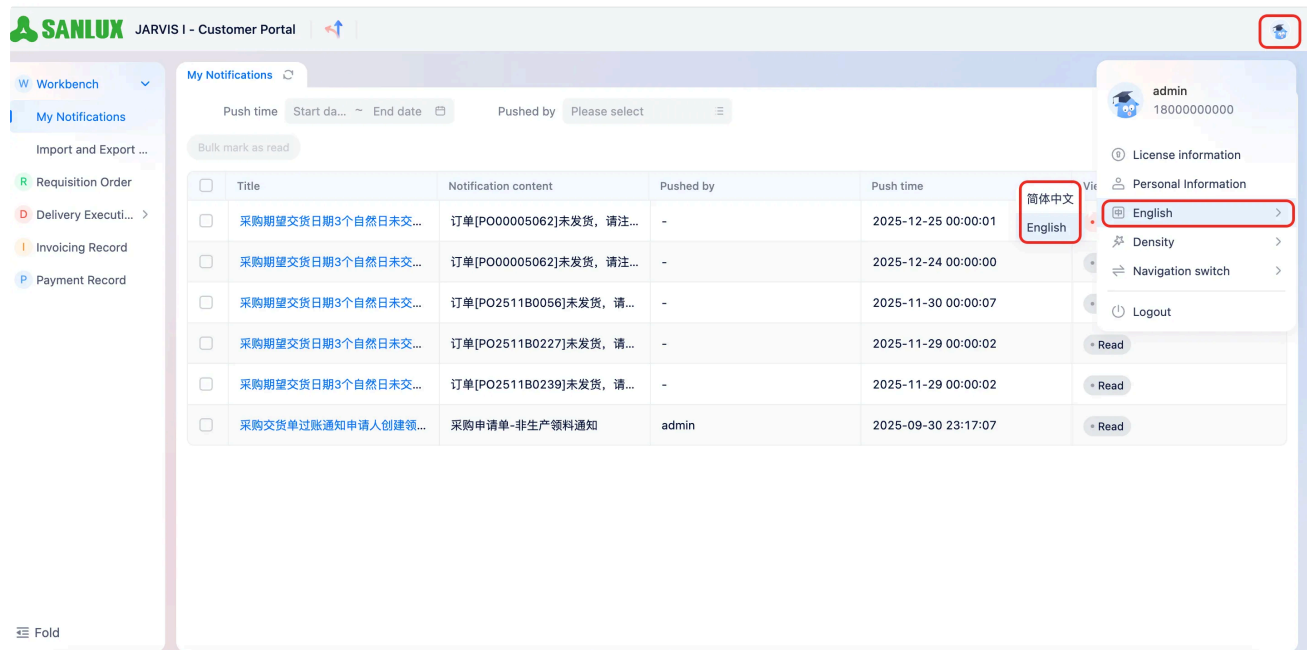
Page path: [Payment Records]

Use the filters above to select payment records.



8. Switch Language

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



Sanlux JARVIS - Customer Portal

My Notifications

Push time Start da... End date Pushed by Please select

Bulk mark as read

	Title	Notification content	Pushed by	Push time	
<input type="checkbox"/>	采购期望交货日期3个自然日未交...	订单[PO00005062]未发货, 请注...	-	2025-12-25 00:00:01	Read
<input type="checkbox"/>	采购期望交货日期3个自然日未交...	订单[PO00005062]未发货, 请注...	-	2025-12-24 00:00:00	Read
<input type="checkbox"/>	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	Read
<input type="checkbox"/>	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	Read
<input type="checkbox"/>	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	Read
<input type="checkbox"/>	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	Read

admin 18000000000

License information

Personal Information

English

简体中文

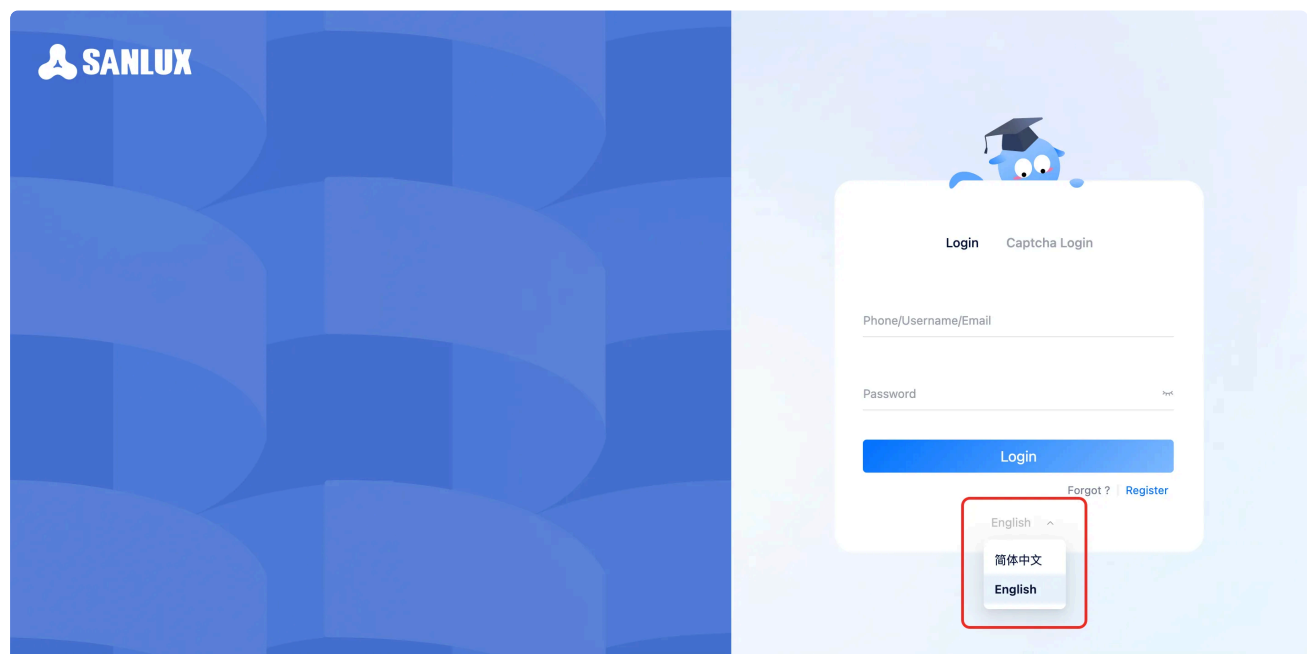
Density

Navigation switch

Logout

Fold

or



SANLUX

Login Captcha Login

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.