



Agent Portal

User Guide

Leotek Electronics

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Leotek's Agent Portal allows you to view the current status of your order and retrieve related information. If you need information that is not available through the portal, please call our Customer Service Department at 408.380.1788. For technical support, please e-mail customerservice@leotek.com.

1. System Login

Portal Link: <https://agentportal.leotek.com>

Enter your assigned Account ID and Password in the login screen to access the system.

Note: You can change your password in "My Account" tab once you log in to the system.

Recommended browser: Chrome.



2. What Can I Do in the Portal?

The system allows you to track **Commission** and **Order Status**.

PO Number	Sales Order	Project Name	Customer	CAT Number	Order Quantity	PO Date	ESD	Date Shipped	QTY Shipped	Tracking info.
XXXXX XXXXX	XXXXX	XXXXX XXXXX	XXXXX XXXXX	AccFor AR screw3/8-16UNC L=70 +	19	04/13/2018	12/30/2020	-	0	-
XXXXX XXXXX	XXXXX	XXXXX XXXXX	XXXXX XXXXX	AR18-10M-MV-NW-3-DB-530-PCR-HSS	19	04/13/2018	-	-	0	-
XXXXX XXXXX	XXXXX	XXXXX XXXXX	XXXXX XXXXX	BS-400	19	04/13/2018	12/30/2020	-	0	-
XXXXX XXXXX	XXXXX	XXXXX XXXXX	XXXXX XXXXX	EC3-12M-MV-NW-3CT-GY-700-WL	48	10/10/2019	-	-	0	-
XXXXX XXXXX	XXXXX	XXXXX XXXXX	XXXXX XXXXX	GC1-80F-MV-NW-2-GY-700-WL-FFA	8	10/23/2019	12/02/2019	-	0	-
XXXXX XXXXX	XXXXX	XXXXX XXXXX	XXXXX XXXXX	EC7-18M2-MV-NW-3-GY-700-PCR7-CR-WL	4	10/25/2019	12/17/2019	-	0	-
XXXXX XXXXX	XXXXX	XXXXX XXXXX	XXXXX XXXXX	EC9-30M-MV-NW-3-GY-700-PCR7-WL	11	10/25/2019	12/18/2019	-	0	-
XXXXX XXXXX	XXXXX	XXXXX XXXXX	XXXXX XXXXX	ES1-24H-MV-CW-W-BK-350	5	10/28/2019	12/18/2019	-	0	-
XXXXX XXXXX	XXXXX	XXXXX XXXXX	XXXXX XXXXX	ES1-24H-MV-CW-W-BK-350-EM	3	10/28/2019	12/18/2019	-	0	-
XXXXX XXXXX	XXXXX	XXXXX XXXXX	XXXXX XXXXX	EC3-10M-MV-NW-2-GY-530-WL	1	10/28/2019	01/08/2020	-	0	-

3. How to Check Order Status

3.1 Check Orders

Type: You can filter your orders by **Open Orders**, **Shipped Orders** or **All Orders**.

By default, you will see your current open orders on the main screen.

To view order status, select the type and click the **Search** Button.

To narrow the search, you can enter PO number, key word of project name, or a date range.

To sort the search result, you can click on any column header.

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My Account Commission **OrderStatus**

Order Status

Search ExportExcel

PO # From To Type: Open Orders Shipped Orders All Orders

Project Name

PO Number	Sales Order	Project Name	Customer	CAT Number	Order Quantity	PO Date	ESD	Date Shipped	QTY Shipped	Tracking info.
Xxxxx	Xxxxx	Xxxxx	Xxxxx	Acc=For AR screw3/8-18UNC L=70 +	19	04/13/2018	12/30/2020	-	0	-
Xxxxx	Xxxxx	Xxxxx	Xxxxx	AR18-10M-MV-NW-3-DB-530-PCR-HSS	19	04/13/2018	-	-	0	-
Xxxxx	Xxxxx	Xxxxx	Xxxxx	BS-400	19	04/13/2018	12/30/2020	-	0	-
Xxxxx	Xxxxx	Xxxxx	Xxxxx	EC3-12M-MV-NW-3CT-GY-700-WL	48	10/10/2019	-	-	0	-
Xxxxx	Xxxxx	Xxxxx	Xxxxx	GC1-80F-MV-NW-2-GY-700-WL-FFA	8	10/23/2019	12/02/2019	-	0	-
Xxxxx	Xxxxx	Xxxxx	Xxxxx	EC7-18M2-MV-NW-3-GY-700-PCR7-CR-WL	4	10/25/2019	12/17/2019	-	0	-
Xxxxx	Xxxxx	Xxxxx	Xxxxx	EC9-30M-MV-NW-3-GY-700-PCR7-WL	11	10/25/2019	12/18/2019	-	0	-
Xxxxx	Xxxxx	Xxxxx	Xxxxx	ES1-24H-MV-CW-WBK-350	5	10/28/2019	12/18/2019	-	0	-
Xxxxx	Xxxxx	Xxxxx	Xxxxx	ES1-24H-MV-CW-WBK-350-EM	3	10/28/2019	12/18/2019	-	0	-
Xxxxx	Xxxxx	Xxxxx	Xxxxx	EC3-10M-MV-NW-2-GY-530-WL	1	10/28/2019	01/08/2020	-	0	-

Total Records : 108 Page 1 of 4 30

3.2 Export Data

To export the search result, click **"Export Excel"** button.

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My Account Commission OrderStatus

Order Status

Search **ExportExcel**

PO # From To Type: Open Orders Shipped Orders All Orders

Project Name

PO Number	Sales Order	Project Name	Customer	CAT Number	Order Quantity	PO Date	ESD	Date Shipped	QTY Shipped	Tracking info.
Xxxxx	Xxxxx	Xxxxx	Xxxxx	Acc=For AR screw3/8-18UNC L=70 +	19	04/13/2018	12/30/2020	-	0	-
Xxxxx	Xxxxx	Xxxxx	Xxxxx	AR18-10M-MV-NW-3-DB-530-PCR-HSS	19	04/13/2018	-	-	0	-
Xxxxx	Xxxxx	Xxxxx	Xxxxx	BS-400	19	04/13/2018	12/30/2020	-	0	-
Xxxxx	Xxxxx	Xxxxx	Xxxxx	EC3-12M-MV-NW-3CT-GY-700-WL	48	10/10/2019	-	-	0	-
Xxxxx	Xxxxx	Xxxxx	Xxxxx	GC1-80F-MV-NW-2-GY-700-WL-FFA	8	10/23/2019	12/02/2019	-	0	-
Xxxxx	Xxxxx	Xxxxx	Xxxxx	EC7-18M2-MV-NW-3-GY-700-PCR7-CR-WL	4	10/25/2019	12/17/2019	-	0	-
Xxxxx	Xxxxx	Xxxxx	Xxxxx	EC9-30M-MV-NW-3-GY-700-PCR7-WL	11	10/25/2019	12/18/2019	-	0	-
Xxxxx	Xxxxx	Xxxxx	Xxxxx	ES1-24H-MV-CW-WBK-350	5	10/28/2019	12/18/2019	-	0	-
Xxxxx	Xxxxx	Xxxxx	Xxxxx	ES1-24H-MV-CW-WBK-350-EM	3	10/28/2019	12/18/2019	-	0	-
Xxxxx	Xxxxx	Xxxxx	Xxxxx	EC3-10M-MV-NW-2-GY-530-WL	1	10/28/2019	01/08/2020	-	0	-

Total Records : 108 Page 1 of 4 30

4. How to Check Commission

4.1 Check Commission

Click **Commission** tab, then click **Search** button.

To narrow the search, you can enter PO number, Billing number or date range.

To sort, you can click on any column header.

PO Number	Sales Order	Project Name	Customer	CAT Number	Order Quantity	PO Date	ESD	Date Shipped	QTY Shipped	Tracking info.
Xxxxx	Xxxxx	Xxxxx	Xxxxx	Acc=For AR screw3/8-16UNC L=70 +	19	04/13/2018	12/30/2020	-	0	-
Xxxxx	Xxxxx	Xxxxx	Xxxxx	AR18-10M-MV-NW-3-DB-530-PCR-HSS	19	04/13/2018	-	-	0	-
Xxxxx	Xxxxx	Xxxxx	Xxxxx	BS-400	19	04/13/2018	12/30/2020	-	0	-
Xxxxx	Xxxxx	Xxxxx	Xxxxx	EC3-12M-MV-NW-3CT-GY-700-WL	48	10/10/2019	-	-	0	-
Xxxxx	Xxxxx	Xxxxx	Xxxxx	GC1-80F-MV-NW-2-GY-700-WL-FFA	8	10/23/2019	12/02/2019	-	0	-
Xxxxx	Xxxxx	Xxxxx	Xxxxx	EC7-18M2-MV-NW-3-GY-700-PCR7-CR-WL	4	10/25/2019	12/17/2019	-	0	-
Xxxxx	Xxxxx	Xxxxx	Xxxxx	EC9-30M-MV-NW-3-GY-700-PCR7-WL	11	10/25/2019	12/18/2019	-	0	-
Xxxxx	Xxxxx	Xxxxx	Xxxxx	ES1-24H-MV-CW-W-BK-350	5	10/28/2019	12/18/2019	-	0	-
Xxxxx	Xxxxx	Xxxxx	Xxxxx	ES1-24H-MV-CW-W-BK-350-EM	3	10/28/2019	12/18/2019	-	0	-
Xxxxx	Xxxxx	Xxxxx	Xxxxx	EC3-10M-MV-NW-2-GY-530-WL	1	10/28/2019	01/08/2020	-	0	-

4.2 How to Export Data

Refer to 3.2 for exporting data.

5. How to Change Your Password

Click **My Account** tab and then select **Change Password** to set your new password.

PO Number	Sales Order	Project Name	Customer	CAT Number	Order Quantity	PO Date	ESD	Date Shipped	QTY Shipped	Tracking info.
Xxxxx	Xxxxx	Xxxxx	Xxxxx	Acc=For AR screw3/8-16UNC L=70 +	19	04/13/2018	12/30/2020	-	0	-
Xxxxx	Xxxxx	Xxxxx	Xxxxx	AR18-10M-MV-NW-3-DB-530-PCR-HSS	19	04/13/2018	-	-	0	-
Xxxxx	Xxxxx	Xxxxx	Xxxxx	BS-400	19	04/13/2018	12/30/2020	-	0	-
Xxxxx	Xxxxx	Xxxxx	Xxxxx	EC3-12M-MV-NW-3CT-GY-700-WL	48	10/10/2019	-	-	0	-
Xxxxx	Xxxxx	Xxxxx	Xxxxx	GC1-80F-MV-NW-2-GY-700-WL-FFA	8	10/23/2019	12/02/2019	-	0	-
Xxxxx	Xxxxx	Xxxxx	Xxxxx	EC7-18M2-MV-NW-3-GY-700-PCR7-CR-WL	4	10/25/2019	12/17/2019	-	0	-
Xxxxx	Xxxxx	Xxxxx	Xxxxx	EC9-30M-MV-NW-3-GY-700-PCR7-WL	11	10/25/2019	12/18/2019	-	0	-
Xxxxx	Xxxxx	Xxxxx	Xxxxx	ES1-24H-MV-CW-W-BK-350	5	10/28/2019	12/18/2019	-	0	-
Xxxxx	Xxxxx	Xxxxx	Xxxxx	ES1-24H-MV-CW-W-BK-350-EM	3	10/28/2019	12/18/2019	-	0	-
Xxxxx	Xxxxx	Xxxxx	Xxxxx	EC3-10M-MV-NW-2-GY-530-WL	1	10/28/2019	01/08/2020	-	0	-