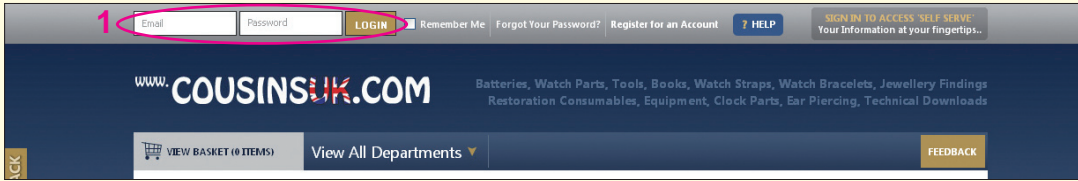
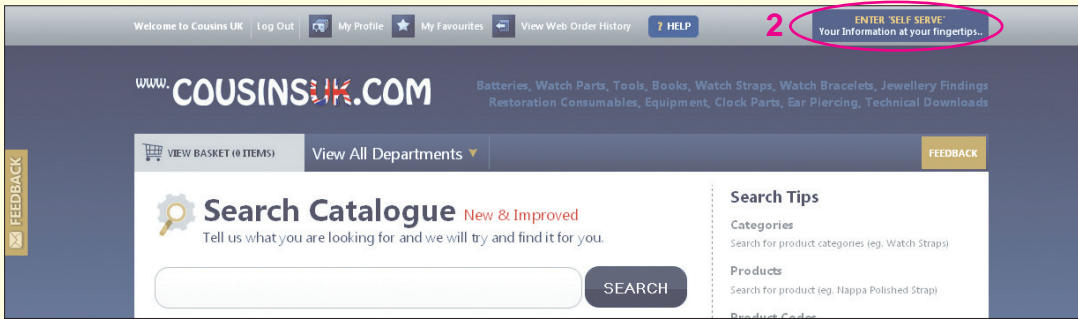


# HOW TO VIEW CURRENT BACK ORDERS



1. Log In



2. Enter your "Self Serve" here

This example is based on the date being 20/4/09

NTUserName: UserName:JIL004MAIN UserID:15345 PaymentBasketHeaderId:0 ERetUserName: ERetUserId:0 ERetUserTypeId:0 BusinessUnit:WEB XPayMode:False ERetMode:False

www.COUSINSUK.COM

Logged in as:  
JIL004MAIN

- ePayment Home
- Balance Summary
- ePayment Receipts
- Backorders Current** 3
- Backorders Historical
- Quotes Pending
- Quotes History
- Exit ePayments

You can also cancel the backorder

Click to send a "chase up" email direct to our purchasing manager

Your outstanding quantity

Expected delivery date from supplier

Date when Cousins place the order with supplier

In customer date order (most recent first/top)

ORDER NUMBER	ITEM No	ITEM	CUSTOMER ORDER DATE	COUSINS PO DATE	EXPECTED DATE	QTY	CONFIRM STATUS	CANCEL	REVISED DATE
BKO0000006656	H0797	Hands Clock - American (Ansonia H&M) 85mm	17-04-09			6	<input type="checkbox"/>	<input type="checkbox"/>	
BKO0000006634	A0008	Horn Anvil, AF Swiss	29-03-09	30-03-09	26-04-09	1	<input type="checkbox"/>	<input type="checkbox"/>	
BKO0000006625	JLC832445	Jaeger Le Coultre 832 445 Setting Lever Spring, Generic	18-03-09	11-03-09	15-04-09	1	<input type="checkbox"/>	<input type="checkbox"/>	
BKO0000006580	E20150	Etachron Tool For Turning Studs	23-03-09	20-03-09	15-04-09	1	<input type="checkbox"/>	<input type="checkbox"/>	17-05-09

SUBMIT

3. Click "Quote History" in the left hand side menu column

If blank, we don't yet have an order in with the supplier.

You will only be able to confirm status once the expected date has elapsed.

New expected delivery date - click to view additional manufacturers delivery information.

# HOW TO VIEW HISTORICAL BACK ORDERS

This example is based on the date being 20/4/09

NTUserName: UserName:JIL004MAIN UserId:15345 PaymentBasketHeaderId:0 ERetUserName: ERetUserId:0 ERetUserId:0 BusinessUnit:WEB XPayMode:False ERetMode:False

www.COUSINSUK.COM

Logged in as:  
JIL004MAIN

ePayment Home  
Balance Summary  
ePayment Receipts  
Backorders Current  
**Backorders Historical** 4  
Quotes Pending  
Quotes History  
Exit ePayments

ORDER NUMBER	ITEM No	ITEM	QTY	ORDER DATE	STATUS	STATUS DATE
BKO0000006650	A0001	Air Cleaner Compressed Air, Etic 350-310	1	30-03-09	Supplied	16-04-09
BKO0000006651	A0005	Male Screwdriver Allen Key 2.50 Blue	1	20-02-09	Discontinued	15-03-09
BKO0000006629	C19313	Stainless Steel 3 Fold Adjustable Bracelet Clasp 20-10mm	5	13-02-09	<b>Cancelled</b>	26-02-09
BKO0000006455	T21590	Tissot Z270.370 Stainless Steel Bracelet	1	09-01-09	Supplied	29-01-09
BKO0000006492	C21319	Calvin Klein K43232 Dark Brown Strap with Gilt Buckle	1	02-01-09	Supplied	23-01-09

←  
4. Click "Backorders Historical" in the left hand side menu column

Click to view reason or comment for cancellation.