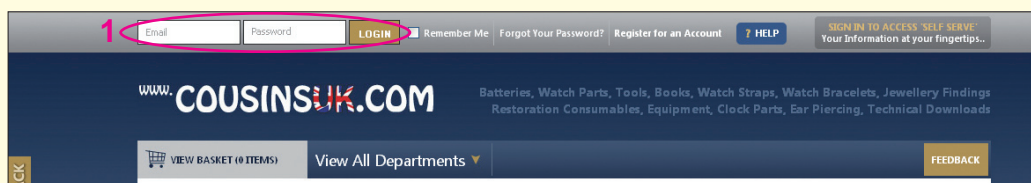


## HOW TO SEARCH = Steps 1 to 8

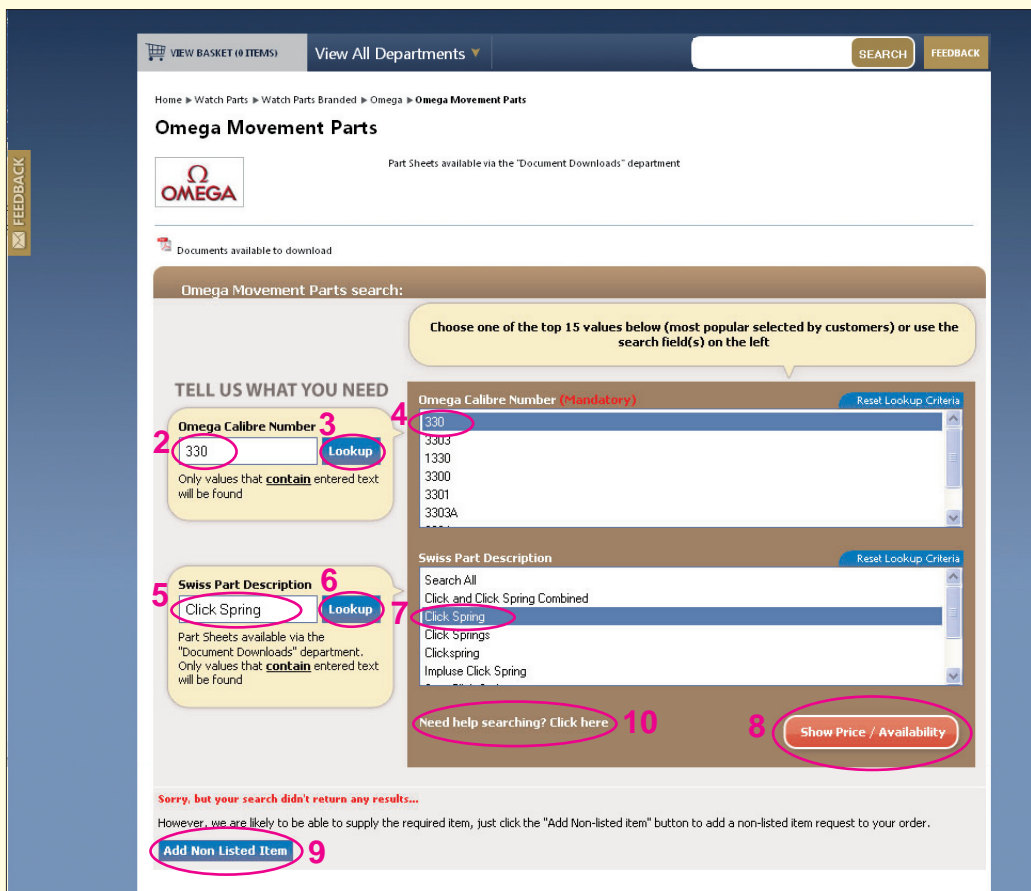
## HOW TO SUBMIT A NON LISTED ITEM = Steps 1 to 8, plus 9 to 12

## HOW TO VIEW ANSWERS TO A NON LISTED ITEM = Steps 13 to 14

The below example is for searching on Omega Movement Parts, however, all attribute searches follow the same steps.



1. Log In



Steps:  
2. Enter your search criteria  
3. Click "Lookup"  
4. Highlight your search criteria

5, 6 & 7. Repeat above process with appropriate search criteria

8. Click "Show Price / Availability" to show results

9. If no results are returned, click "Add Non Listed Item"

10. If there are results, but not the result you require click "Need help searching? Click here"

11. Add the request to your shopping to be sent at a later date, click "Add Non-Listed to Order"

OR

12. Send now, click "Send Non-Listed by Separate Email Now"

11. Add the request to your shopping to be sent at a later date, click "Add Non-Listed to Order"

OR

12. Send now, click "Send Non-Listed by Separate Email Now"

Welcome to Cousins UK | Log Out | My Profile | My Favourites | View Web Order History | HELP

13 ENTER 'SELF SERVE' Your Information at your fingertips..

www.COUSINSUK.COM Batteries, Watch Parts, Tools, Books, Watch Straps, Watch Bracelets, Jewellery Findings Restoration Consumables, Equipment, Clock Parts, Ear Piercing, Technical Downloads

VIEW BASKET (0 ITEMS) View All Departments FEEDBACK

**Search Catalogue** *New & Improved*  
Tell us what you are looking for and we will try and find it for you.

SEARCH

**Search Tips**  
Categories  
Search for product categories (eg. Watch Straps)  
Products  
Search for product (eg. Nappa Polished Strap)  
Product Codes

← 13. Enter your "Self Serve" here

www.COUSINSUK.COM

Logged in as: JIL004MAIN

ePayment Home  
Balance Summary  
ePayment Receipts  
Backorders Current  
Backorders Historical  
Quotes Pending  
**Quotes History** 14  
Exit ePayments

Account Name: **Jill Wood - Cousins Material** Address: **Unit J - Main Address  
Chesham Close**  
Account Type: **House Ltd**  
Branch Code: **Head Office**  
Customer Number: **MAIN** **Romford**  
**United Kingdom**  
**RM17 7PJ**

*Please note prices are not guaranteed as suppliers often increase prices without notice.  
(Prices can be substantially higher than quoted for non-stock specialist items, eg. watch dials, watch bracelets.)*

QUOTE NUMBER	ITEM No	DESCRIPTION	QTY	U of M	UNIT PRICE	QUOTE DATE	COMMENTS	ADD TO BASKET
QTE00011356	OME2401105	Omega 240 Click Springs Omega Calibre Number: 330 Swiss Part Description: Click Spring	1	EACH	6.80	05-07-10		<input type="checkbox"/>

ADD TO BASKET

← 14. Click "Quote History" in the left hand side menu column

We endeavour to reply to these within one hour, although this can in some instances take up to 24 hours before we are able to post the required information online as it is occasionally necessary for us to contact manufactures / supplier to complete our customers Non Listed Item Requests.

A non listed item request, you are under no obligation to purchase.