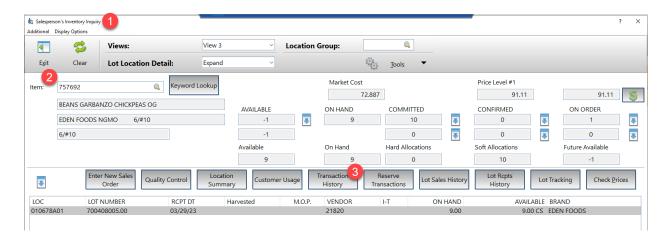# Standard Operating Procedure
Buyer of Product Identification Process

Dole & Bailey, Inc.
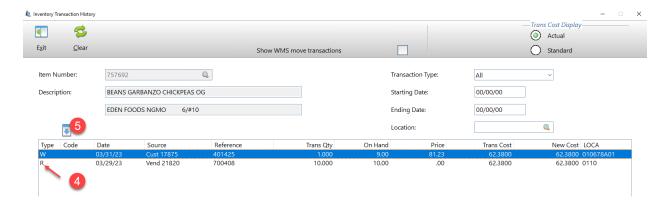
Implementation Date: 04/04/23

PURPOSE: Predominantly for Sales but can be used by any/all to find Buyer responsible for Product

1. Hit F12 and pull up Salesperson Inventory Inquiry
2. Search or Enter Item Number
3. Select button Transaction History

4. Identify most recent "R" which is Receipt of product
5. Click the DRILL DOWN arrow

6. Once you drill down click on "Header" tab
7. Articulates Buyer responsible for this item
8. Articulates who specifically placed this particular PO, this would be different if for example Director/Other CM is filling in for buyer on PTO.