

# 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

**Salesperson's Inventory Inquiry**

Additional Display Options

Views: View 3 Location Group: [Search]

Exit Clear Lot Location Detail: Expand [Tools]

Item: 757692 Keyword Lookup

Market Cost: 72.887 Price Level #1: 91.11

BEANS GARBANZO CHICKPEAS OG AVAILABLE: -1 ON HAND: 9 COMMITTED: 10 CONFIRMED: 0 ON ORDER: 1

EDEN FOODS NGMO 6/#10 AVAILABLE: -1 ON HAND: 9 COMMITTED: 0 CONFIRMED: 0 ON ORDER: 0

6/#10 Available: 9 On Hand: 9 Hard Allocations: 0 Soft Allocations: 10 Future Available: -1

Enter New Sales Order Quality Control Location Summary Customer Usage Transaction History Reserve Transactions Lot Sales History Lot Rpts History Lot Tracking Check Prices

LOC	LOT NUMBER	RCPT DT	Harvested	M.O.P.	VENDOR	I-T	ON HAND	AVAILABLE	BRAND
010678A01	700408005.00	03/29/23	Harvested		21820		9.00	9.00 CS	EDEN FOODS

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

**Inventory Transaction History**

Exit Clear Show WMS move transactions [Trans Cost Display: Actual]

Item Number: 757692 Transaction Type: All

Description: BEANS GARBANZO CHICKPEAS OG Starting Date: 00/00/00

EDEN FOODS NGMO 6/#10 Ending Date: 00/00/00

Location: [Search]

Type	Code	Date	Source	Reference	Trans Qty	On Hand	Price	Trans Cost	New Cost	LOCA
W		03/31/23	Cust 17875	401425	1.000	9.00	81.23	62.3800	62.3800	010678A01
R		03/29/23	Vend 21820	700408	10.000	10.00	.00	62.3800	62.3800	0110

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.

Purchase Order Receipt History Inquiry

Tools

Exit Clear Call Check DataView

P.O. Number: 700408 Receiver #: 000329 Type: S

Vendor Code: 21820 UNITED NATURAL FOODS-REFRIDGE

1.Address	2.Header	3.Lines	4.Instructions	5.Totals
P.O. Date: 03/28/23	Branch Buyer: 08			
Required Date: 03/29/23	Buyer Name: Heidi Keating			
Required Code:	Price Basis: P Update Last Bulk <input checked="" type="checkbox"/>			
Vendor Due Date: 03/29/23	Carrier Vendor:			
Vendor Terms: 30				
Freight Terms: 01	Entered By: HKEA Time: 9.02 Received By: GDIA			
Ship Via: YT	Vendor Ref #: Edit			
FOB: DLVD	Import Tracking #:			
Basis Location:	SAFIS Information			
Car:	Trip Report #:			
ICCAT SSD#:	Landed Port:			
Customs Entry #:	Catch Location:			
	Gear Type:			
	Date Caught: 00/00/00 Date Landed: 00/00/00			