A day in the life of a Vendor Engagement Manager in Finance

8:00 am

Kim has several new emails from vendor companies and internal teams. Instead of reading through each email, he uses Copilot to summarize the long email threads.

Copilot in Outlook

Summarize this thread.

9:30 am

Kim opens Excel to analyze a vendor's compliance data. He uses Copilot to generate a new formula column. He also uses Copilot to visualize the data.

Copilot in Excel

Suggest formulas for this column.
Show insights in charts.

10:00 am

A meeting with a vendor. During the meeting, Kim uses Teams and use Copilot to keep track of the discussion. After the meeting, he uses Copilot to identify next steps

Copilot in Teams

Summarize key discussion points. Identify agreed-upon next steps.

4:00 pm

Kim uses Copilot Chat to manage his tasks. He create a meeting agenda based on this chat history to prepare for his meetings. He also uses Copilot to schedule follow-up meetings.

Copilot

Create a meeting agenda based on this chat history.

2:00 pm

Kim uses Word to draft a report. He prompts Copilot to bring in specific information from other documents. He also uses Copilot to improve the clarity of his report.

Copilot in Word

Draft content from these documents.
Suggest ways to rewrite this content.

11:00 am

Kim needs to create a presentation for a potential vendor. He creates a new presentation from this Word file. He also uses Copilot to improve the layout of his slides

Copilot in PowerPoint

Create a new presentation from this Word file.
Change the layout of this slide.

Kim
is a Vendor Engagement Manager in Finance