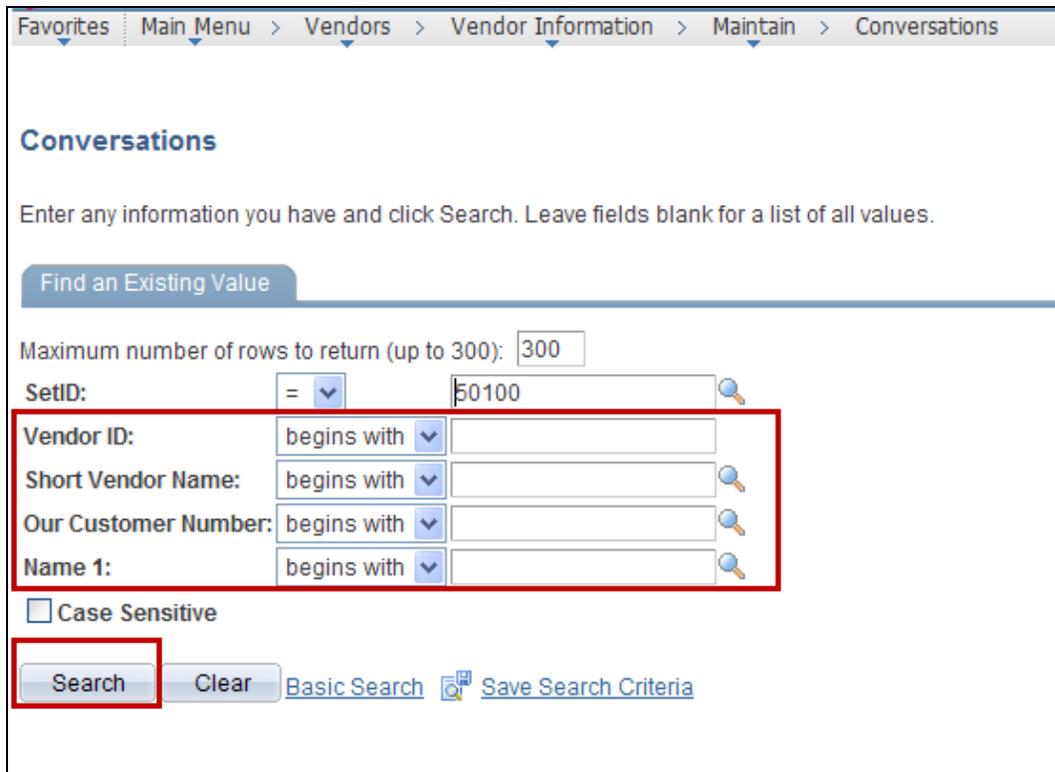


### About Vendor Conversations

Cardinal allows you to track ongoing discussions and conversations with vendor contacts. You can log the details about procurement, invoice, and payment issues that you are trying to resolve as well as document vendor inquiries by using the **Vendor Conversation** page.

### To Record a Vendor Conversation:



Favorites > Main Menu > Vendors > Vendor Information > Maintain > Conversations

### Conversations

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Maximum number of rows to return (up to 300): 300

SetID:	=	50100
Vendor ID:	begins with	
Short Vendor Name:	begins with	
Our Customer Number:	begins with	
Name 1:	begins with	

Case Sensitive

Search Clear Basic Search Save Search Criteria

- 1 Navigate using the following path:  
**Vendors > Vendor Information > Maintain > Conversations**  
The **Conversations** page displays.
- 2 Enter search criteria for the desired vendor.
- 3 Click the **Search** button.
- 4 If a **Search Results** list appears, click the line to select the desired vendor.  
The **Vendor Conversation** page appears.

Favorites | Main Menu > Vendors > Vendor Information > Maintain > Conversations

### Vendor Conversation

SetID: STATE Vendor ID: 0000000022 Bottomline Technologies Inc

Conversation Find | View All First 1 of 1 Last

\*Date: 12/12/2012 [calendar icon] User ID: Olive Order [plus] [minus]

Contact: 1 [look up icon] New Hampshire Conversation Sequence Number: 1

Topic: Increase Order Quantity

Descr: Called Marc Small on 12/11/12 to discuss change order. Increased quantity to 200 [calendar icon]

**Keywords**

**Review**

Review Date: [calendar icon]

Review Days: [input field]

Next Review Date: [calendar icon]

**Save** [Return to Search] [Previous in List] [Next in List] [Notify] [Refresh]

- 5 In the **Contact** field, enter the ID for the vendor contact with whom you spoke. (Use the **Look Up Contact** icon if needed.)
- 6 In the **Topic** field, enter a brief (up to 30 characters) description of the topic you discussed if desired.
- 7 In the **Descr** field, enter a detailed description of the conversation. Make sure to include any agreements or conclusions that you reached.
- 8 In the **Keywords** section, select one or more keywords from the drop-down list(s) to identify the conversation if desired. This makes it easier to locate the conversation later.
- 9 If you want to review the conversation later (for example, to follow up with the vendor if needed), complete the fields in the **Review** section as desired. You can enter a **Review Date**, the number of **Review Days** from today, and/or a **Next Review Date**.
- 10 Click the **Save** button.