Setting Up the IntelliBid-NetPricer Supplier Link

These instructions provide the steps for setting up your IntelliBid program to access your supplier(s) price accounts using NetPricer Service. When you sign up with NetPricer to receive pricing updates from your vendor, NetPricer will provide you with your login credentials including:
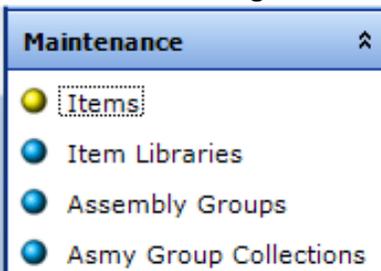
> NetPricer Vendor ID
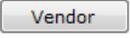> NetPricer Password
> NetPricer Customer ID

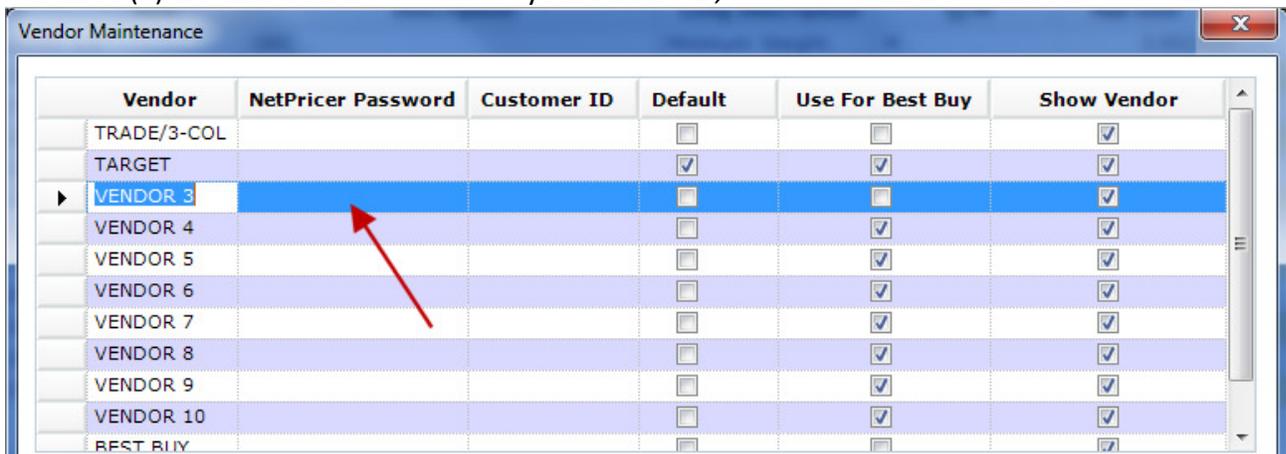You need this information before you can setup IntelliBid to access your NetPricer supplier(s).

NOTE: You must be using IntelliBid v6.10.14 or greater to setup and access NetPricer Service.

How to setup NetPricer on your computer

1. In the IntelliBid Navigation bar, click Maintenance and select ◦Items.

2. Click **OK** if you receive an Item Maintenance prompt that references 'Update All Vendors'
3. At the **bottom** of your screen, click the [Vendor] button.
4. The grid is where you maintain your pricing vendors and record the NetPricer login information. Select any one of the VENDOR rows *except* TRADE/3-COL or TARGET. This is where you will enter the three (3) IDs that NetPricer sends to you: *Vendor ID, NetPricer Password and Customer ID*

Vendor	NetPricer Password	Customer ID	Default	Use For Best Buy	Show Vendor
TRADE/3-COL			☐	☐	☑
TARGET			☑	☑	☑
VENDOR 3			☐	☐	☑
VENDOR 4			☐	☑	☑
VENDOR 5			☐	☑	☑
VENDOR 6			☐	☑	☑
VENDOR 7			☐	☑	☑
VENDOR 8			☐	☑	☑
VENDOR 9			☐	☑	☑
VENDOR 10			☐	☑	☑
BEST BUY					☑

NOTE: This information must be entered EXACTLY as presented by NetPricer or the feature will not work. Make sure there are no spaces either before or after the text in each field.

5. In the Vendor column, enter the Vendor ID provided by NetPricer.
   BE SURE to press the Tab key or click to another field after editing each field.
   Tab or click to the next column and enter the password NetPricer provided.
   Tab and click to the next column and enter the Customer ID NetPricer provided.

	Vendor	NetPricer Password	Customer ID	Default	Use For Best Buy	Show Vendor
	TRADE/3-COL			☐	☐	☑
	TARGET			☑	☑	☑
	GB_MAN	123456	custid	☐	☐	☑
	VENDOR 4			☐	☑	☑
	VENDOR 5			☐	☑	☑
	VENDOR 6			☐	☑	☑
▶	VENDOR 7			☐	☑	☑
	VENDOR 8			☐	☑	☑
	VENDOR 9			☐	☑	☑
	VENDOR 10			☐	☑	☑
	BEST BUY			☐	☐	☑

To get your new vendor off to a good start, copy the TARGET vendor to your new vendor:

6. Select the new Vendor in the grid.
7. In the Copy section below the grid, select **TARGET** in the From Vendor dropdown list and select the **Discounts** radio button.

	Vendor	NetPricer Password	Customer ID
	TRADE/3-COL		
	TARGET		
▶	GB_MAN	123456	custid
	VENDOR 4		
	VENDOR 5		
	VENDOR 6		
	BEST BUY		

Copy
From Vendor :
TARGET ▼

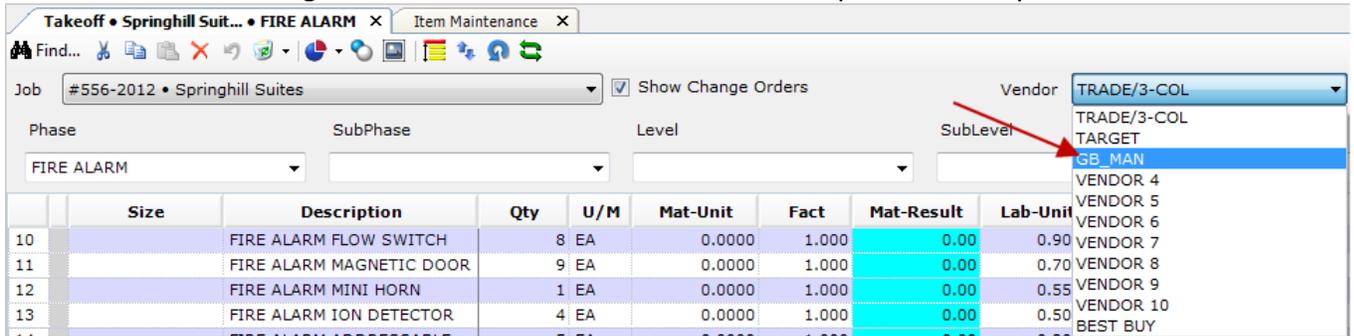◉ Discounts   Multiplier :   1.0

○ Prices   Discount % :   0

Copy to Vendor Selected in Grid

8. Click **Copy to Vendor Selected in Grid**. This should take less than a minute to complete. Click **OK** to the message that the copy is complete.
9. Setup is finished. Click **Close** to exit the Vendor Maintenance dialog.

How to use NetPricer

1. Select any job in IntelliBid that has priced items in Takeoff.
2. Go to Takeoff and change the Vendor selected in the Vendor dropdown list to your new Vendor.

3. This will recalculate your job. The options you select do not affect the recalc in this case. Click **OK** in the Recalc Preferences dialog.
4. Click **Summary** in the Navigation bar.
5. Click the **NetPricer** button in the Toolbar at the top of the screen.

6. IntelliBid will run the update and provide a report with the results. The first section lists all items in the job and the second part lists only the items that were not priced by your vendor. These reports may take several minutes to generate, depending on the size of the job.
7. Click **Recalc All** ⇄ in the Toolbar in either the Summary or the Takeoff screen. Again, the options selected do not affect the pricing update. Click **OK** to the Recalc Preferences. When the Recalc is finished, you will see the new pricing immediately.

⚠️If you see the message, *Cannot connect to vendor website*, check your firewall settings to make sure that you are not blocking the communication

For questions or help setting up IntelliBid to connect with NetPricer Service, call ConEst technical support at 1-800-662-7687 x2 or email support@conest.com | tech support hours are Mon-Fri, 7:30a - 6:00p EST