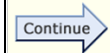


Thank you for participating in the Producer Price Index (PPI) program. You will provide data online using the BLS Internet Data Collection Facility (IDCF). This handout is intended to assist you in providing your data via the web. Be sure to log in and verify your data even if the price has not changed, and please submit data within five business days of receiving price request emails from the PPI.

Follow these steps:

1. You will receive an email notification from PPI.Web@bls.gov requesting price updates. Follow the link to our website in the email. Log in to the site by entering either your account number or email address in the User ID field, and the password you previously created in the Password field.

2. Verify your contact information, select "Producer Price Index" from the dropdown menu, and click .

**Update Respondent Info**

Update


Mr. John Smith      1234 Main Street  
 Manufacturing Co.    Anytown, DC 12345  
 smith@mfg.com      555-555-1234

Please select a survey: Producer Price Index



On the following screen, click  next to any item to begin providing your data.

Welcome to the **Producer Price Index (PPI)** Web Repricing site. Please select an item below to continue.

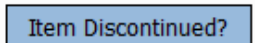
	Item Code	Item Specification	Submitted
	336120F005A01	Truck: 33,001 LBS GVW or more. Model name: Generic Truck. Model Number: 1234. Br...	

3. Review the item information. Make any changes directly in the text box or by selecting from an appropriate dropdown menu. This includes the following:

Item Description

**Item Description**

Please enter item description data here



Please make changes in the box

Truck: 33,001 LBS GVW or more. Model name: Generic Truck. Model Number: 1234.  
 Braking system: Anti-lock brakes. Tires: 16.00R20XZL. Type of transmission:  
 Automatic. Class 8. Fuel type: Diesel. Fuel tank capacity: 100 gallons.  
 Suspension type: Independent suspension system. Number of axles: 3.


## Terms of Transaction

Terms Of Transaction:	
Please enter Item Terms of Transaction data	
Type Of Sale: <input type="text" value="Market Sale"/>	Size Of Shipment: <input type="text" value="Not Price Determining"/>
Domestic/Foreign Buyer: <input type="text" value="Domestic buyer"/>	Size Of Order: <input type="text" value="Not Price Determining"/>
Type Of Buyer: <input type="text" value="Government"/>	Unit Of Measure: <input type="text" value="Truck"/>
Shipment/Contract Terms: <input type="text" value="Contract"/>	Freight: <input type="text" value="Not applicable"/>

## Adjustments to Price

Adjustments to Price:				
Please enter Item Adjustments to price data				
Adjustment Category	Adjustment Detail	Value/Terms	Already applied to reported Price?	Delete Adjustment
<input type="text" value="Discount"/>	<input type="text" value="Cash Discount"/>	<input type="text" value="1%*/Net 10"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="checkbox"/>
<a href="#">Add Adjustments</a>				

4. Review the item's price. Enter the price for the current period and, if necessary, update any prices from prior periods in the text boxes. The arrows indicate where prices should be entered. If there is no change in price in the current period, click the **Report no price change** button.

Reported Price:		
Please enter Reported Prices		
<b>Average Transaction Price</b>		
On Feb 12, 2013	\$ <input type="text" value="33,000.00"/>	per Truck
On Mar 12, 2013	\$ <input type="text" value="33,200.00"/>	per Truck
On Apr 9, 2013	\$ <input type="text" value="33,200.00"/>	per Truck
On May 14, 2013	\$ <input type="text" value="33,400.00"/>	per Truck
<b>On Jun 11, 2013</b> 	\$ <input type="text"/>	per Truck
		<input type="button" value="Report no price change"/>

5. The "Reporter Remarks" text box should be used to note any significant price or item changes within a given period.

Reporter Remarks
<input type="text"/>
450 characters remaining

6. Click  to continue providing updates for your items.

7. A list of your items will appear on the right-hand side of the screen. Checkmarks indicate the items you have completed. The arrow indicates which item is currently displayed.

	Item Code	Submitted
	<a href="#">336120F005A01</a>	✓
▶	<a href="#">336120F005A02</a>	
	<a href="#">336120F005A03</a>	

8. A screen with the following message will appear once you have submitted updates for all your items.

✓ **Thank you for updating Item information.**  
**Your data have been submitted.**

9. For a list of common help topics, click on **Help** at the top of any screen. For assistance from a PPI representative, click the [Help Request Form](#) link at the bottom of any screen.

Contacts:

If you have any questions, contact the PPI analyst, whose phone number is at the top of each screen. A full list of Producer Price Index contacts can be found at [www.bls.gov/ppi/ppicon.htm](http://www.bls.gov/ppi/ppicon.htm). For more information on Bureau of Labor Statistics products, go to [www.bls.gov](http://www.bls.gov).