

Producer Price Index

Reporting Your Data to the PPI – Architectural Services

www.bls.gov/ppi

February 2017

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 for NAICS industry 541310, Architectural Services. 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 **Continue**.

Respondent Information

Update	Ms. Jane Smith smith@xyz.com 555-555-1234	XYZ Architectural Co. 1234 Main Street Anytown DC 12345
---------------	--------------------------------------------------------	----------------------------------------------------------------------

Please select a survey:

Continue

3. On the following screen, click **Select** next to any item to begin providing data.

	Item Code	Item Specification	Submitted
Select	541310D001A01	Office building project. Other service identification: ABC building renovation. ...	

4. Review the service description. If there are any changes to the description, type them directly in the text box.

Item Description	
Please enter item description data here	
Please make changes in the box	<input type="button" value="Item Discontinued?"/>
Office building project. Other service identification: ABC building renovation. Client identification: ABC-123. New customer. Commercial client. Renovation. Role: primary contractor. Schematic design. Design development. Construction documents. Building and contract negotiations. Construction administration. Qualifications based selection. Percentage of construction costs fee. Construction costs adjusted by: PPI.	

5. Below the description you may find a grid that contains components of the price for this service. The white text boxes are where your updates should be made. The shaded areas are not updateable; these figures will be calculated by the system.

You may be asked to update or correct PPI's estimate of the total cost of construction for the project described in the service description section above, as well as the percentage fee you would charge to complete a similar contract. If so, update the total construction cost and the percentage fee in column C. The total fee will be calculated automatically.

	A	B	C
1		Current Estimate	Update/Correct
2	Total Cost of Construction	\$3,000,000.00	<input type="text"/>
3	Percentage Fee	9%	<input type="text"/>
4	Total Fee	\$270,000.00	\$0.00

6. Review the Terms of Transaction section and make any necessary changes. In most instances, there will not be any updates to these fields.

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="NA"/>
Domestic/Foreign Buyer:	<input type="text" value="Same price to both"/>	Size Of Order:	<input type="text" value="NA"/>
Type Of Buyer:	<input type="text" value="Same price to all buyers"/>	Unit Of Measure:	<input type="text" value="Entire contract"/>
Shipment/Contract Terms:	<input type="text" value="Written Contract"/>	Freight:	<input type="text" value="Not Requested for Industry"/>

7. The components of the total price are entered in the grid described above and should populate automatically in the Reported Price section of the screen. If the total price is not already pre-filled, enter the price that was calculated above for the current period. Also, if necessary, update any prices from prior periods in the text boxes. The arrows indicate where prices should be entered. If there were no changes to the figures in the grid referenced previously, click the **Report no price change** button.

Reported Price:		
Please enter Reported Prices		
Estimated transaction price		
On Sep 13, 2016	\$ <input type="text" value="250,000.00"/>	per Entire contract
On Oct 11, 2016	\$ <input type="text" value="270,000.00"/>	per Entire contract
On Nov 15, 2016	\$ <input type="text" value="270,000.00"/>	per Entire contract
On Dec 13, 2016	\$ <input type="text" value="270,000.00"/>	per Entire contract
On Jan 10, 2017	\$ <input type="text"/>	per Entire contract

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

Reporter Remarks

9. Click **Submit and Go to Next Item** to continue providing updates for your items.
10. A list of your items will appear on the left-hand side of the screen. Checkmarks indicate the items you have completed. The arrow indicates which item is currently displayed.

	Item Code	Submitted
	541310D001A01	✔
▶	541310D001A02	
	541310D001A03	

11. 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.

If you have any issues or questions, the following resources are available to assist you:

- 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 or 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.