

Thank you for participating in the Producer Price Index (PPI) program. You will provide data online using the BLS Internet Data Collection Facility. 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. Please provide updates within five business days.

Follow these steps:

1. You will receive an email notification from PPI.Web@bls.gov requesting price updates on the second or third Tuesday of the month. 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 .

Respondent Information

<input type="button" value="Update"/>	Ms. Jane Smith smith@xyz.com 555-555-1234	XYZ Manufacturing Inc. 1234 Main Street Anytown DC 12345
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Please select a survey:

3. Click next to any item to get started.

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

	Item Code	Item Specification	Submitted
<input type="button" value="Select"/>	1234567890A01	Fluid cream, bulk sale. Butterfat content: 35%. Bulk tanker. Plant location: Bal...	
<input type="button" value="Select"/>	1234567890A02	Supermarket. Soda. Edible grocery department. Product category: Groceries and ot...	

4. Review your 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	
	Item Discontinued?
Please make changes in the box	
Fluid cream, bulk sale. Butterfat content: 35%. Bulk tanker. Plant location: Baltimore, MD.	

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="N/A"/>
Domestic/Foreign Buyer: <input type="text" value="Domestic buyer"/>	Size Of Order: <input type="text" value="N/A"/>
Type Of Buyer: <input type="text" value="Wholesaler"/>	Unit Of Measure: <input type="text" value="Pound"/>
Shipment/Contract Terms: <input type="text" value="Purchase Order"/>	Freight: <input type="text" value="FOB Factory"/>

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="Wholesaler Discount"/>	<input type="text" value="5%"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/>
Add Adjustments				

5. Review your 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	
Net Transaction (actual shipment)	
On Jan 12, 2016	\$ <input type="text" value="2.10"/> per Pound
On Feb 9, 2016	\$ <input type="text" value="2.21"/> per Pound
On Mar 8, 2016	\$ <input type="text" value="2.34"/> per Pound
On Apr 12, 2016	\$ <input type="text" value="2.83"/> per Pound
On May 10, 2016 ▶	\$ <input type="text"/> per Pound Report no price change

6. If you would like to make a note about one of your items, use the “Reporter Remarks” text box below the price section.

Reporter Remarks
450 characters remaining

7. Click **Submit and Go to Next Item** to continue providing updates for your items.
8. 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
	1234567890A01	✓
▶	1234567890A02	

9. 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.