

U.S. Import/Export Price Indexes Submitting Your Data to the IPP



March 2013

www.bls.gov

Thank you for participating in the **International Price Program (IPP)**. You will provide data online using the BLS Internet Data Collection Facility (IDCF). This handout is intended to assist you in providing your data over the internet. Be sure to log on after you receive the price request emails and verify your data, even if the price has not changed.

Important Points to Know Before Submitting Prices to IPP

- For your convenience, your permanent account number will be included in the notification email sent to you prior to each month you agreed to submit prices. To log on to IDCF, you can use the account number or your email address.
- If you do not have all the necessary item and pricing information needed, you can submit partial information and return to the system later to finish.
- You can navigate forward and backward through the survey by clicking the Continue button or the numbered bubbles at the top of the screen.
- You can click on any field label to get field-specific help.

Getting Started

You will receive an email from IPP.HelpDesk@bls.gov notifying you that it is time to submit prices each month in which you agreed to submit prices to the IPP. The email includes a link to the secure BLS website for internet data collection: <https://idcf.bls.gov>.

1. On the IDCF Logon page, enter your account number or email address and password and click the **I Accept** button.
2. On the Welcome to IDCF page, verify your contact information, select **International Price Program** from the Select a Survey Box, and click the **Continue** button to proceed to the survey.

A blue rectangular button with the text "Continue" in white, followed by a white right-pointing arrow.

3. On the Welcome to the International Price Program screen, click the **Continue** button to get started.

Step 1: Verify Contact Information

On this screen, we ask you to again verify your contact information. Please update the information if it has changed. You may also add or update Alternate Contact Information to designate that another person in your company receives a copy of the emails from the IPP.

- After you have verified or updated your contact information, click the **Continue** button or click the **Submit Item Prices** bubble.

Step 2: Submit Item Prices

On this screen, you will see a list of the items for which you currently submit prices to the IPP. Here we ask you to update item information and submit current prices for each item that is still offered. The sections of the Submit Item Prices screen are described below.

1 Verify Contact Information

2 **Submit Item Price**

3 Verify Item Information

Print versions: [Summary](#) | [Detailed](#)

[To enter general comments, click here](#)

- Please review each item and enter the current price in the table below.
- To view or change price factors for an item, click the "Review More Item Price Factors" link for that item.
- Please enter amounts without commas, '\$', or other special characters. For example, 123456789.1234

Completed?	Is the item...?	Item Description	Last Reported Price	Same Price	Please Provide Price For	Not Traded?	Item Comments?
No	No Longer Offered	Import IPP Item Code: D2648938 Item #222 Product BBB Assembly kit Review More Item Price Factors	138.1500 U.S. Dollar Feb 2013 Edit	<input type="checkbox"/>	<input type="text"/> Mar 2013 Edit Price Adjustments	<input type="checkbox"/>	
No	No Longer Offered	Export IPP Item Code: D4213838 Item #111 Product AAA Assembly kit Review More Item Price Factors	272.5500 U.S. Dollar Feb 2013 Edit	<input type="checkbox"/>	<input type="text"/> Mar 2013	<input type="checkbox"/>	Message from analyst exists
No	No Longer Offered	Export IPP Item Code: D3213836 Item #444 Product DDD Assembly kit Review More Item Price Factors	143.7500 U.S. Dollar Feb 2013 Edit	<input type="checkbox"/>	<input type="text"/> Mar 2013	<input type="checkbox"/>	

Submit Item Prices Screen

Item Information

Price Information

Comments

Price Information

- For each item, do one of the following to enter a current price for the requested month:
 - Type the current price in the **Please Provide Price For** box. Do not include commas or other special characters, such as \$. If the new price exceeds the old by a predetermined percentage, you will be taken to the Review Large Price Changes screen, where you will be asked to verify the new price.
 - If the price did not change since the item was last reported, click the **Same Price** check box. If none of the items' prices changed, click the box at the top of the column.
- If the item was not traded since the last time prices were submitted, click the **Not Traded** check box.
- To change the price that was reported the last time prices were submitted, click **Edit** in the Last Reported Price column. This will take you to the Last Reported Price screen, where you can update the price, currency, or price basis, or indicate that the item was not traded in that month.

- To update discount or surcharge information that was previously provided, click **Edit Price Adjustments** for the item in the **Please Provide Price For** column. This will take you to the Edit Price Adjustments screen, where you can update, add, or delete a discount or surcharge for the item.

Item Information

- If you no longer trade the item, click the **No Longer Offered** button next to the item. This will take you to the Report Item Discontinued screen, which will ask if you can provide a comparable replacement item.
 - If you cannot provide a replacement item, select **No** and click **Submit**.
 - If you can provide a comparable replacement item, select **Yes** and click **Submit**. This will take you to the Replace Item screen, where you can enter information for the new item. The specifications of the discontinued item will be displayed in the fields to help you provide a comparable item.
- To change an item's description, click inside the Item Description box and make any updates.
- To review or update all of an item's information, and to add any information not on the Submit Item Prices screen, click **Review More Item Price Factors**. This will take you to the More Item Price Factors screen.

More Item Price Factors

Review and make changes, if needed, to price factors displayed below.

1. Review Item Description

Make changes by clicking in the large description box.

Item Description:

Item #222 Product BBB Assembly kit

2. Review Price Factors

Review the [price factors](#) below. Make any changes, if necessary, by clicking in the boxes.

Exported under Schedule B Number: . .

Transaction Type:


Class of Seller:

Is price specific to quantity ordered? No Yes

Upper Part of the More Item Price Factors Screen

Comments

The last column on the Submit Item Prices screen lets you enter comments about each item or access messages from the IPP Industry Analyst.

- Click the comments icon  to provide item-specific comments. Click the link or icon in the upper right of the screen to provide general comments.
- If **Message from analyst exists** appears in the Item Comments column, click it to go to a window with a message from the IPP Industry Analyst. There will be a text box where you can enter a response.

Comments

Please enter any comments that you think will help the industry analyst understand reasons for:

- Item changes
- Price changes

Comments Screen

Step 3: Verify Item Information

You will see your items summarized into two groups: **Incomplete Items** and **Completed Items**.

- Please review any **Incomplete Items** and provide a current price if you can.
- Click the **Print versions: Summary** or **Detailed** link if you wish to print out a copy of your updated information.
- Click the **Finish** button to submit your prices.

Finish →

Thank you for using our secure website to submit data. Your continued participation allows us to produce high quality economic indicators for the nation.

If you have any questions or comments, please send an e-mail to: IPP.HelpDesk@bls.gov.

Important Points to Know About Your Account

- Your temporary password can only be used once to create an account. To log on afterward, you are required to use your permanent password.
- If you forget your password, simply click the Forgot Password link located to the right of the Password field and then enter your permanent account number or email address into the appropriate field. You will receive an email with a link to a secure page where the password can be reset. The link will expire in three days.
- If you are idle for more than 30 minutes, your session will time out. The data that you entered will not be lost. Simply re-access your data by going to <https://idcf.bls.gov> and logging on again.
- Some mail servers will block emails originating from the Bureau of Labor Statistics. Add IDC.HelpDesk@bls.gov and IPP.HelpDesk@bls.gov to your Contacts list to allow transmission.