

Producer Price Index

Reporting Your Data to the PPI –


Data Processing, Hosting, and Related Services

www.bls.gov/ppi

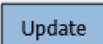
April 2020

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 for NAICS industry 518210, Data Processing, Hosting, and Related Services. Be sure to log in and verify your data even if the price has not changed.


Follow these steps:


1. You will receive an email notification from PPI.Web@bls.gov. This notification is typically sent at the beginning of the second or third week 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. Please provide updates within five business days.
2. Verify your contact information, select “Producer Price Index” from the dropdown menu, and click  .


Respondent Information


 **Ms. Jane Smith**
smith@xyz.com
555-555-1234

Data Processing/Hosting Co.
1234 Main Street
Anytown DC 12345

Please select a survey: 



3. Click  next to any item to get started.

| | Item Code | Item Specification | Submitted |
|---|---------------|---|-----------|
|  | 518210D001A01 | SaaS. Application service provision. Basic XYZ Software. Fee-based transaction p... | |

4. Review the service description. Please enter any changes to the service description directly in the text box.

| Item Description |
|--|
| Please enter item description data here |
| Please make changes in the box Item Discontinued? |
| SaaS. Application service provision. Basic XYZ Software. Fee-based transaction price: average rates. Shared environment. Uptime guarantee: 99.9% |

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.

If the fees for the specific service for which you are providing data are based on time or usage, update the time and/or usage rates. The service components and quantities will be held constant.

| | A | B | C | D | E |
|---|--------------------|-------|-----------------|--------------------------------------|--------------|
| 1 | Service | Units | Unit of Measure | Rate | Total Charge |
| 2 | Basic XYZ Software | 30 | Users | <input type="text" value="\$20.00"/> | \$600.00 |
| 3 | Storage | 10 | GB | <input type="text" value="\$0.00"/> | \$0.00 |
| 4 | | | | Total | \$600.00 |

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="Same Price for Both"/> <input type="button" value="v"/> | Size Of Shipment: <input type="text" value="N/A"/> |
| Domestic/Foreign Buyer: <input type="text" value="Same price to both"/> <input type="button" value="v"/> | Size Of Order: <input type="text" value="N/A"/> |
| Type Of Buyer: <input type="text" value="Same price to all buyers"/> | Unit Of Measure: <input type="text" value="Month"/> |
| Shipment/Contract Terms: <input type="text" value="None"/> | Freight: <input type="text" value="N/A"/> |

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. 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 | | |
| Average Price | | |
| On Nov 12, 2019 | \$ <input type="text" value="600.00"/> | per Month |
| On Dec 10, 2019 | \$ <input type="text" value="600.00"/> | per Month |
| On Jan 14, 2020 | \$ <input type="text" value="600.00"/> | per Month |
| On Feb 11, 2020 | \$ <input type="text" value="600.00"/> | per Month |
| On Mar 10, 2020 | \$ <input type="text" value="600.00"/> | per Month |

8. 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

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 |
|---|-------------------------------|-----------|
| | 518210D001A01 | ✓ |
| ▶ | 518210D001A02 | |
| | 518210D001A03 | |

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 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.
- For a list of common help topics, click on  at the top of any screen.