

International Price Program

U.S. Import/Export Price Indexes

Submitting Your Data

www.bls.gov/mxp

November 2019

Thank you for participating in the International Price Program (IPP) survey. This pamphlet provides you with directions on how to enter your price and item information for the online IPP survey that you access through the secure BLS Internet Data Collection Facility (IDCF). Even if the price has not changed, your confirmation of ‘no change’ is required to accurately calculate price indexes. The quality of BLS data depends on your participation – thank you!

Getting Started

- On a regular basis, you will receive an email from IPP.HelpDesk@bls.gov requesting that you provide prices for the IPP survey. Click on the link in the email to access the secure BLS IDCF website.
- Log on to the IDCF site.
 - Enter your account number or your email address in the User ID field.
 - Enter the password you previously created in the Password field.
 - Click the **I Accept** button. You will be taken to the “Welcome to the Internet Data Collection Facility” screen.
- Review your contact information to verify it is accurate. If any changes are needed, click on the **Update** button, enter your changes, and click the **Continue** button to save changes.
- From the welcome screen, select “International Price Program” from the dropdown menu, then click the **Continue** button to proceed to the IPP survey.
- On the “Welcome to the International Price Program” screen, click the **Continue** button to get started. You will be directed to the “IPP Verify Contact Information” screen.

Welcome to the International Price Program (IPP) Internet data reporting site. The price data you provide to the Bureau's International Price Program is used in the construction of U.S. export and import price indexes. These indices are used primarily to deflate various foreign trade and growth statistics produced by the U.S. Government. Other uses include measuring inflation, as an input to fiscal and monetary policy and forecasting future prices. Together with the Consumer Price Indexes and Producer Price Indexes, the International Price Program is considered one of the BLS' three major price programs. These three price programs have been designated as leading Federal economic indicators and are designed to cover the entire U.S. economy.

Your industry analyst is **Anna Lyst**. To contact your analyst, click on the [ipp.helpdesk](#) link at the bottom of any page or call 111.222.3333.

- You can get *'HELP'* from the top of any page by clicking on *'Help'*.
- You can click on many field labels to get help for that item. These labels are shown as active links.
- You can click *'Cancel'* to discard current changes and go back to the previous page.
- You can provide partial information if you do not have all the details. You may come back later to finish.

Maintenance activities for the IPP survey will be conducted daily from 8:30 to 9:00 p.m. Eastern Time.

To get started, click the **Continue** button.

Continue

Providing Information to the International Price Program

1 Verify Contact Information

On the “Verify Contact Information” screen, you will see your name, business affiliation, and contact information, as well as the IPP-specific feature to provide an alternate contact name. **Alternate Contact Information** lets you designate another person in your company to receive copies of IPP email correspondence. After you have reviewed and updated contact information, click the **Continue** button or the **Step 2 – Submit Item Price** button shown below.

2 Submit Item Price

On the “Submit Item Price” screen, you will see your current list of items and previously provided prices. There are three types of changes to review and update – Price Information, Item Information, and Comments. These sections of the “Submit Item Price” screen are described on the following pages.

BUREAU OF LABOR STATISTICS
International Price Program

Help | Logout

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

1 Verify Contact Information 2 Submit Item Price 3 Verify Item Information [Continue](#)

[Enter general comments](#)

- 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.

Price Information

Incomplete Items

Item Code	Item Description	Previous Price	<input type="checkbox"/> No Price Change	Current Price	Item Status	Comments
D0839244 Import	High Density Polyethylene 1; End-Use: Manufacturing Test Test test Review More Item Price Factors	Apr. 2019 20.0000 est. New Zealand Dollar Not Traded	<input type="checkbox"/>	Dec. 2019 New Zealand Dollar	<input type="checkbox"/> No Longer Offered	Add / View
D1839246 Import	Low Density Polyethylene 1; End-Use: Manufacturing Test Review More Item Price Factors	Apr. 2019 15.0000 est. Brazilian Real Not Traded	<input type="checkbox"/>	Dec. 2019 Brazilian Real	<input type="checkbox"/> No Longer Offered	Add / View
D5839243 Import	High Density Polyethylene 2; End-Use: Manufacturing Test Review More Item Price Factors	Nov. 2019 125.0000 Argentine Peso	<input type="checkbox"/>	Dec. 2019 Argentine Peso	<input type="checkbox"/> No Longer Offered	Add / View
D7839247 Import	Low Density Polyethylene 2; End-Use: Manufacturing Test Review More Item Price Factors	Nov. 2019 120.0000 est. U.S. Dollar Not Traded	<input type="checkbox"/>	Dec. 2019 U.S. Dollar	<input type="checkbox"/> No Longer Offered	Add / View

Item Information

Comments

Price Information

Review and update the information in the columns titled **Previous Price**, **Current Price**, and **No Price Change**.

- Previously provided price information can be revised if information has changed. Click in the price box in the **Previous Price** column to access the **Previous Price** pop-up window and record any revision to price, currency, price basis, as well as indicate if the item was not traded in that period.
- For each item, current price information must be provided.
 - Click in the price box in the **Current Price** column to access the **Current Price** pop-up window and record the item’s current period price, or indicate the item was not traded and provide an estimated price. You can also update currency, price basis, discount and surcharge information.
 - Click the **No Price Change** box to record that the current price is the same as the price you reported in the previous period.
 - Click the box to the left of the column titled **No Price Change** if none of your items’ current prices have changed from the previous period’s prices.
- At each window or pop-up screen, remember to click the **Submit** button to save changes or **Cancel** to return to the previous screen.

Current Price ×

Please enter amounts without commas, '\$', or special characters. For example, 123456789.1234.

Date	Price	Currency	Price Basis	Not Traded
Dec 2019	<input type="text"/>	New Zealand Dollar	CFR	<input type="checkbox"/> Not Traded

Price Adjustments: Add or remove a [Discount or Surcharge](#)

Type	Amount	Currency	Percent	Deducted
Competitiv	<input type="text" value="1.0000"/>	<input type="text"/>	<input type="text" value="0"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No

Item Information

Review the information in the columns titled **Item Description** and **Item Status**, and also in the link **Review More Item Price Factors**. For each item, please review the information you previously provided and enter updates if changes have occurred.

- Click in the **Item Description** box to record changes to an item's description.
- Click the **Review More Item Price Factors** link to review and update additional item information.

Price Factors

Review the [price factors](#) below that may impact the price and make changes if necessary.

Imported under HTSUSA:	2710	12	0000
Transaction Type :	Intra-company transfer that trends with market ▼		
Class of Seller:	Parent Company		
Is price specific to quantity ordered?	<input type="radio"/> No <input checked="" type="radio"/> Yes		
Enter Size of Order :	5		
Imported From :	JAPAN ▼		
Priced Per :	Each ▼		
Is duty included in the price?	<input type="radio"/> No <input checked="" type="radio"/> Yes		
Duty Amount:	5.000		

- In the **Item Status** column, click the **No Longer Offered** button next to the item if you no longer trade an item. This action opens the **Report Item Discontinued** pop-up window. Please provide a comparable replacement item, if available.
- At each window or pop-up screen, remember to click the **Submit** button to save changes or **Cancel** to return to the previous screen.

Comments

In the **Comments** column, you can enter comments about each item or access messages from the IPP Industry Analyst.

- Click the **Add / View** link to provide item-specific comments.
- Click the **Message from analyst** link to view the message from the IPP Industry Analyst and provide a response.
- Click the **Enter general comments** link in the upper right of the screen to provide general comments.
- At each window or pop-up screen, remember to click the **Submit** button to save changes or **Cancel** to return to the previous screen.

After you have updated price information, click the **Continue** button or the **Step 3 – Verify Item Information** button shown below.



On the “Verify Item Information” screen, you will see your list of **Completed Items**. You may see a prompt to return to the “Step 2” screen to provide prices for incomplete items.

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

1 Verify Contact Information 2 Submit Item Price **3 Verify Item Information** [Finish](#)

- Review the information below and make changes if necessary, then select "Finish".
- Please enter amounts without commas, '\$', or other special characters. For example, 123456789.1234.

6 of 11 items are incomplete.
Return to the "Submit Item Price" page (Step 2) to provide prices for incomplete items. ×

Completed Items

Item Code	Item Description	Previous Price	Current Price	Change Info
D0839244 Import	High Density Polyethylene 1; End-Use: Manufacturing Test Test test	Apr 2019 5000.0000 est. <i>New Zealand Dollar Not Traded</i>	Dec 2019 100.0000 <i>New Zealand Dollar</i>	Edit
D1839246 Import	Low Density Polyethylene 1; End-Use: Manufacturing Test Test test	Apr 2019 100.0000 est. <i>Argentine Peso Not Traded</i>	Dec 2019 200.0000 <i>Argentine Peso</i>	Edit

- Click the **Edit** link in the **Change Info** column to review and change any information for a completed item.
- Click the **Print versions: Summary** or **Detailed** link at the top of the page to print a copy of information you provided.
- Click the **Finish** button to submit your price and item information. Thank you!

Important Facts to Know About Your Account

- If your account has no activity for more than 30 minutes, your session will time out. The data that you entered will be saved. To continue, simply re-access your data by going to <https://idcf.bls.gov> and logging on again.
- You can click on any underlined label to get field-specific help.
- Some mail servers may block emails originating from the Bureau of Labor Statistics. BLS recommends you add IDC.HelpDesk@bls.gov and IPP.HelpDesk@bls.gov to your Contacts list to allow transmission.

Thank you for participating in the International Price Program Survey!

Your continued participation is essential to maintaining accurate measures of the U.S. economy. BLS import and export price indexes are the official U.S. measure of price changes and inflation of internationally traded goods and services. BLS data are available for free to the public at www.bls.gov.

If you have any questions or comments, please e-mail us at: IPP.HelpDesk@bls.gov.