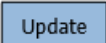Thank you for participating in the Producer Price Index (PPI) program. You will provide data online using the BLS Internet Data Collection Facility. This handout is intended to assist you in providing your data via the web. Be sure to log in and verify your data even if the price has not changed.

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 [Continue].

Respondent Information

[Update]   **Ms. Jane Smith**   **XYZ Manufacturing Inc.**
               smith@xyz.com   1234 Main Street
               555-555-1234   Anytown   DC   12345

Please select a survey: [Producer Price Index ▾]

[Continue]

3. Click [Select] 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
[Select]	1234567890A01	Fluid cream, bulk sale. Butterfat content: 35%. Bulk tanker. Plant location: Bal...	
[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

Please make changes in the box   Item Discontinued?

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:	Market Sale	Size Of Shipment:	N/A
Domestic/Foreign Buyer:	Domestic buyer	Size Of Order:	N/A
Type Of Buyer:	Wholesaler	Unit Of Measure:	Pound
Shipment/Contract Terms:	Purchase Order	Freight:	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
Discount	Wholesaler Discount	5%	⦿ Yes ◯ No	☐

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 13, 2015	$ 2.10	per Pound
On Feb 10, 2015	$ 2.21	per Pound
On Mar 10, 2015	$ 2.34	per Pound
On Apr 14, 2015	$ 2.83	per Pound
On May 12, 2015 ▶	$	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** at the bottom of the screen to continue providing updates for your items.

8. 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
236224A167A01	✔
▶ 236224A167A02	
236224A167A03	

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 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 Help at the top of any screen.**