

Producer Price Index

Reporting Your Data to the PPI

www.bls.gov/ppi

September 2021

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. Access our website using the link included in the email. Your account number will be pre-filled in the User ID field. You may also enter your email address in the User ID field instead. Log in to the site by entering 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

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

XYZ Manufacturing Inc.
1234 Main Street
Anytown DC 12345

Please select a survey:

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 |
|---------------------------------------|---------------|---|-----------|
| <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

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: <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 |
|--|---------------------|---------------------------------|---|--------------------------|
| Discount <input type="text" value="Discount"/> | Wholesaler Discount | <input type="text" value="5%"/> | <input checked="" type="radio"/> Yes <input type="radio"/> No | <input type="checkbox"/> |

[Add Adjustments](#)


- 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 Oct 15, 2013 | \$ <input type="text" value="2.10"/> | per Pound |
| On Nov 12, 2013 | \$ <input type="text" value="2.21"/> | per Pound |
| On Dec 10, 2013 | \$ <input type="text" value="2.34"/> | per Pound |
| On Jan 14, 2014 | \$ <input type="text" value="2.83"/> | per Pound |
| On Feb 11, 2014  | \$ <input type="text"/> | per Pound |
| | | <input type="button" value="Report no price change"/> |


- 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 |

- Click **Submit and go to next item** button at the bottom of the screen to continue providing updates for your items.
- 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 | |

- A screen with the following thank you message will appear once you have submitted updates for all your items.

| |
|---|
| <p> Thank you for updating Item information.</p> <p>Your data have been submitted.</p> |
|---|

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.

