Thank you for participating in the Producer Price Index (PPI) program. You will provide data online using the BLS Internet Data Collection Facility (IDCF). This handout is intended to assist you in providing your data via the web for the PPI Wholesale Trade sector. Be sure to log in and verify your data even if the price has not changed, and please submit data within five business days of receiving price request emails from the PPI.

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**.

3. On the following screen, click **Select** next to any item to begin providing data.

	Item Code	Item Specification	Submitted
Select	423100A001A01	Type of product line, product, or service: All used cars. New and used automobil...	

4. Review the description of the item. If there are any changes to the description, type them directly in the text box.

Item Description

Please enter item description data here

Please make changes in the box   [Item Discontinued?]

Type of product line, product, or service: All used cars. New and used automobiles, motorcycles, and trailers. Company-wide margin price. Pricing period: Current month to date.

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. Each pricing period, update the price to buyer and either the margin percentage or the acquisition price, if necessary. The margin price will be calculated automatically by the system.
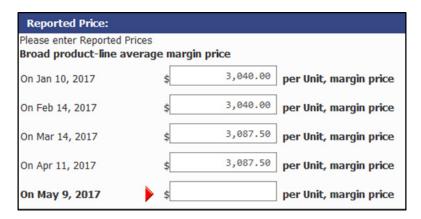
	A	B
1	Price to Buyer:	$9,500.00
2	Margin Percentage:	32.5%
3	Margin Price:	$3,087.50

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:	Market Sale	**Size Of Shipment:**	NA
Domestic/Foreign Buyer:	Domestic buyer	**Size Of Order:**	NA
Type Of Buyer:	Same price to all buyers	**Unit Of Measure:**	Unit, margin price
Shipment/Contract Terms:	No contract	**Freight:**	NA

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. The arrows indicate where prices should be entered. If there were no changes to the figures in the grid referenced previously, click the **Report no price change** button.
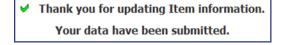
Reported Price:
Please enter Reported Prices
Broad product-line average margin price

On Jan 10, 2017	$ 3,040.00	per Unit, margin price
On Feb 14, 2017	$ 3,040.00	per Unit, margin price
On Mar 14, 2017	$ 3,087.50	per Unit, margin price
On Apr 11, 2017	$ 3,087.50	per Unit, margin price
On May 9, 2017	▶ $	per Unit, margin price

8. The Reporter Remarks text box should be used to note any significant price or service changes within a given period.

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
	236224A167A01	✔
▶	236224A167A02	
	236224A167A03	

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

⭐ **BLS**