

Links to BLS and DOL Resources

Import and Export Price Indexes homepage:

www.bls.gov/mxp/

Bureau of Labor Statistics homepage:

www.bls.gov

Producer Price Index homepage:

www.bls.gov/ppi/home.htm

Consumer Price Index homepage:

www.bls.gov/cpi/

U. S. Department of Labor homepage:

www.dol.gov



If you have any questions or comments,
please send an e-mail to:

IPP.HelpDesk@bls.gov

4 Easy Steps for Reporting Your Data

International Price Program
Internet Data Collection
System



U.S. Department Of Labor
Bureau of Labor Statistics

Important points to know before reporting to the IPP

- For your convenience, your permanent account number will be included in the notification email sent to you prior to each month you agreed to provide prices.
- Your temporary password can only be used once to create an account. To log in afterward, you are required to use your permanent password. If you forget your password, simply click on the "Forgot Password" link located to the right of the Password field and enter (or copy and paste from the notification sent) your permanent account number into the appropriate field. The password will then be emailed to you.
- If you are idle for more than 30 minutes, your session will time out. The data that you entered will not be lost. Simply re-access your data by going to <https://idcf.bls.gov> and logging on again.
- If you do not have all the necessary item and pricing information needed, you can submit partial information and return to the system later to finish.
- You can navigate forward and backward through the survey by clicking on the blue "Continue" arrow or the blue numbered bubbles at the top of the screen.
- You can click on any field label to get field-specific help.
- Some mail servers will block emails originating from the Bureau of Labor Statistics. **Add IPP.HelpDesk@bls.gov to your Contacts list to allow transmission.**

Getting started:

You will receive an email from IPP.HelpDesk@bls.gov notifying you that it is time to submit prices each month in which you agreed to report prices to the IPP. The link to the IPP Data Collection website is provided in the email: <https://idcf.bls.gov>. **Note:** The "s" in "https" is required to ensure a secure transmission.

- At the logon page, **enter your account number and password** and select "I Accept."
- Select "**International Price Program**" from the Select a Survey Box and click the blue "**Continue**" arrow to proceed to the survey.



Step 4: Review Your Items' Information

You will see your items summarized into two groups: **Incomplete Items** and **Completed Items**.

- Please review any **Incomplete Items** and provide a current price if you can.
- Click the "Printable Version" button if you wish to print out a copy of your updated information.
- Click the "**Finish**" arrow to submit your prices.



Thank you for using the IPP Internet Data Collection System. Please feel free to contact us if you have any questions, comments, or suggestions.

Your continued participation allows us to bring you the highest quality economic indicators.

If you have any questions or comments, please send an e-mail to: IPP.HelpDesk@bls.gov



More Item Price Factors Screen

This page allows you to review or update all of the item information.

International Price Program

1. Review Item Description

Make changes by clicking in the large description box. Print

Item Description:
 Quality: 9/9 (number of knots in square inch); Textile Fiber: Wool; Method of Construction: Hand Knotted; From India

Click on any label for detailed instructions.

2. Review Price Factors

Review the [price factors](#) below. Make any changes, if necessary, by clicking in the boxes.

- Imported under HTSUSA: 5701 | 10 | 4000
- Transaction Type: Market sale
- Class of Seller: Class does not affect the price
- Is price specific to quantity ordered? No Yes
- Imported From: India
- Priced Per: Square Foot
- Is duty included in the price? No Yes

3. Review Price Changes

Review the prices below. Update the price in the "Current Price" box. If the **current price has not changed from the previous price**, click .

Previously Reported Price Data

Date	Price	Currency	Price Basis	Change?
Oct 2006	7.0000	U.S. Dollar	CIF	Edit

This item was traded last session

Current Price Data
 Note - Current Price is entered as (123456789.1234).

Date	Price	Currency	Price Basis	Not Traded
Jan 2007		U.S. Dollar	CIF	<input type="checkbox"/>

Discount or Surcharge. If either has changed, click [here](#).

Type	Amount	Currency	Percent	Deducted?
Export	0.0000	Euro	2.0	N
Contract	1.2500	U.S. Dollar	0.0	Y

Click here to add, delete, or change a discount or surcharge.

4. Enter Comments

Please enter any comments that you think will help BLS regarding:

- Item changes
- Price changes

5. Complete

Step 1: Verify Your Contact Information

On this screen, we ask you to review your contact information; such as name, address, email, and phone number. **Please update the information if it has changed.**

- After you have verified that all of your contact information is correct, **click on the "Continue" arrow** or click the "2: Item Still Available?" bubble.



Step 2: Is Your Item Still Available?

On this screen, you will see a list of the items for which you currently send prices to the IPP. Here we ask you if any of the items have been discontinued or if you no longer offer them.

- If you still **DO** offer all of the items, click the **"Continue"** arrow or click on the "3. Submit Item Prices" bubble.
- If you **DO NOT** offer an item, click on the **"No Longer Offered"** button next to the item. You will then be asked if you can provide a comparable replacement item.
 - If you **CANNOT** provide a replacement item, select **"No"** on the pop-up window and then **"Submit."**
 - If you **CAN** provide a comparable replacement item, select **"Yes"** on the pop-up window and then **"Submit."** You will see a page where you can enter information for the new item. Note: The specifications of the discontinued item will be displayed in the fields to help you provide a comparable item. The instructions on the screen will guide you.
- If you are unsure how to provide a replacement item, or need any assistance, please click on the blue help-desk link at the bottom of the screen.

International Price Program

1
Verify Contact Information

2
Item Still Available?

3
Submit Item Prices

4
Verify Item Information

If item/service is not offered anymore, click on "No Longer Offered." Otherwise, click "Continue."

Completed?	Is the item...?	Item Description
No	<input type="button" value="No Longer Offered"/>	Import Quality: 9/9 (number of knots in square inch); Textile Fiber: Wool; Method of Construction: Hand Knotted; From India
No	<input type="button" value="No Longer Offered"/>	Import Quality: 10/14 (number of knots in square inch); Textile Fiber: Wool; Method of Construction: Hand Knotted; From India
No	<input type="button" value="No Longer Offered"/>	Import Quality: 9/12; Textile Fiber: Wool; Method of Construction: Tufted; From India

Step 3: Submit Item Prices

On this screen, you will see your list of items. For each item, please enter a current price for the requested month.

International Price Program [Help](#) | [Logout](#)

1

Verify Contact Information

2

Item Still Available?

3

Submit Item Prices

4

Verify Item Information



To change an item's current price. To view or change other [price factors](#) associated with the item click on the "More Item Price Factors" link.

Note - Current Prices are entered as (123456789.1234).

[To enter general comments, click here](#) 

Completed?	Item Description	Last Reported Price	Same Price <input type="checkbox"/>	Please Provide Price For	Not Traded?	Item Comments?
No	Import Quality: 9/9 (number of knots in square inch); Textile Fiber: Wool; Method of Construction: Hand Knotted; From India More Item Price Factors	7.0000 U.S. Dollar Oct 2006 Edit	<input type="checkbox"/>	<input type="text"/> Jan 2007	<input type="checkbox"/>	
No	Import Quality: 10/14 (number of knots in square inch); Textile Fiber: Wool; Method of Construction: Hand Knotted; More Item Price Factors	10.0000 U.S. Dollar Oct 2006 Edit	<input type="checkbox"/>	<input type="text"/> Jan 2007	<input type="checkbox"/>	
No	Import Quality: 9/12; Textile Fiber: Wool; Method of Construction: Tufted; From India More Item Price Factors	2.5000 U.S. Dollar Oct 2006 Edit	<input type="checkbox"/>	<input type="text"/> Jan 2007	<input type="checkbox"/>	

To change an item description, click here and make any updates.

Click here to provide general comments.

Click here to provide item specific comments.

Click on "More Item Price Factors" to review or to update additional item information, such as Discounts, Quantity, and Country. See "More Item Price Factors" on the next page of this pamphlet.

You may change the previously reported price.

Check "Same Price" if the price has not changed.

If the price has changed, enter the price for the current month here.