



2019 ANNUAL WHOLESALE TRADE SURVEY

MANUFACTURERS' SALES BRANCHES AND OFFICES

DUE DATE

WORKSHEET

DO NOT use this worksheet to respond to the survey, it is intended to assist you with gathering and preparing your data prior to reporting online.

Need help or have questions?

Call 1-877-787-9860, option "3"
(8:00 a.m. - 5:00 p.m. ET, M-F)
or **Visit**

<https://census.gov/awtshelp>

Please view the online report for specific instructions that may apply to your EIN or firm.

Return to <https://portal.census.gov> when you are ready to report online.

YOUR RESPONSE IS REQUIRED

BY LAW. Title 13 United States Code (U.S.C.), Sections 131 and 182 authorizes this collection. Sections 224 and 225 require your response. The U.S. Census Bureau is required by Section 9 of the same law to keep your information **CONFIDENTIAL** and can use your responses only to produce statistics. The Census Bureau is not permitted to publicly release your responses in a way that could identify your business, organization, or institution. Per the Federal Cybersecurity Enhancement Act of 2015, your data are protected from cybersecurity risks through screening of the systems that transmit your data.

This collection has been approved by the Office of Management and Budget (OMB). The eight-digit OMB approval number is 0607-0195 and appears at the upper right of this page. Without this approval we could not conduct this survey.

GENERAL INSTRUCTIONS

- **Include** data for auxiliary facilities primarily engaged in supporting services to this firm's establishment(s) such as warehouses, garages, and central administrative offices.
- Any significant change in this firm's operations should be noted in **19** on page 6.
- For establishments sold or acquired in 2019, report data only for the period the establishments were operated by this firm.
- Estimates are acceptable if book figures are not available.
- Enter "0" where applicable.

ANNOUNCEMENTS AND SPECIAL INSTRUCTIONS

Report Online - Do Not Return

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1 Not Applicable.

2 ORGANIZATIONAL CHANGE

A. Did this firm experience any acquisitions, sales, mergers, divestitures, and/or closures in 2019?

- Yes
- No - Go to **3**

B. Which of the following organizational changes occurred in 2019?

Check all that apply. If more than one organizational change occurred during the reporting period, explain in **19** on page 6.

- Acquisition
- Sale
- Merger
- Divestiture
- Ceased Operation - Date of ceased operation/closure

Date of organizational change

Month	Day	Year

AND

Enter detailed information below

Month	Day	Year

Name of company		EIN (9 digits)	
			-
Address (Number and street, P.O. Box, etc.)			
City, town, village, etc.		State	ZIP Code
			-

3 REPORTING PERIOD

NOTE: Calendar year data is preferred. If it is not available, please report for the fiscal year that includes at least six months of data for the 2019 calendar year.

What time period is covered by the data provided in this survey?

- Calendar year - Go to **4**
- Fiscal or partial year - Report beginning and ending dates

2019		
Beginning Date		
Month	Day	Year
Ending Date		
Month	Day	Year

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4 NUMBER OF MANUFACTURERS' SALES BRANCHES AND OFFICES

INCLUDE

- Sales locations where more than half of the goods sold consist of goods manufactured, assembled or mined in the United States by this firm or by a parent, subsidiary, or affiliated manufacturer or mine
- Sales locations that are co-located with manufacturing plants, but for which separate records are kept
- Sales locations located separately from a warehouse, manufacturing, or other operating location
- Sales locations regardless of whether they held inventory
- Centers where orders are taken or solicited, and offices of marketing or sales managers, for which records are kept separately from those of manufacturing plants

EXCLUDE

- Agents or brokers primarily selling goods on consignment
- Locations where more than half of the goods sold consist of goods manufactured outside the United States and/or goods purchased from other companies
- Manufacturing locations without separate sales personnel
- Locations selling directly to the general public

2019
Number

A. What was the total number of sales branches and offices that met the criteria above on December 31, 2019?

B. Did this firm or its parent, subsidiaries, or affiliates have any manufacturing or mining operations in the United States in 2019?

- Yes
- No - Please describe your type of business in **15** on page 6 after completing this survey.

C. Did this firm or its subsidiaries have any sales locations that sold (or distributed) products manufactured or mined in the United States either by this firm, or by a parent, subsidiary, or affiliated company in 2019?

- Yes
- No - Please describe your type of business in **15** on page 6 after completing this survey.

5 SALES, RECEIPTS, OR REVENUE

INCLUDE

- All sales of your sales branches and offices whether they are your own products or products you purchased
- **Gross value** of sales made on a commission basis for non-affiliated firms
- Receipts from freight, installations, rentals, maintenance, repairs, alterations, storage, and other such services
- Excise taxes (such as those on gasoline, liquor, and tobacco) that are levied on the manufacturer and included in the cost of products purchased by this firm
- Value of liquor and tobacco tax stamps for only the sales branches and offices

EXCLUDE

- Direct sales made by manufacturing plant personnel
- Foreign sales of products that are not owned by establishments in the United States
- Commissions or fees for products that never entered the United States
- Nonoperating receipts (such as interest income, income from investments, and receipts from the rental or sale of real estate)
- Finance charges

Mark "X" if None

2019			
\$ Bil.	Mil.	Thou.	Dol.

What were this firm's sales and other operating receipts in 2019?

6 E-COMMERCE, INCLUDING EDI

E-commerce is the sale of goods and services where the buyer places an order, or the price and terms of the sale are negotiated, over an Electronic Data Interchange (EDI), the Internet, mobile device (M-Commerce), or any other online system. Payment may or may not be made online.

A. Did this firm have any e-commerce sales in 2019?

- Yes
- No - Go to **9** on the next page

B. What were the total e-commerce sales in 2019?

*This amount should equal the sum of **6B1** and **6B2** shown below.*

1. What were the EDI network sales in 2019, if any?

- EDI is the exchange of documents in standardized electronic form between organizations in an automated manner directly from a computer application in one organization to an application in another.

2. What were the online system sales in 2019, if any?

- Online systems include the Internet, mobile device (M-commerce), extranets, e-mail, and instant messaging.

Mark "X" if None	2019			
	\$ Bil.	Mil.	Thou.	Dol.

7 and 8 Not Applicable.

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9 VALUE OF INVENTORIES

INCLUDE

- All inventories of products covered by this survey, including auxiliary locations (such as warehouses, garages, and central administrative offices) servicing these establishments, regardless of where held
- Inventory held in Foreign Trade Zones or in bond warehouses in the United States
- Report at cost or market value as of December 31 (or the end of the period for which you are reporting)

EXCLUDE

- Items such as fixtures, equipment, and supplies not held for resale
- Products owned by others that are being held on consignment

A. Did this firm own inventories, regardless of where held, at the end of 2019 (or the end of the period for which you are reporting)?

- Yes
- No - Go to **16** on the next page

B. What was the value of inventories as of December 31 in 2019?

Mark "X" if None

1. Total inventories (if applicable, before Last-in, First-out (LIFO) adjustment)
2. LIFO reserve (if applicable)
3. Total inventories after LIFO adjustment
 9B1 minus 9B2.

2019			
\$ Bil.	Mil.	Thou.	Dol.

C. Were inventories reported as of December 31?

- Yes - Go to **9E**
- No

2019		
Month	Day	Year

D. If not December 31, inventories were reported as of what date?

E. Were any of the inventories reported in 9B1 stored outside, or en route to, the 50 states and the District of Columbia in 2019?

- Yes
- No - Go to **10**

F. What was the value of the inventories stored outside, or en route to, the 50 states and the District of Columbia in 2019?

Exclude inventory held in Foreign Trade Zones or in bond warehouses in the U.S.

2019			
\$ Bil.	Mil.	Thou.	Dol.

10 INVENTORY VALUATION METHOD

A. Were any of the inventories reported in 9B1 subject to the LIFO valuation method?

- Yes
- No - Go to **16** on the next page

B. How much of the inventory reported in 9B1 was subject to:

Mark "X" if None

1. LIFO valuation method before adjustment
2. Any other valuation method
3. Verify Total
 Sum of **10B1** and **10B2**. Total must equal **9B1**.

2019			
\$ Bil.	Mil.	Thou.	Dol.

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Report Online - Do Not Return

11-15 Not Applicable.

16 OPERATING EXPENSES

INCLUDE

- Expenses arising from the normal course of business, including non-manufacturing payroll

EXCLUDE

- Bad debt/customer related loss
- Interest expense
- Purchases of goods for resale or cost of goods sold
- Income taxes
- Impairment (reduction in value of long-lived assets due to reappraisal)
- Transfers made within the company

Mark "X" if None

2019			
\$ Bil.	Mil.	Thou.	Dol.

What were the total operating expenses for this firm in 2019? . . .

17 and 18 Not Applicable.

19 REMARKS - Please use this space to explain any significant year-to-year changes, to clarify responses, or indicate where data were estimated.

20 CONTACT INFORMATION

Name of person to contact regarding this survey <i>(Please print)</i>					Title			
Telephone	Area code	Number		Extension	Fax	Area code	Number	
		-					-	
E-mail address					Website			
					www.			

THANK YOU for completing your Annual Wholesale Trade Survey.
We suggest you keep a copy for your records.

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