U.S. DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. CENSUS BUREAU

FORM **M-3(SD)**
(07-09-2015)

MANUFACTURERS' SHIPMENTS, INVENTORIES, AND ORDERS

OMB No. 0607-0008: Approval Expires 06/30/2018

Description:

See instructions on reverse side	CENSUS USE	RP	MC	# F	FP	AI

PLEASE COMPLETE FORM BY THE 10TH BUSINESS DAY OF THE MONTH

TO START REPORTING VIA THE INTERNET, use the User ID and Original Password imprinted below.

Go to econhelp.census.gov/m3 to report your data or FAX FORM to 1-800-845-8238

U.S. Census Bureau
4600 Silver Hill Road, EID/M3
Washington, DC 20233-6900
https://econhelp.census.gov/m3

NOTICE - This report is authorized by law (Title 13, United States Code, Sections 131,182, and 193). By Section 9 of the same law, your report to the Census Bureau is confidential. It may be seen only by persons sworn to uphold the confidentiality of Census Bureau information and may be used only for statistical purposes. The law also provides that copies retained in your files are immune from legal process. Respondents are not required to respond to any information collection unless it displays a valid approval number from the Office of Management and Budget. This 8-digit number appears in the top right corner of this form.

Census contact	Area Code	Number	
Your company contact	Area Code	Number	Ext

CHANGE IN OPERATIONAL STATUS

○ Ceased operations *Enter date in **"Remarks"***
○ Sold to another company *Enter name and date in **"Remarks"***
○ Acquired another manufacturing operation *Enter name and date in **"Remarks"***

User ID:	**Original Password:**	**CFN**		**Industry**	

	Description of reporting items (Definitions of terms are provided on the back of the form)										
1	Accounting Period (SHADE ONLY ONE CIRCLE)	P	○ Cal. Mo. ○ 4 Week ○ 5 Week ○ Other End. date			○ Cal. Mo. ○ 4 Week ○ 5 Week ○ Other End. date			○ Cal. Mo. ○ 4 Week ○ 5 Week ○ Other End. date		
			$Bil.	$Mil.	$Thou.	$Bil.	$Mil.	$Thou.	$Bil.	$Mil.	$Thou.
2	Net Shipments, Manufactured in U.S.	S									
3	New Orders (Net of Cancellations) [If applicable]	N									
4	Order Backlog (Unfilled Orders) [If applicable]	U									
5	Total Inventories, Warehoused in U.S. (Current Cost or Market)	I									
6	Materials and Supplies	M									
7	Work-In-Process	W									
8	Finished-Goods	F									

REMARKS:

CERTIFICATION This form is substantially accurate and has been prepared in accordance with the instructions.

Title | Date

Signature of authorized person

30025019

INSTRUCTIONS FOR COMPLETING THIS FORM

GENERAL INFORMATION

A summary of the instructions for completing this form is provided below. A comprehensive instruction manual is available on census.gov/m3. Clarification of instructions or definitions may be obtained by calling the Census contact on the front of the form or by writing to: U.S. Census Bureau, 4600 Silver Hill Road, Washington, DC 20233-6900.

Purpose for this survey – This form is designed to collect shipments, inventories, and orders data from domestic manufacturing companies for use in the preparation of industry estimates for 92 industry categories encompassing all manufacturing activities. These estimates are widely used as indicators of our Nation's current economic condition and of changes in the business cycle. They also provide important components for estimates of the gross domestic product (GDP) and related series.

An activity to be reported – A REPORTING UNIT is generally a division, subsidiary, or other operating unit as defined by your company for financial or managerial purposes. Reporting units within the same industry category, as defined in the Instruction Manual, may be combined for reporting purposes. Thus, a reporting unit could also be a complete company if the company operates predominantly in a single industry category. The Census Bureau may request that very large units with diverse activities be subdivided along industry lines for reporting purposes.

For the purposes of this survey, each reporting unit is to be reported as though a separate entity. Shipments (or sales) should include transfers to other segments of your company, as well as the value of shipments to unaffiliated customers. Orders, where applicable, should include orders from other segments of your firm. Finally, the reported figures should be limited to domestic operations (the 50 States and the District of Columbia). Please note that while the **activities of foreign subsidiaries should be excluded, export shipments to and orders from foreign subsidiaries should be included**.

Survey deadlines – The first press release for this survey is based on receipts through approximately the 18th of the month following the accounting period, therefore please return your report form before this time.

Use of estimates – If actual figures are not available, reasonable estimates may be used for reporting. Please indicate in the ***"Remarks"*** section if figures are estimates.

Comparability with previous reports – Please indicate in the ***"Remarks"*** section if there have been any changes in organization (acquisitions or shipments) or accounting methods that affect comparability with previous reports. If there is a sale or purchase, indicate new company's name, address, phone number, and a company contact.

REPORTING DEFINITIONS

- **ACCOUNTING PERIOD –** It is important that the data reported represent the manufacturing activities of the month specified. Shade the one box that best describes the accounting period and its ending date for which you are reporting your firm's manufacturing activity. If you indicate ***"Other"***, please provide the dates covered and describe in the ***"Remarks"*** section.
- **SHIPMENTS** – Report net shipments (sales) made during the accounting period for your domestic manufacturing operations (do not report year-to-date). Include shipments of products to other companies, individuals, U.S. Government agencies and foreign customers, as well as shipments and transfers to other divisions or subsidiaries of your company. Shipments should be net, after discounts and allowances, exclusive of nonmanufacturing activities.
- **NEW ORDERS –** Report net new orders received during the accounting period, less cancellations. Include (1) the value of orders received and filled during the accounting period; (2) orders received for future deliveries; and (3) the net value of changes to existing contracts. Do not include orders requiring further negotiations, authorization, or funding before the order is final.
- **ORDER BACKLOG** – Include orders, as defined above, that have not yet passed through the sales account.
- **TOTAL INVENTORIES –** Report total inventories, warehoused in the U.S., regardless of where manufactured, at current cost or market value, as of the end of the accounting period. **If your inventories are subject to LIFO valuation, report the value prior to the adjustment for the LIFO reserve.** The reported figure should include all inventories in the 50 States and the District of Columbia to which you hold title. Note: Unlike GAAP, do not deduct progress billing from the reported inventory line items, i.e. inventories should be reported gross not net of progress billings.

  The figure for total inventories should equal the sum of the data reported in the following three categories to the extent permitted by your records:

  - **MATERIALS AND SUPPLIES** – Report materials and supplies inventories as of the end of the accounting period.
  - **WORK-IN-PROCESS** – Report work-in-process inventories as of the end of the accounting period.
  - **FINISHED GOODS** – Report finished goods inventories as of the end of the accounting period.

Public reporting burden for this collection of voluntary information is estimated to average 20 minutes per response, including the time for assembling data from existing records and completing the form. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: Paperwork Project 0607-0190, U.S. Census Bureau, 4600 Silver Hill Road, AMSD-3K138, Washington, DC 20233. You may e-mail comments to Paperwork@census.gov; use "Paperwork Project 0607-0008" as the subject.

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