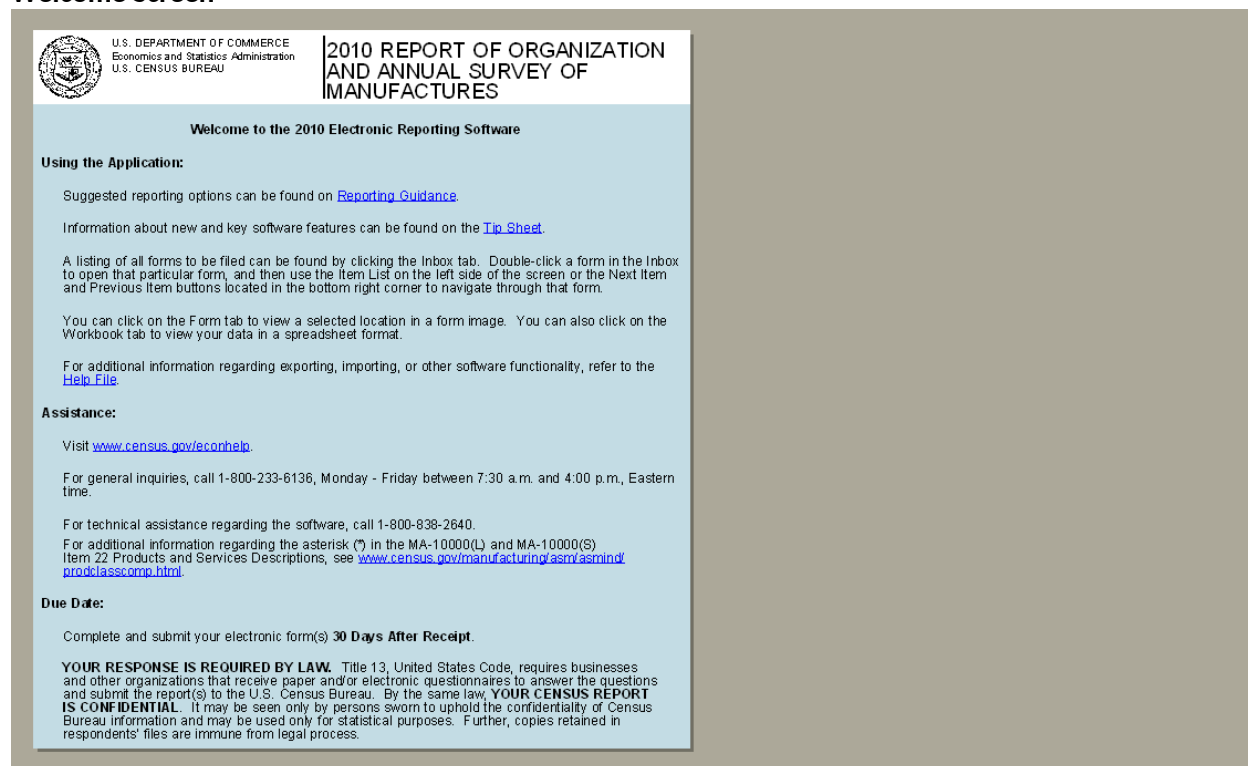



## Surveyor Respondent Debriefings Screen Shots

### Welcome Screen



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

### 2010 REPORT OF ORGANIZATION AND ANNUAL SURVEY OF MANUFACTURES

**Welcome to the 2010 Electronic Reporting Software**

**Using the Application:**

Suggested reporting options can be found on [Reporting Guidance](#).

Information about new and key software features can be found on the [Tip Sheet](#).

A listing of all forms to be filed can be found by clicking the Inbox tab. Double-click a form in the Inbox to open that particular form, and then use the Item List on the left side of the screen or the Next Item and Previous Item buttons located in the bottom right corner to navigate through that form.

You can click on the Form tab to view a selected location in a form image. You can also click on the Workbook tab to view your data in a spreadsheet format.

For additional information regarding exporting, importing, or other software functionality, refer to the [Help File](#).

**Assistance:**

Visit [www.census.gov/econhelp](http://www.census.gov/econhelp).

For general inquiries, call 1-800-233-6136, Monday - Friday between 7:30 a.m. and 4:00 p.m., Eastern time.

For technical assistance regarding the software, call 1-800-838-2640.

For additional information regarding the asterisk (\*) in the MA-10000(L) and MA-10000(S) Item 22 Products and Services Descriptions, see [www.census.gov/manufacturing/asm/asmind/productclasscomp.html](http://www.census.gov/manufacturing/asm/asmind/productclasscomp.html).

**Due Date:**

Complete and submit your electronic form(s) **30 Days After Receipt**.

**YOUR RESPONSE IS REQUIRED BY LAW.** Title 13, United States Code, requires businesses and other organizations that receive paper and/or electronic questionnaires to answer the questions and submit the report(s) to the U.S. Census Bureau. By the same law, **YOUR CENSUS REPORT 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. Further, copies retained in respondents' files are immune from legal process.

# Inbox Screen

Census Surveyor (MA-10000(L)) - 2010 Report of Organization and Annual Survey of Manufactures

File Edit View Tools Help

Check for Software Updates Retrieve New Survey Data Add Location(s) Add/Delete Products and Services Export to Spreadsheet Import from Spreadsheet Review All Forms Submit Responses

Exit

Welcome Inbox Form Workbook Errors / Warnings

Available Surveys

- 2010 Report of Organization and Annual Survey of Manufactures
- 2007 Economic Census

Status	Errors / Warnings	Form ID	CFN	Store / Plant	Name	Name 2	Address	City	ST	ZIP
Not Started	-	MA-10000(L)	7900012010	1	Test Example 1		Street Address 1	Cincinnati	OH	45242
Not Started	-	MA-10000(S)	7900022010	2	Test Example 2		Street Address 2	Arlington	VA	22201
In Progress		NC-99001(L)	7900032010		Test Example 3		Street Address 3	Pierre	SD	57501
In Progress		NC-99001(E)	7990032010		Test Example 23		Street Address 23	Pierre	SD	57501
Not Started	-	NC-99001(S)	7900072010		Test Example 7		Street Address 7	Cincinnati	OH	45242
Not Started	-	NC-99530	7900082010	8	Test Example 8		Street Address 8	Arlington	VA	22201
Not Started	-	NC-99007	7900182010	18	Test Example 18		Street Address 18	Arlington	VA	22201

7 Forms

# Form View

Census Surveyor (MA-10000(L)) - 2010 Report of Organization and Annual Survey of Manufactures

File Edit View Tools Help

Check for Software Updates Retrieve New Survey Data Add Location(s) Add/Delete Products and Services Export to Spreadsheet Import from Spreadsheet Review All Forms Submit Responses

Exit

Welcome Inbox Form Workbook Errors / Warnings

Item List

- Mailing Address
- Reporting Unit Definition
- 1 Employer Identification Number
- 2 Physical Location
- 3 Operational Status
- 4 Months in Operation
- Dollar Reporting Instructions
- 5 Sales, Shipments, Receipts, or Revenue
- 6 E-shipments
- 7 Employment and Payroll
- 8 Not Applicable
- 9 Value of Inventories
- 10 Inventories by Valuation Method
- 11 Inventories outside of the United States
- 12 Not Applicable
- 13 Capital Expenditures
- 14 Rental Payments
- 15 Not Applicable
- 16 Selected Expenses and Depreciation
- 17-21 Not Applicable
- 22 Detail of Sales, Shipments, Receipts, and Exports
- 23-29 Not Applicable
- Remarks

Establishment Panel

Test Example 1  
Street Address 1  
Cincinnati, OH 45242

EIN: 123456789  
Store/Plant: 1  
CFN: 7900012010

**MA-10000(L) 2010 ANNUAL SURVEY OF MANUFACTURES**

**7 EMPLOYMENT AND PAYROLL**

**Include:**

- Full- and part-time employees working at this establishment whose payroll was reported on Internal Revenue Service Form 941, Employer's Quarterly Federal Tax Return, and filed under the Employer Identification Number (EIN) shown on the mailing address screen or corrected in **Item 1**.

**Exclude:**

- Full- or part-time leased employees whose payroll was filed under an employee leasing company's EIN.
- Temporary staffing obtained from a staffing service.

For further clarification, go to [Help](#).

**A. Number of employees**

	2010	2009
1. Number of production workers for	Check if None Number	Number

Previous Item Next Item

Review Panel

Review Form

Kind	Item #	Explanation

# Workbook View

Census Surveyor (MA-10000(L)) - 2010 Report of Organization and Annual Survey of Manufactures

File Edit View Tools Help

Check for Software Updates Retrieve New Survey Data Add Location(s) Add/Delete Products and Services Export to Spreadsheet Import from Spreadsheet Review All Forms Submit Responses

Exit

Welcome Inbox Form Workbook Errors / Warnings

Form Types List

- All Locations - Selected Items
- MA-10000(L)
- MA-10000(S)
- NC-99001(E)
- NC-99001(L)
- NC-99001(S)
- NC-99007
- NC-99530

Establishment Panel

Test Example 1  
Street Address 1  
Cincinnati, OH 45242

\*Store/Plant - Enter corrections to prelisted store/plant number

EIN: 123456789  
Store/Plant: 1  
CFN: 7900012010

\*Any corrections to this field must be entered on the first tab which includes the Mailing address. Maximum length is 12 characters.

A	B	C	D	E	F	G	H	I	J	K	L
ERRORS_WARNINGS	FORM_MAILID	RECORD_CFN	RECORD_STORENUM	RECORD_NAME1	RECORD_NAME2	ADDR_STREET	ADDR_CITY	ADDR_STATE	ADDR_ZIP	EIN_STATE	EIN_NUMBER
1	-	MA-10000(L)	7900012010	1	Test Example 1	Street Address 1	Cincinnati	OH	45242		123456789

Mailing address plus Items 1-4 | Items 5-7 | Items 8-12 | Items 13-16 | Item 22 | Items 23-29 & Remarks

Review Panel

Review Form

Kind	Item #	Explanation

# Errors / Warnings View

Census Surveyor (MA-10000(L)) - 2010 Report of Organization and Annual Survey of Manufactures

File Edit View Tools Help

Check for Software Updates Retrieve New Survey Data Add Location(s) Add/Delete Products and Services Export to Spreadsheet Import from Spreadsheet Review All Forms Submit Responses

Exit

Welcome Inbox Form Workbook Errors / Warnings

Form Types List

- All Locations - Selected Items
- MA-10000(L)
- MA-10000(S)
- NC-99001(E)
- NC-99001(L)
- NC-99001(S)
- NC-99007
- NC-99530

Establishment Panel

Test Example 1  
Street Address 1  
Cincinnati, OH 45242

EIN: 123456789  
Store/Plant: 1  
CFN: 7900012010

\*Store/Plant - Enter corrections to prelisted store/plant number

\*Any corrections to this field must be entered on the first tab which includes the Mailing address. Maximum length is 12 characters.

A	B	C	D	E	F	G	H	I	J	K	L
ERRORS_WARNINGS	FORM_MAILID	RECORD_CFN	RECORD_STORENUM	RECORD_NAME1	RECORD_NAME2	ADDR_STREET	ADDR_CITY	ADDR_STATE	ADDR_ZIP	EIN_STATE	EIN_NUM
1	-	MA-10000(L)	7900012010	1	Test Example 1	Street Address 1	Cincinnati	OH	45242		123456789

Mailing address plus Items 1-4 Items 5-7 Items 8-12 Items 13-16 Item 22 Items 23-29 & Remarks

Review Panel

Review Form

Kind	Item #	Explanation

Sum = 1.00

# Business Help Site

## Electronic Reporting Screen

U.S. Census Bureau

People | Business | Geography | Newsroom | Subjects A to Z | Search@Census

# Business Help Site

You are here: [BHS Main](#) > [Annual Survey of Manufactures \(ASM\)](#) > [Electronic Reporting](#)

## ANNUAL SURVEY OF MANUFACTURES (ASM)

[ASM Main](#) | [About the Survey](#) | [Electronic Reporting](#) | [Online Services](#) | [Forms & Instructions](#) | [FAQs](#) | [Contact Staff](#)

**Due Date:**  
30 days after receipt

[BHS Main / Surveys](#)

**SERVICES**

- Secure Messaging Center
- Online Services
  - Filing Status
  - Remail Forms
  - Print Forms
  - Time Extensions
  - Decryption Key / Passphrase (CD-ROM Only)
  - Company Calendar

**ADDITIONAL LINKS**

- Glossary
- Form Archive
- Surveys Schedule
- BHS Feedback
- Legal/Confidentiality

### Annual Survey of Manufactures Electronic Reporting

The Annual Survey of Manufacturers now offers two electronic reporting tools based on a company's needs.

**Single Location** [Click here](#)

Companies with one establishment can now report their data through the Census Bureau's Direct Internet Reporting System.

**Multiple Locations** [Click here](#)

Companies with more than one establishment will continue to report their data through the Census Bureau's Census Surveyor System.

\*Click on the [ASM Main](#) Tab above for more information.

Search [Advanced Search](#)

**ANNOUNCEMENTS**

Welcome to the new Business Help Site.

**DATA PRODUCTS**

- Annual Survey of Manufactures
- Using Economic Data

**RELATED SITES**

- North American Industry Classification System (NAICS)
- Census Bureau Economic Programs
- 2007 Economic Census Business Help Site