Welcome - All Locations

2015 Report of Organization and/or Annual Survey of Manufactures

This spreadsheet allows the input of data using software external to Census Surveyor.
Import this data into Census Surveyor using the "Import from Spreadsheet" button.

This spreadsheet does not fulfill your reporting obligation.
You will need to enter additional data in either the Form or Workbook view for all form types,
or export the different form types and import using the "Import from Spreadsheet" button.

After completing items on all forms, submit your data to the Census Bureau using the
"Submit Responses" button.

The Data Dictionary (next tab) includes the Data Element Names that Census Surveyor uses to import data.
The Data Dictionary may be printed for convenience to outline the Data Element Names listed on the next tab.

Columns of the spreadsheet can be deleted or reordered, and the remaining data will import into Census Surveyor.
Do not modify the Data Element Names in the first row of the data tab.
Census Surveyor uses the Data Element Names to link the data from this spreadsheet.

Do not modify prelisted values for FORM_MAILED and RECORD_CFN.

It is recommended that you add locations prior to exporting to a spreadsheet.

To add locations after exporting:
Data for new locations should be entered into blank rows. It is important to enter a Form Number
(FORM_MAILED) of NC-99001(L) and unique Census File Number (RECORD_CFN) for each new location.
Use the following 10-character format for RECORD_CFN: ADD_000001, ADD_000002, ADD_000003, etc.

For additional information:
        Call: 1-800-838-2640, between 8:00 a.m. and 4:30 p.m., Eastern time, Monday through Friday.

To add establishments to NC-99001(L) -
use Major Activity Code, ADD_MAJOR_ACT_CODE, from Item 5B:
01 - Agricultural production
02 - Agricultural services
03 - Minerals extraction/ore processing
04 - Mining services/oil and gas field services
05 - Utilities
06 - Construction
07 - Manufacturing
08 - Merchant wholesaler
09 - Commission merchant/broker/agent/electronic marketer (business to business)
10 - Manufacturers' sale branch/manufacturers' sales office
11 - Retail
12 - Transportation/public warehousing
13 - Information services/publishing/telecommunications
14 - Finance/insurance
15 - Real estate/renting/leasing
16 - Professional/scientific/technical service
17 - Waste management/remediation service/administrative/support service
18 - Educational service
19 - Health care
20 - Social assistance
21 - Arts/entertainment/recreation
22 - Accommodation/food service
23 - Corporate/subsidiary/regional/managing office
24 - Other

	A	B	C
1	**Data Dictionary for All Locations**		
2			
3	**Row 1 - Data Element Name**	**Row 2 - Data Element Description**	**Row 3 - Data Element Characteristic**
4	@RECORD_CFN	*CFN (census file number) - Unique identifier used for exporting and importing data	*Do not modify prelisted CFN
5	@RECORD_STORENUM	*Store/Plant - Enter corrections to prelisted store/plant number	*Maximum length is 12 characters
6	@RECORD_NAME1	Name 1 - Enter corrections to prelisted Name 1	Maximum length is 36 characters
7	@RECORD_NAME2	Name 2 - Enter corrections to prelisted Name 2	Maximum length is 36 characters
8	@ADDR_STREET	Street - Enter corrections to prelisted street address	Maximum length is 36 characters
9	@ADDR_CITY	City - Enter corrections to prelisted city	Maximum length is 20 characters
10	@ADDR_ST	State - Enter corrections to prelisted state	Use 2-letter state abbreviation
11	@ADDR_ZIP	ZIP Code - Enter corrections to prelisted ZIP Code	Use 5- or 9-digit ZIP Code
12	@EIN_NUM	EIN (Employer Identification Number) - Enter corrections to prelisted EIN	Enter 9-digit EIN
13	@PHYSLOC_ADDR	Is this establishment's physical location the same as the mailing address (ADDR_STREET, ADDR_CITY, ADDR_ST, ADDR_ZIP)?	1=Yes; 2=No
14	@PHYSLOC_ADDR_STREET	If PHYSLOC_ADDR is No - Enter the physical location number and street address	Maximum length is 36 characters
15	@PHYSLOC_ADDR_CITY	If PHYSLOC_ADDR is No - Enter the physical location city, town, village, etc.	Maximum length is 20 characters
16	@PHYSLOC_ADDR_ST	If PHYSLOC_ADDR is No - Enter the physical location state	Use 2-letter state abbreviation
17	@PHYSLOC_ADDR_ZIP	If PHYSLOC_ADDR is No - Enter the physical location ZIP Code	Use 5- or 9-digit ZIP Code
18	@PHYSLOC_LGL	Is this establishment physically located inside the legal boundaries of the city, town, village, etc.?	1=Yes; 2=No; 3=No legal boundaries; 4=Do not know
19	@PHYSLOC_MUNI	In what type of municipality is this establishment physically located?	1=City, village, or borough; 2=Town or township; 3=Other; 4=Do not know
20	@OPSTAT	Which best describes this establishment's operational status at the end of 2015?	1=In operation; 2=Temporarily inactive; 3=Ceased operation; 4=Sold/Leased to another operator; 5=Other or under construction
21	@OPSTAT_DATE	Date - Enter date for ceased or sold/leased establishments	Use MMDDYYYY format
22	@OPSTAT_NAME	Name of new owner or operator - Enter new owner name for sold/leased establishments	Maximum length is 36 characters
23	@OPSTAT_ADDR_STREET	Mailing address - Enter new owner number and street (P.O. Box, etc.) address for sold/leased establishments	Maximum length is 36 characters
24	@OPSTAT_ADDR_CITY	City, town, village, etc. - Enter new owner city, town, village, etc. for sold/leased establishments	Maximum length is 20 characters
25	@OPSTAT_ADDR_STATE	State - Enter new owner state for sold/leased establishments	Use 2-letter state abbreviation
26	@OPSTAT_ADDR_ZIP	ZIP Code - Enter new owner ZIP Code for sold/leased establishments	Use 5- or 9-digit ZIP Code
27	@ACTV_MIO	Number of months in operation during 2015	Enter 0-12
28	@EMP_MAR12	Number of employees for pay period including March 12, 2015	Enter number - Enter '0' for None
29	@PAY_ANN	2015 Annual payroll before deductions (Exclude employer's cost for fringe benefits.)	Report in thousands - Enter '0' for None
30	@PAY_QTR1	First quarter payroll before deductions (January-March, 2015) (Exclude employer's cost for fringe benefits.)	Report in thousands - Enter '0' for None
31	@ADD_MAJOR_ACT_CODE	NC-99001(L), Item 5B, column (c1): Code - Enter code from the Major Activity Codes list from the Welcome tab or Item 5B	Enter 2-digit Major Activity Code from NC-99001(L), Item 5B

	A	B	C	D	E	F	G
1	@FORM_MAILED	@RECORD_CFN	@RECORD_STORENUM	@RECORD_NAME1	@RECORD_NAME2	@ADDR_STREET	@ADDR_CITY
2	*Form Number	*CFN (census file number) - Unique identifier used for exporting and importing data	*Store/Plant - Enter corrections to prelisted store/plant number	Name 1 - Enter corrections to prelisted Name 1	Name 2 - Enter corrections to prelisted Name 2	Street - Enter corrections to prelisted street address	City - Enter corrections to prelisted city
3	*Do not move column or modify prelisted form number	*Do not modify prelisted CFN	*Maximum length is 12 characters	Maximum length is 36 characters	Maximum length is 36 characters	Maximum length is 36 characters	Maximum length is 20 characters
4	MA-10000(L)	7000012015	1	Test Example 1		Street Address 1	Milford
5	NC-99001(L)	7000042015	4	Test Example 4		Street Address 4	Milford
6	NC-99001(L)	7000052015	5	Test Example 5		Street Address 5	Akron
7	NC-99001(L)	7000062015	6	Test Example 6		Street Address 6	Culpepper
8	NC-99001(L)	ADD_500003					
9	NC-99001(L)	ADD_500004					
10	NC-99001(L)	ADD_500005					
11	NC-99001(S)	ADD_500006					
12	NC-99001(S)	ADD_500007					
13	NC-99001(S)	ADD_500008					
14	MA-10000(L)	ADD_500001					
15	MA-10000(L)	ADD_500002					
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1	@ADDR_ST	@ADDR_ZIP	@EIN_NUM	@PHYSLOC_ADDR	@PHYSLOC_ADDR_STREET	@PHYSLOC_ADDR_CITY	@PHYSLOC_ADDR_ST
2	State - Enter corrections to prelisted state	ZIP Code - Enter corrections to prelisted ZIP Code	EIN (Employer Identification Number) - Enter corrections to prelisted EIN	Is this establishment's physical location the same as the mailing address (ADDR_STREET, ADDR_CITY, ADDR_ST, ADDR_ZIP)?	If PHYSLOC_ADDR is No - Enter the physical location number and street address	If PHYSLOC_ADDR is No - Enter the physical location city, town, village, etc.	If PHYSLOC_ADDR is No - Enter the physical location state
3	Use 2-letter state abbreviation	Use 5- or 9-digit ZIP Code	Enter 9-digit EIN	1=Yes; 2=No	Maximum length is 36 characters	Maximum length is 20 characters	Use 2-letter state abbreviation
4	MA	01757-1234	12-3456789		Street Address 9	Milford	MA
5	MA	01757-1234	12-3456789				
6	OH	44312	12-3456789				
7	VA	22701	12-3456789				
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1	@PHYSLOC_ADDR_ZIP	@PHYSLOC_LGL	@PHYSLOC_MUNI	@OPSTAT	@OPSTAT_DATE	@OPSTAT_NAME	@OPSTAT_ADDR_STREET
2	If PHYSLOC_ADDR is No - Enter the physical location ZIP Code	Is this establishment physically located inside the legal boundaries of the city, town, village, etc.?	In what type of municipality is this establishment physically located?	Which best describes this establishment's operational status at the end of 2015?	Date - Enter date for ceased or sold/leased establishments	Name of new owner or operator - Enter new owner name for sold/leased establishments	Mailing address - Enter new owner number and street (P.O. Box, etc.) address for sold/leased establishments
3	Use 5- or 9-digit ZIP Code	1=Yes; 2=No; 3=No legal boundaries; 4=Do not know	1=City, village, or borough; 2=Town or township; 3=Other; 4=Do not know	1=In operation; 2=Temporarily inactive; 3=Ceased operation; 4=Sold/Leased to another operator; 5=Other or under construction	Use MMDDYYYY format	Maximum length is 36 characters	Maximum length is 36 characters
4	01757-1234						
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1	@OPSTAT_ADDR_CITY	@OPSTAT_ADDR_ST	@OPSTAT_ADDR_ZIP	@ACTV_MIO	@EMP_MAR12	@PAY_ANN	@PAY_QTR1	@ADD_MAJOR_ACT_CODE
2	City, town, village, etc. - Enter new owner city, town, village, etc. for sold/leased establishments	State - Enter new owner state for sold/leased establishments	ZIP Code - Enter new owner ZIP Code for sold/leased establishments	Number of months in operation during 2015	Number of employees for pay period including March 12, 2015	2015 Annual payroll before deductions (Exclude employer's cost for fringe benefits.)	First quarter payroll before deductions (January-March, 2015) (Exclude employer's cost for fringe benefits.)	NC-99001(L), Item 5B, column (c1): Code - Enter code from the Major Activity Codes list from the Welcome tab or Item 5B
3	Maximum length is 20 characters	Use 2-letter state abbreviation	Use 5- or 9-digit ZIP Code	Enter 0-12	Enter number - Enter '0' for None	Report in thousands - Enter '0' for None	Report in thousands - Enter '0' for None	Enter 2-digit Major Activity Code from NC-99001(L), Item 5B
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