2016 COS-ASM
(Report of Organization and Annual Survey of Manufacturers)

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(8:00am-4:30pm ET/M-F)

Welcome to the 2016 COS-ASM

YOUR RESPONSE IS REQUIRED BY LAW. Title 13 United States Code, Sections 131 and 182 authorizes this collection. Sections 224 and 225 require businesses and other organizations that receive this questionnaire to answer the questions and return the report to the U.S. Census Bureau. By Section 9 of 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.

This collection has been approved by the Office of Management and Budget (OMB). The eight-digit OMB approval number is 0607-0013 and appears at the upper right of this screen. Without this approval we could not conduct this survey.

• Due date: **March 1, 2017**
• To view your filing status and/or request an extension, go to our Self-Service Login.
• For reporting instructions and additional information, please visit our Business Help Site or call **1-800-233-6136** between 8:00 a.m. and 4:30 p.m. EST/M-F.

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 Note: Your session will expire if you remain on one screen without for 45 minutes without navigating to another screen. To ensure data is saved, navigate to the next screen.

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Reporting Steps

Step 1 – Report

First you will need to update our record of your company's locations.
- Add new or acquired locations
- Indicate locations that are closed, inactive, sold, etc.
- Update addresses that may have changed

Then you will be asked to report various types of information for your company's locations including:
- Employment and payroll data
- Sales of products and services
- Assets, expenditures, and inventories
- Expenses

Step 2 - Review

Review your responses and make any necessary corrections.

Step 3 – Submit

Once errors and warnings are resolved, submit your data to the Census Bureau.

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Reporting Options

Our reporting system offers two ways to enter data:

1. Online forms for individual locations
   → *On the Dashboard, click "Start" to begin reporting for any location.*
2. Excel spreadsheets for multiple location reporting
   → *On the Dashboard, click "Export to Spreadsheet" to get started.*

Other important features:

Auto-save
- Your data will be saved as long as you use the "Next" and "Back" buttons in the online form.
- Please note that the **auto-save function does not work if you use your browser's forward and back buttons.**
- The system will also save any data you upload via our spreadsheet templates.
- You can log out and return as many times as needed before submitting.

Reporting guides
- You can download reporting guides in PDF format containing all questions and instructions.
- Please note that these are for reference only, and **cannot be used to submit your response.**
- →*On the Dashboard, click "Help" at the top to see a list of reporting guides.*

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Reporting Unit

Individual locations ("establishments")

- An establishment is generally a single physical location where business is conducted or where services or industrial operations are performed. This includes all locations of a company or organization, including administrative offices, warehouses, etc., that were in operation at any time during 2017.

- When two or more activities are carried on at a single location under a single ownership, all activities generally are grouped together as a single establishment. The entire establishment is classified on the basis of its major activity and all data are included in that classification.

- You can report for each location individually in the online reporting option, or in bulk using the Excel spreadsheet option.

- If you choose the spreadsheet option, you will choose each type of spreadsheet based on type of activity, and all locations classified as performing the same activity will be grouped on one spreadsheet.

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Step 1 – Report Dashboard (Help)

A. Review our list of your locations below
B. Add locations if missing
C. Start reporting data by:
- Individual locations (click "Start" buttons)
- All locations (click "Export to Spreadsheet" button)

Action	Question Preview ▼	Errors/ Warnings ▼	Num. Estabs. In Survey ▼	Survey ▼	CFN ▼	Store Number ▼	Name ▼	Street ▼	City ▼	State ▼	ZIP ▼	EIN ▼	NAICS ▼	Submitted By ▼
				Search	Search	Search	Search	Search	Search	Search	Search	Search	Search	Search
Start	[PDF]	1 / 4	250	View All	NC-99001 (L)	123452015	01	Umbrella Corp.	123 Main St	Seattle	WA	99991	99-9999991	42000	John Smith
Resume	[PDF]	2 / 5	1		MA-10000 (L)	123462015	02	Capsule Corp.	456 Main St	Seattle	WA	99992	99-9999992	32000	Jane Doe
Review	[PDF]	0 / 0	15	View All	MA-10000 (L)	123472015	03	Bike Assembly	789 Main St	Portland	OR	99993	99-9999993	33000	Rico Suave

Add locations	Delete Added Locations	Export to Spreadsheet	Import from Spreadsheet	Summary Data

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Sales, Shipments, Receipts, or Revenue   (Help)

Sales, Shipments, Receipts, or Revenue

What was the total value of products shipped and other receipts?

(Report details in DETAILS OF SALES, SHIPMENTS, RECEIPTS, AND REVENUE)

Exclude:
- Freight Charges
- Excise Taxes

Check if None	**2016**	**2015**
☐	$ _____ ,000.00	$ _____ ,000.00

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Remarks   (Help)

Remarks

(Please use this space for any explanations that may be essential to understanding your reported data.) Maximum length is 1,000 characters.

Remaining Characters: 1000

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Review   (Help)

Review

Please use the links below to review and correct any questions having warnings or errors. You will not be able to submit your data to the Census Bureau with errors.

Title	Status
Mailing Address	🔲 Ok
Operational Status	🔲 Ok
Sold Operation Date and Information	⚠ Warning
Sales Shipments Receipts and Revenue	🔲 Ok
Exports	⚠ Warning
Employment	❌ Error
Value of Inventories	🔲 Ok
Capital Expenditures	🔲 Ok
Rental Payments	🔲 Ok
Selected Production Costs and Electricity	❌ Error
Other Operating Expenses	⚠ Warning
Details Of Sales Shipments Receipts or Revenue	🔲 Ok
Remarks	🔲 Ok

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To continue to the next location on the list, click the "Next" button below.

When you have finished reporting for all locations, please continue to Step 2 – Review, to review your data and make any necessary corrections.

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Add Location(s)

Please enter the number of location(s) you would like to add for each form:

Form: **Number of locations:**

MA-10000 (L) (Manufacturing)

NC-99001 (L) (Non-manufacturing)

Add Locations

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Locations successfully added!

2 locations were added to the NC-99001 (L) form.
1 location was added to the MA-10000(L) form.

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Delete Location(s)

Please select the location(s) you want to delete:

Forms:

Select	Status	Errors/ Warnings	Form ID	CFN	Store Number	Name	Street
☐	In Progress		MA-10000 (L)	ADD_500001			

Select All   Unselect All

Locations on forms:

Select	Status	Errors/ Warnings	Form ID	CFN	Store Number	Name	Street
☐	In Progress		NC-99001 (L)	ADD_500001			
☐	In Progress		MA-10000 (L)	ADD_500002			
☐	In Progress		MA-10000 (L)	ADD_500003			

Select All   Unselect All

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Delete Selected Locations

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Export Wizard

Please select the type of spreadsheet to export:

○ **All Locations Spreadsheet –** Create a spreadsheet that contains selected questions that are common to most locations. This spreadsheet does not fulfill your reporting obligation, but may be useful in reconciling your list of locations with what the Census Bureau has on file.

○ **Full Survey Spreadsheet –** Create spreadsheets that contain all questions for each form in your survey.

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Export Wizard

Please select the type of spreadsheet to export:

◯ Standard Excel spreadsheet (.xlsx)

◯ Comma separated values spreadsheet (.csv)

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Export Wizard

Please select the spreadsheet(s) and/or question previews to download:

	Spreadsheets	Question Preview
NC-99001 (L)	☐ 📊	☐ 📄PDF
MA-10000 (L)	☐ 📊	☐ 📄PDF
Download all files (zip file)	☐ 🗜	☐ 🗜

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Export Wizard

Please select a location to save file(s):

Select a file:

	Browse

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Your spreadsheet has been created.

Create Another Spreadsheet	Return to Reporting Dashboard

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Import Wizard

Please select a spreadsheet to import:

Data imported from spreadsheets will overwrite existing data.

Select a file:

[   ] **Browse**

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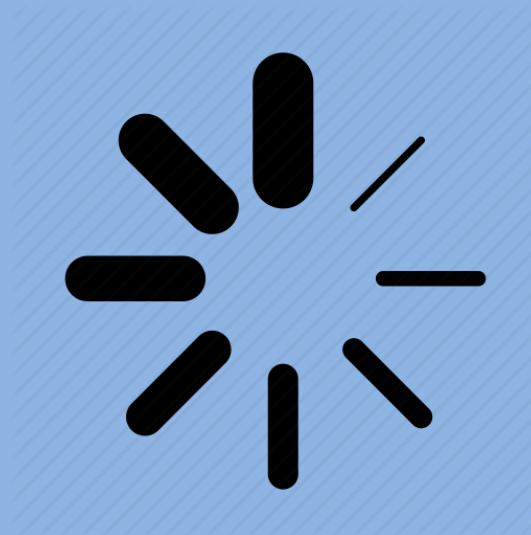Help Telephone: 1-800-233-6136
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Import Wizard

We are importing your spreadsheet. Please wait.

| Help | | Cancel |

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Import Wizard

Import Results:

256 of 260 locations were successfully imported.

⚠️ Problems were found on 4 locations.

Problems Detected

Problems were detected with your import. Grey highlighted cells will be ignored. Yellow highlighted cells require attention. Click on a cell to read the issue.

The problem in the current cell is: Forms or locations cannot be added without a value in the FORM_MAILED column. From the drop down select Form Type or "—skip row—" to skip individual rows. To skip all rows, check the box for "Skip all row(s)."

	added	B	C	D	E	
1	FORM_MAIL	RECORD_C	RECORD_ST	RECORD_N	RECORD_N	∧
9	▼	ADD_500000				
						∨

Corrections can be made directly in you original spreadsheet and imported again.

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Import Wizard

All 260 locations were successfully imported.

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Summary Report

Responses to-date		Global Widgets Inc.		
Federal Tax ID	Employment	Annual Payroll ($ thousands)	Payroll Q1 ($ thousands)	Receipts ($ thousands)
99-9999991	251	5587	22905	11076
99-9999992	522	12075	50791	32443
99-9999993	77	2119	8255	9546
99-9999994	1013	26914	110310	211489
99-9999995	801	22876	90413	178543
....	....	....	....	....
Total Establishments Reported	Total Employment	Total Annual Payroll	Total Payroll Q1	Total Receipts
122	7911	896152	2756891	4876952

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