



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

FORM

**SA-42A(MSBO)** (DRAFT)

# 2011 ANNUAL WHOLESALE TRADE REPORT

## MANUFACTURERS' SALES BRANCHES AND OFFICES

|  |  |
|--|--|
| <b>DUE DATE</b>  |  |
| <b>Need help or have questions?</b><br>Call 1-800-327-4389, option "3"<br>(8:30 a.m. - 4:30 p.m. ET, M-F)  |  |
| <b>YOUR RESPONSE IS REQUIRED BY LAW.</b> Title 13, United States Code, requires businesses and other organizations that receive this questionnaire to answer the questions and return the report to the U.S. Census Bureau. By the same law, <b>YOUR CENSUS REPORT IS CONFIDENTIAL.</b> 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. |  |

*(Please correct any errors in name, address, and ZIP Code.)*

|   |  |  |
|---|--|--|
| <b>Return via Internet:</b><br><a href="http://census.gov/econhelp/awts">census.gov/econhelp/awts</a> | <b>Return via Fax:</b><br>1-800-447-4613 | <b>To view survey results:</b><br><a href="http://census.gov/wholesale">census.gov/wholesale</a> |
| Username:   |  |  |
| Password:   |  |  |

**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 10 on page 6.
- For establishments sold or acquired in 2011 or 2010, 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.

**SPECIAL INSTRUCTIONS**

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**1** Not Applicable.

**2 ORGANIZATIONAL CHANGE**

**A. Did this firm experience any acquisitions, sales, mergers, and/or divestitures in 2011 or 2010?**

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

**B. Which of the following organizational changes occurred in 2011 or 2010?**

Check all that apply. If more than one organizational change occurred during the reporting period, explain in **10** on page 6.

- Acquisition
- Sale
- Merger
- Divestiture

Date of organizational change . . . . .

| Month | Day | Year |
|-------|-----|------|
|       |     |      |

AND

Enter detailed information below ↴

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

**3 MANUFACTURING OR MINING IN THE UNITED STATES**

**A. Did this firm or its parent, subsidiaries, or affiliates have any manufacturing or mining operations in the United States in 2011 or 2010?**

- Yes
- No - Describe your type of business in **10** on page 6.

**B. 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 2011 or 2010?**

- Yes
- No - Describe your type of business in **10** on page 6.

**4 REPORTING PERIOD**

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

- Calendar year
- Fiscal or partial year - Report beginning and ending dates . . . . .

| 2011           |     |      |
|----------------|-----|------|
| Beginning Date |     |      |
| Month          | Day | Year |
|                |     |      |
| Ending Date    |     |      |
| Month          | Day | Year |
|                |     |      |

| 2010           |     |      |
|----------------|-----|------|
| Beginning Date |     |      |
| Month          | Day | Year |
|                |     |      |
| Ending Date    |     |      |
| Month          | Day | Year |
|                |     |      |

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**5 SALES, RECEIPTS, OR REVENUE**

**INCLUDE**

- All sales of your sales branches and offices whether they are your own products or products you purchased
- E-commerce sales
- 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 never enter the United States
- Commissions or fees for goods 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
- Refunds and allowances for returned products
- The actual value of rebates and discounts granted to the purchaser, even if granted as an increase in trade-in allowance

| 2011    |      |       |      | 2010    |      |       |      |
|---------|------|-------|------|---------|------|-------|------|
| \$ Bil. | Mil. | Thou. | Dol. | \$ Bil. | Mil. | Thou. | Dol. |
|         |      |       |      |         |      |       |      |

**A. What were this firm's sales and other operating receipts in 2011 and 2010?**

**B. Did this firm collect any sales taxes in 2011 or 2010?**

- Yes
- No - Go to **6**

**6 E-COMMERCE**

*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 2011 or 2010?**

- Yes
- No - Go to **7** on the next page

| 2011    |      |       |      | 2010    |      |       |      |
|---------|------|-------|------|---------|------|-------|------|
| \$ Bil. | Mil. | Thou. | Dol. | \$ Bil. | Mil. | Thou. | Dol. |
|         |      |       |      |         |      |       |      |
|         |      |       |      |         |      |       |      |
|         |      |       |      |         |      |       |      |
|         |      |       |      |         |      |       |      |

**B. What were the total e-commerce sales in 2011 and 2010?**

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

*Also include this amount in **5A**.*

**1. What were the EDI network sales in 2011 and 2010, 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 2011 and 2010, if any?**

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

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**7 VALUE OF INVENTORIES**

**INCLUDE**

- All inventories of products covered by this report, 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 2011 or 2010 (or the end of the period for which you are reporting)?**

- Yes
- No - Go to **7** on the next page

**B. What was the value of inventories as of December 31 in 2011 and 2010?**

1. Total inventories (if applicable, before Last-in, First-out (LIFO) adjustment) . . . . .
2. LIFO reserve (if applicable)  
Enter zero if not applicable. . . . .
3. Book value of inventories  
**7**B1 minus **7**B2. . . . .

| 2011    |      |       |      | 2010    |      |       |      |
|---------|------|-------|------|---------|------|-------|------|
| \$ Bil. | Mil. | Thou. | Dol. | \$ Bil. | Mil. | Thou. | Dol. |
|         |      |       |      |         |      |       |      |
|         |      |       |      |         |      |       |      |
|         |      |       |      |         |      |       |      |

**C. Were inventories reported as of December 31?**

- Yes - Go to **7E**
- No

| 2011  |     |      | 2010  |     |      |
|-------|-----|------|-------|-----|------|
| Month | Day | Year | Month | Day | Year |
|       |     |      |       |     |      |

**D. If no, inventories were reported as of what date? . . . . .**

**E. Were any of the inventories reported in **7**B1 stored outside, or en route to, the 50 states and the District of Columbia in 2011 or 2010??**

- Yes
- No - Go to **8** on the next page

**F. What was the value of the inventories stored outside, or en route to, the 50 states and the District of Columbia in 2011 and 2010??**

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

| 2011    |      |       |      | 2010    |      |       |      |
|---------|------|-------|------|---------|------|-------|------|
| \$ Bil. | Mil. | Thou. | Dol. | \$ Bil. | Mil. | Thou. | Dol. |
|         |      |       |      |         |      |       |      |

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**8 INVENTORY VALUATION METHOD**

**A. Were any of the inventories reported in 7B1 subject to the LIFO valuation method?**

- Yes
- No - Go to 9

**B. How much of the inventory reported in 7B1 was subject to:**

- 1. LIFO valuation method before adjustment . . . . .**
- 2. Any other valuation method . . . . .**
- 3. Verify Total**  
*Sum of 8B1 and 8B2. Total must equal 7B1. . . . .*

| 2011    |      |       |      | 2010    |      |       |      |
|---------|------|-------|------|---------|------|-------|------|
| \$ Bil. | Mil. | Thou. | Dol. | \$ Bil. | Mil. | Thou. | Dol. |
|         |      |       |      |         |      |       |      |
|         |      |       |      |         |      |       |      |
|         |      |       |      |         |      |       |      |
|         |      |       |      |         |      |       |      |

**9 OPERATING EXPENSES**

**INCLUDE**

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

**EXCLUDE**

- Bad debt/customer related loss
- Purchases of goods for resale or cost of goods sold
- Income taxes
- Taxes (sales, excise, and other) collected directly from customers and paid directly to a local, State, or Federal tax agency
- Interest expense
- Impairment (reduction in value of long-lived assets due to reappraisal)
- Capitalized expenses (except payroll and fringe benefits)
- Transfers made within the company

**What were the total operating expenses for this firm in 2011 and 2010? . . . . .**

| 2011    |      |       |      | 2010    |      |       |      |
|---------|------|-------|------|---------|------|-------|------|
| \$ Bil. | Mil. | Thou. | Dol. | \$ Bil. | Mil. | Thou. | Dol. |
|         |      |       |      |         |      |       |      |

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

**11 CONTACT INFORMATION**

|   |           |        |  |           |       |           |        |  |  |
|---|-----------|--------|--|-----------|-------|-----------|--------|--|--|
| Name of person to contact regarding this report <i>(Please print)</i> |           |        |  |           | Title |           |        |  |  |
|   |           |        |  |           |       |           |        |  |  |
| Telephone   | Area code | Number |  | Extension | Fax   | Area code | Number |  |  |
|   |           | -      |  |           |       |           | -      |  |  |
| Website   |           |        |  |           |       |           |        |  |  |
|   |           |        |  |           |       |           |        |  |  |

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

Public reporting burden for this collection of information is estimated to average 44 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 0607-0195, 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 0607-0195" as the subject. 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.

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