



2014 ANNUAL WHOLESALE TRADE REPORT MANUFACTURERS' SALES BRANCHES AND OFFICES

DUE DATE

WORKSHEET

Need help or have questions?

Call 1-877-787-9860, option "3"
(8:00 a.m. - 5:00 p.m. ET, M-F)
or **Visit**

<https://econhelp.census.gov/awts>

YOUR RESPONSE IS REQUIRED BY LAW. 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, **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. Under the same law, information that you report cannot be used for taxation, regulation, or investigation and are exempt from release under the Freedom of Information Act. Further, copies of your response retained in your files are immune from legal process.

DO NOT use this worksheet to respond to the survey, it is intended to assist you with gathering and preparing your data prior to reporting online.

Please view the online report for specific instructions that may apply to your EIN or firm.

Return to <https://econhelp.census.gov/awts> when you are ready to report online.

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 **11** on page 6.
- For establishments sold or acquired in 2014, 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.

ANNOUNCEMENTS AND 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 2014?

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

B. Which of the following organizational changes occurred in 2014?

Check all that apply. If more than one organizational change occurred during the reporting period, explain in **11** 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 NUMBER OF MANUFACTURERS' SALES BRANCHES AND OFFICES

INCLUDE

- Sales locations where more than half of the goods sold consist of goods manufactured, assembled or mined in the United States by this firm or by a parent, subsidiary, or affiliated manufacturer or mine
- Sales locations that are co-located with manufacturing plants, but for which separate records are kept
- Sales locations located separately from a warehouse, manufacturing, or other operating location
- Sales locations regardless of whether they held inventory
- Centers where orders are taken or solicited, and offices of marketing or sales managers, for which records are kept separately from those of manufacturing plants

EXCLUDE

- Agents or brokers primarily selling goods on consignment
- Locations where more than half of the goods sold consist of goods manufactured outside the United States and/or goods purchased from other companies
- Manufacturing locations without separate sales personnel
- Locations selling directly to the general public

What was the total number of sales branches and offices that met the criteria above on December 31, 2014?

2014
Number

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4 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 2014?

- Yes
- No - Describe your type of business in **11** 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 2014?

- Yes
- No - Describe your type of business in **11** on page 6.

5 REPORTING PERIOD

NOTE: Calendar year data is preferred. If it is not available, please report for the fiscal year that includes at least six months of data for the 2014 calendar year.

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

- Calendar year - Go to **6**
- Fiscal or partial year - Report beginning and ending dates

2014		
Beginning Date		
Month	Day	Year
Ending Date		
Month	Day	Year

6 SALES, RECEIPTS, OR REVENUE

INCLUDE

- All sales of your sales branches and offices whether they are your own products or products you purchased
- **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 are not owned by establishments in the United States
- Commissions or fees for products 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

A. What were this firm's sales and other operating receipts in 2014?

Mark "X" if None

2014			
\$ Bil.	Mil.	Thou.	Dol.

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7 E-COMMERCE, INCLUDING EDI

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 2014?

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

B. What were the total e-commerce sales in 2014?

*This amount should equal the sum of **7B1** and **7B2** shown below.*

1. What were the EDI network sales in 2014, 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 2014, if any?

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

Mark "X" if None

2014			
\$ Bil.	Mil.	Thou.	Dol.

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8 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 2014 (or the end of the period for which you are reporting)?

- Yes
- No - Go to 10 on the next page

B. What was the value of inventories?

Mark "X" if None

1. Total inventories (if applicable, before Last-in, First-out (LIFO) adjustment)
2. LIFO reserve (if applicable)
3. Book value of inventories
 8B1 minus 8B2.

2014			
\$ Bil.	Mil.	Thou.	Dol.

C. Were inventories reported as of December 31?

- Yes - Go to 8E
- No

2014		
Month	Day	Year

D. If not December 31, inventories were reported as of what date?

E. Were any of the inventories reported in 8B1 stored outside, or en route to, the 50 states and the District of Columbia in 2014?

- Yes
- No - Go to 9

F. What was the value of the inventories stored outside, or en route to, the 50 states and the District of Columbia in 2014?

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

2014			
\$ Bil.	Mil.	Thou.	Dol.

9 INVENTORY VALUATION METHOD

A. Were any of the inventories reported in 8B1 subject to the LIFO valuation method?

- Yes
- No - Go to 10 on the next page

B. How much of the inventory reported in 8B1 was subject to:

Mark "X" if None

1. LIFO valuation method before adjustment
2. Any other valuation method
3. Verify Total
 Sum of 9B1 and 9B2. Total must equal 8B1.

2014			
\$ Bil.	Mil.	Thou.	Dol.

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10 OPERATING EXPENSES

INCLUDE

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

EXCLUDE

- Bad debt/customer related loss
- Interest expense
- Purchases of goods for resale or cost of goods sold
- Income taxes
- Impairment (reduction in value of long-lived assets due to reappraisal)
- Transfers made within the company

Mark "X" if None

2014			
\$ Bil.	Mil.	Thou.	Dol.

What were the total operating expenses for this firm in 2014? . . .

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

12 CONTACT INFORMATION

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

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 33 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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