



Manufacturers' Shipments, Inventories, and Orders (M3 Survey)



Help Telephone: 301.763.4832 (8am-5:30pm EST/M-F)

Current Date: Feb 18, 2015

Welcome to the Manufacturers' Shipments, Inventories, and Orders Survey (M3)

The Manufacturers' Shipments, Inventories, and Orders (M3) survey is currently the only survey which provides broad-based monthly statistical data on the economic conditions in the domestic manufacturing sector. It is designed to measure current industrial activity and to provide an indication of future production commitments.

Login

Please enter the User ID and Password provided on the form you received from the U.S. Census Bureau.

1. For security reasons, sessions will expire after 45 minutes of inactivity, requiring you to log back in. No data will be lost.
2. Login by entering the appropriate information and press the "Login" button.

User ID:
Password:

User ID and Password are case sensitive.

Login

If you lost the form with the User ID and Password or if you need help answering any questions, please call the U.S. Census Bureau at 301-763-4832.

**** WARNING ****

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Search

Topics
Population, Economy

Geography
Maps, Geographic Data

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Infographics, Publications

Data
Tools, Developers

About the Bureau
Research, Surveys

Newsroom
News, Events, Blogs

You are here: [Census.gov](#) > [Business Help Site](#) > [Manufacturers' Shipments, Inventories, and Orders Survey \(M3\)](#) > Forms & Letters

Manufacturers' Shipments, Inventories, and Orders Survey (M3)

Business Help Site

- [Main](#)
- [About the Survey](#)
- [Form & Letter](#)
- [FAQs](#)
- [Videos](#)
- [Contact Staff](#)
- [Other Surveys](#)

DUE DATE

10th Business Day of the Month

TOOLS

- [Survey Log in](#)
- [Secure Messaging Center](#)

DATA PRODUCTS

- [Publications and Data](#)
- [Using Economic Data](#)

ADDITIONAL LINKS

- [Is this Form Legitimate?](#)
- [Data Protection & Privacy](#)
- [Legal/Confidentiality](#)
- [Quotes from Title 13](#)

Form & Letter

Form

[Form M3\(SD\)](#) [PDF] (52Kb)

Letter

[M3 Letter](#) [PDF] (135Kb)

Insert

[M3 Instruction Manual](#) [PDF] (263Kb)

RELATED SITES

- [North American Industry Classification System \(NAICS\)](#)
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Signature of authorized person	

INSTRUCTIONS FOR COMPLETING THIS FORM

GENERAL INFORMATION

A summary of the instructions for completing this form is provided below. A comprehensive instruction manual is available on census.gov/m3. Clarification of instructions or definitions may be obtained by calling the Census contact on the front of the form or by writing to: U.S. Census Bureau, 4600 Silver Hill Road, Washington, DC 20233-6900.

Purpose for this survey – This form is designed to collect shipments, inventories, and orders data from domestic manufacturing companies for use in the preparation of industry estimates for 92 industry categories encompassing all manufacturing activities. These estimates are widely used as indicators of our Nation's current economic condition and of changes in the business cycle. They also provide important components for estimates of the gross domestic product (GDP) and related series.

An activity to be reported – A REPORTING UNIT is generally a division, subsidiary, or other operating unit as defined by your company for financial or managerial purposes. Reporting units within the same industry category, as defined in the Instruction Manual, may be combined for reporting purposes. Thus, a reporting unit could also be a complete company if the company operates predominantly in a single industry category. The Census Bureau may request that very large units with diverse activities be subdivided along industry lines for reporting purposes.

For the purposes of this survey, each reporting unit is to be reported as though a separate entity. Shipments (or sales) should include transfers to other segments of your company, as well as the value of shipments to unaffiliated customers. Orders, where applicable, should include orders from other segments of your firm. Finally, the reported figures should be limited to domestic operations (the 50 States and the District of Columbia). Please note that while the **activities of foreign subsidiaries should be excluded, export shipments to and orders from foreign subsidiaries should be included.**

Survey deadlines – The first press release for this survey is based on receipts through approximately the 18th of the month following the accounting period, therefore please return your report form before this time.

Use of estimates – If actual figures are not available, reasonable estimates may be used for reporting. Please indicate in the **"Remarks"** section if figures are estimates.

Comparability with previous reports – Please indicate in the **"Remarks"** section if there have been any changes in organization (acquisitions or shipments) or accounting methods that affect comparability with previous reports. If there is a sale or purchase, indicate new company's name, address, phone number, and a company contact.

REPORTING DEFINITIONS

- **ACCOUNTING PERIOD** – It is important that the data reported represent the manufacturing activities of the month specified. Shade the one box that best describes the accounting period and its ending date for which you are reporting your firm's manufacturing activity. If you indicate **"Other"**, please provide the dates covered and describe in the **"Remarks"** section.
- **SHIPMENTS** – Report net shipments (sales) made during the accounting period for your domestic manufacturing operations (do not report year-to-date). Include shipments of products to other companies, individuals, U.S. Government agencies and foreign customers, as well as shipments and transfers to other divisions or subsidiaries of your company. Shipments should be net, after discounts and allowances, exclusive of nonmanufacturing activities.
- **NEW ORDERS** – Report net new orders received during the accounting period, less cancellations. Include (1) the value of orders received and filled during the accounting period; (2) orders received for future deliveries; and (3) the net value of changes to existing contracts. Do not include orders requiring further negotiations, authorization, or funding before the order is final.
- **ORDER BACKLOG** – Include orders, as defined above, that have not yet passed through the sales account.
- **TOTAL INVENTORIES** – Report total inventories, warehoused in the U.S., regardless of where manufactured, at current cost or market value, as of the end of the accounting period. **If your inventories are subject to LIFO valuation, report the value prior to the adjustment for the LIFO reserve.** The reported figure should include all inventories in the 50 States and the District of Columbia to which you hold title. Note: Unlike GAAP, do not deduct progress billing from the reported inventory line items, i.e. inventories should be reported gross not net of progress billings.

The figure for total inventories should equal the sum of the data reported in the following three categories to the extent permitted by your records:

- **MATERIALS AND SUPPLIES** – Report materials and supplies inventories as of the end of the accounting period.
- **WORK-IN-PROCESS** – Report work-in-process inventories as of the end of the accounting period.
- **FINISHED GOODS** – Report finished goods inventories as of the end of the accounting period.

Public reporting burden for this collection of voluntary information is estimated to average 20 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 0607-0190, U.S. Census Bureau, 4600 Silver Hill Road, AMSD-3K138, Washington, DC 20233.

30024020





2015 INSTRUCTION MANUAL FOR REPORTING ON THE MONTHLY M3 SURVEY

MANUFACTURERS' SHIPMENTS, INVENTORIES, AND ORDERS

For questions call (301) 763-4832 or the Census contact listed on your report form.

DESCRIPTION OF M3 SURVEY

The Manufacturers' Shipments, Inventories, and Orders (M3) survey is currently the only survey which provides broad-based monthly statistical data on the economic conditions in the domestic manufacturing sector. It is designed to measure current industrial activity and to provide an indication of future production commitments. The value of shipments measures the value of goods delivered during the month by domestic manufacturers. Estimates of new orders serve as an indicator of future production commitments and represent the value of new orders received during the month, net of cancellations. Substantial accumulation or depletion of backlog of unfilled orders measures excess (or deficient) demand for manufactured products. The level of inventories, especially in relation to shipments, is frequently used to monitor the business cycle.

Survey results are used extensively by the executive branch of the Government in developing economic, fiscal, and monetary policies. Senior officials of the President's Council of Economic Advisers, the Federal Reserve Board, and the Treasury Department are some of the regular users of M3 data. In addition, these data provide important components of the widely used estimates of the gross domestic product (GDP). The business community, including trade associations and corporate economists, also recognizes the usefulness of these data to industrial analysis. Since the results of this survey contribute in such an important way to the assessment of economic conditions, particularly during periods of economic uncertainty, we urge you to study the specific reporting instructions for the survey and report as accurately and timely as possible.

The M3 survey panel includes nearly all manufacturing companies with \$500 million or more annual shipments and a selection of smaller firms. Data are compiled and published for shipments, new orders, order backlog (unfilled orders), and inventories for the entire manufacturing sector covering 92 industry categories. The monthly estimates are prepared by using the month-to-month percent change of the reporting panel to bring forward the industry estimates. **It is, therefore, important that the data reported in consecutive months be comparable.**

This survey has been approved by the Office of Management and Budget and given an OMB approval number. This number appears at the top of the report form. If this number was not displayed, we could not conduct this survey or request your participation.

This information collection conforms to legal and administrative standards established by the Federal Government (Title 13, United States Code) to assure confidential treatment of statistical information. The information you provide will be used only for statistical purposes and will not be published or released in any form that would reveal specific information reported by any individual identifiable respondent. The Census Bureau has determined that the information you provide, as well as the fact that you have participated in this survey, is exempt from public disclosure under the Freedom of Information Act. Although you are not required to respond to this statistical survey, your cooperation is needed to make the results comprehensive and accurate.

The reporting burden for this collection of information is estimated to vary from 10 to 40 minutes per report form, with an average of 20 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: Paperwork Project 0607-0008, U.S. Census Bureau, 4600 Silver Hill Road, Washington, DC 20233-6900. You may e-mail comments to Paperwork@census.gov; use "Paperwork Project 0607-0008" 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.

The data are available on the internet at census.gov/m3. If you are interested in knowing more about the manufacturing statistics compiled by the Census Bureau, call (301) 763-4832 or the Census contact listed on your form.