

U.S. IMPORTERS' QUESTIONNAIRE

VERTICAL METAL FILE CABINETS FROM CHINA

This questionnaire must be received by the Commission by **May 14, 2019**
See last page for filing instructions.

The information called for in this questionnaire is for use by the United States International Trade Commission in connection with its countervailing duty and antidumping duty investigation(s) concerning vertical metal file cabinets "VMFCs" from China (inv. No. 701-TA-623 and 731-TA-1449 (Preliminary)). The information requested in the questionnaire is requested under the authority of the Tariff Act of 1930, title VII. This report is mandatory and failure to reply as directed can result in a subpoena or other order to compel the submission of records or information in your firm's possession (19 U.S.C. § 1333(a)).

<p>Name of firm _____</p> <p>Address _____</p> <p>City _____ State _____ Zip Code _____</p> <p>Website _____</p> <p>Has your firm imported vertical metal file cabinets (as defined on next page) from any country at any time since January 1, 2016?</p> <p><input type="checkbox"/> NO (Sign the certification below and promptly return only this page of the questionnaire to the Commission)</p> <p><input type="checkbox"/> YES (Complete all parts of the questionnaire, and return the entire questionnaire to the Commission)</p> <p>Return questionnaire via the U.S. International Trade Commission <i>Drop Box</i> by clicking on the following link: https://dropbox.usitc.gov/oinv/. (PIN: FILE)</p>

CERTIFICATION

I certify that the information herein supplied in response to this questionnaire is complete and correct to the best of my knowledge and belief and understand that the information submitted is subject to audit and verification by the Commission. By means of this certification I also grant consent for the Commission, and its employees and contract personnel, to use the information provided in this questionnaire and throughout this proceeding in any other import-injury proceedings conducted by the Commission on the same or similar merchandise.

I, the undersigned, acknowledge that information submitted in response to this request for information and throughout this proceeding or other proceedings may be disclosed to and used: (i) by the Commission, its employees and Offices, and contract personnel (a) for developing or maintaining the records of this or a related proceeding, or (b) in internal investigations, audits, reviews, and evaluations relating to the programs, personnel, and operations of the Commission including under 5 U.S.C. Appendix 3; or (ii) by U.S. government employees and contract personnel, solely for cybersecurity purposes. I understand that all contract personnel will sign appropriate nondisclosure agreements.

Name of Authorized Official

Title of Authorized Official

Date

Signature

Phone

Email address

PART I.—GENERAL INFORMATION

Background.-- This proceeding was instituted in response to a petition filed on April 30, 2019, by Hirsh Industries LLC, West Des Moines, Iowa. Countervailing and antidumping duties may be assessed on the subject imports as a result of these proceedings if the Commission makes an affirmative determination of injury, threat, or material retardation, and if the U.S. Department of Commerce (“Commerce”) makes an affirmative determination of subsidization and/or dumping. Questionnaires and other information pertinent to this proceeding are available at [https://www.usitc.gov/investigations/701731/2019/vertical metal file cabinets china/preliminary.htm](https://www.usitc.gov/investigations/701731/2019/vertical%20metal%20file%20cabinets%20china/preliminary.htm)

Vertical metal file cabinets “VMFCs” covered by these investigations are freestanding vertical metal file cabinets containing extendable file storage elements, having a width of 25 inches or less¹, and having a height that is greater than its width (“vertical metal file cabinets”).

The subject vertical metal file cabinets have bodies made of carbon and/or alloy steel and or other metals, regardless of whether painted, powder coated, galvanized or otherwise coated for corrosion protection or aesthetic appearance. The subject vertical metal file cabinets must have two to five extendable elements for file storage (e.g., file drawers) of a height that permits hanging files of either letter (8.5" x 11") or legal (8.5" x 14") sized documents.

An “extendable element” is defined as a movable load-bearing storage component including, but not limited to, drawers and filing frames. Extendable elements typically have suspension systems, consisting of glide blocks or ball bearing glides, to facilitate opening and closing.

The subject vertical metal file cabinets typically come in models with two, three, four, or five file drawers. The inclusion of an additional non-file-sized extendable storage element, not sized for storage files (e.g., a box or pencil drawer), does not remove an otherwise in-scope product from the scope. The inclusion of an integrated storage area that is 6" or less in height that is not extendable, (i.e., a cubby), also does not remove a subject vertical metal file cabinet from the scope. Accessories packaged with a subject vertical file cabinet, such as separate printer stands or shelf kits that sit on top of the in-scope vertical file cabinet are not considered integrated storage.

“Freestanding” means the unit has a solid top rather than an open top and is not designed to be attached to, be hung from or to support a desktop or other work surface. The ability to anchor a vertical file cabinet to a wall for stability or to prevent it from tipping over does not exclude the unit from the scope.

Subject vertical file cabinets may have different handle styles including plastic, metal, recessed or otherwise integrated handles. The addition of mobility elements such as casters or wheels, a dolly or other mobility elements does not remove the product from the scope. Packaging a subject vertical metal file cabinet with other accessories, including, but not limited to, locks, leveling glides, caster kits, drawer accessories (e.g., including but not limited to follower wires, follower blocks, file compressors, hanger rails, pencil trays, and hanging file folders), printer stand, shelf kit and magnetic hooks, also does not remove the product from the scope.

¹ Vertical file cabinets are defined by the Business and Institutional Furniture Manufacturers Association (“BIFMA”) X5.9 testing standard as having a depth greater than its width and all imported vertical metal filing cabinets currently meet this standard. To prevent circumvention of the scope, petitioners have set a width limitation. Because the narrowest lateral file sold in the market is over 29 inches wide, petitioners have set the maximum width for an in-scope vertical file at 25 inches.

Excluded from the scope are vertical file cabinets with bodies made of plastic, wood, or other non-metallic substances.

Also excluded from the scope are lateral file cabinets. Lateral file cabinets typically have a body that is more than 25 inches wide and have a width that is greater than the body depth.

Also excluded from the scope are pedestal file cabinets. Pedestal file cabinets are metal file cabinets with body depths that are greater than or equal to their width, are under 31" in height, and have the following characteristics: (1) an open top or the means for the cabinet to be attached to or hung from a desktop or other work surface (i.e., not freestanding); or (2) freestanding file cabinets that have: (a) at least a 90 percent drawer extension for all extendable storage elements; (b) a central locking system; (c) a minimum weight density of 9.5 lbs/cubic foot; and (d) casters or leveling glides. A "central locking system" locks all drawers in a unit.

Also excluded from the scope are fire proof or fire resistant file cabinets that meet Underwriters Laboratories ("UL") fire protection standard 72, class 350, which covers the test procedures applicable to fire-resistant equipment intend to protect paper records.

The merchandise subject to the investigation is classified in the Harmonized Tariff Schedule of the United States ("HTSUS") subheading 9403.10.00 (statistical reporting number 9403.10.0020). While HTSUS subheadings are provided for convenience and Customs purposes, the written description of the scope of the investigation is dispositive; decisions on classification are within the authority of Customs.

Importer.--Any person or firm engaged, either directly or through a parent company or subsidiary, in importing VMFCs (as defined above) into the United States from a foreign manufacturer or through its selling agent.

Reporting of information.--If information is not readily available from your records, provide carefully prepared estimates. If your firm is completing more than one questionnaire (i.e., a producer, importer, and/or purchaser questionnaire), you need not respond to duplicated questions.

Confidentiality.--The commercial and financial data furnished in response to this questionnaire that reveal the individual operations of your firm will be treated as confidential by the Commission to the extent that such data are not otherwise available to the public and will not be disclosed except as may be required by law (see 19 U.S.C. § 1677f). Such confidential information will not be published in a manner that will reveal the individual operations of your firm; however, general characterizations of numerical business proprietary information (such as discussion of trends) will be treated as confidential business information only at the request of the submitter for good cause shown.

Verification.-- The information submitted in this questionnaire is subject to audit and verification by the Commission. To facilitate possible verification of data, please keep all files, worksheets, and supporting documents used in the preparation of the questionnaire response. Please also retain a copy of the final document that you submit.

Release of information.--The information provided by your firm in response to this questionnaire, as well as any other business proprietary information submitted by your firm to the Commission in connection with this proceeding, may become subject to, and released under, the administrative protective order provisions of the Tariff Act of 1930 (19 U.S.C. § 1677f) and section 207.7 of the Commission's Rules of Practice and Procedure (19 CFR § 207.7). This means that certain lawyers and other authorized individuals may temporarily be given access to the information for use in connection

with this proceeding or other import-injury proceedings conducted by the Commission on the same or similar merchandise; those individuals would be subject to severe penalties if the information were divulged to unauthorized individuals.

Valid number error messages.--If you are completing this form in a country that uses periods (".") to delineate multiples of 1000 (e.g., one million would appear as \$1.000.000 rather than \$1,000,000), you may be unable to enter in numbers greater than 999 in numeric form fields. The solution to this data entry issue is to temporarily change your operating system's number formatting to be consistent with the U.S. number formatting system while you complete this form. Detailed instructions on how to resolve this issue is provided at the end of this questionnaire and is available upon request from Jessica Oliva (202-205-3432, jessica.olivafigueroa@usitc.gov).

D-GRIDS tool.--The Commission has a tool that firms can use to move data from their own MS Excel compilation files into self-contained data tables within this MS Word questionnaire, thereby reducing the amount of cell-by-cell data entry that would be required to complete this form. This tool is a macro-enabled MS Excel file available for download from the Commission's generic questionnaires webpage (https://www.usitc.gov/trade_remedy/question.htm) called the "D-GRIDs tool." Use of this tool to help your firm complete this questionnaire is *optional*. Firms opting to use the D-GRIDs tool to populate their data into this questionnaire will need the D-GRIDs specification sheet PDF file specific to this proceeding (available on the case page which is linked under the "Background" above) which includes the necessary references relating to this questionnaire, as well as the macro-enable MS Excel D-GRIDs tool itself from the generic questionnaires page. More detailed instructions on how to use the D-GRIDs tool are available within the D-GRIDs tool itself.

- I-1. **OMB statistics.**--Please report below the actual number of hours required and the cost to your firm of completing this questionnaire.

Hours	Dollars

The questions in this questionnaire have been reviewed with market participants to ensure that issues of concern are adequately addressed and that data requests are sufficient, meaningful, and as limited as possible. Public reporting burden for this questionnaire is estimated to average 40 hours per response, including the time for reviewing instructions, gathering data, and completing and reviewing the questionnaire.

We welcome comments regarding the accuracy of this burden estimate, suggestions for reducing the burden, and any suggestions for improving this questionnaire. Please attach such comments to your response or send to the Office of Investigations, USITC, 500 E St. SW, Washington, DC 20436.

- I-2. **Establishments covered.**--Provide the name and address of establishment(s) covered by this questionnaire. If your firm is publicly traded, please specify the stock exchange and trading symbol.

“Establishment”--Each facility of a firm involved in the importation of VMFCs, including auxiliary facilities operated in conjunction with (whether or not physically separate from) such facilities.

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I-3. **Ownership.**--Is your firm owned, in whole or in part, by any other firm?

No Yes--List the following information

Firm name	Address	Extent of ownership (percent)

I-4. **Related importers/exporters.**--Does your firm have any related firms, either domestic or foreign, that are engaged in importing VMFCs from China into the United States or that are engaged in exporting VMFCs from China to the United States?

No Yes--List the following information.

Firm name	Country	Affiliation

I-5. **Related producers.**--Does your firm have any related firms, either domestic or foreign, that are engaged in the production of VMFCs?

No Yes--List the following information.

Firm name	Country	Affiliation

I-6. **Importing operations.**--Please indicate the nature of your firm's importing operations on VMFCs. More than one answer may be applicable.

Importer of record	Takes title to the imported product(s)	Consignee of the imported products(s)	Customs broker or freight forwarder
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I-7. **Consignee.**--If your firm is an importer of record of VMFCs but is not the consignee, please list the consignees below (firm name, address, telephone number, and individual to contact).

Firm name	Address	Contact person and phone number

I-8. **FTZ, TIB, or bonded warehouses.**--Please indicate whether your firm enters VMFCs into, or withdraws such merchandise from, foreign trade zones or bonded warehouses. Also indicate whether your firm imports VMFCs under the TIB (temporary importation under bond) program.

“Foreign trade zone” is a designated location in the United States where firms utilize special procedures that allow delayed or reduced customs duty payments on foreign merchandise, as well as other savings. A foreign trade zone must be designated as such pursuant to the rules and procedures set forth in the Foreign-Trade Zones Act.

“Bonded warehouse” is a secured facility supervised by U.S. customs, where dutiable landed imports are stored pending their re-export, or release after payment of import duties, taxes, and other charges. A bonded warehouse must be designed as such pursuant to the rules and procedures set forth in 19 U.S.C. § 1555.

“Temporary Importation under Bond (“TIB”) program” is a procedure whereby imported merchandise may be entered under certain conditions for a limited time into the United States free of duty. Under the program, an importer posts a bond for twice the amount of duty, taxes, etc. that would otherwise be owed on the importation and agrees to export or destroy the merchandise within a specified time or pay liquidated damages. This program is restricted to certain categories of merchandise listed in subheadings 9813.00.05 through 9813.00.75 of the Harmonized Tariff Schedule of the United States (HTS).

Item	No	Yes
Foreign trade zones	<input type="checkbox"/>	<input type="checkbox"/>
Bonded warehouses	<input type="checkbox"/>	<input type="checkbox"/>
Temporary importation under bond	<input type="checkbox"/>	<input type="checkbox"/>

I-9. **Other trade actions.**--To your knowledge, have the products subject to this proceeding been the subject of any other import relief proceedings in the United States or in any other countries?

No	Yes	If yes, Yes--Please specify.
<input type="checkbox"/>	<input type="checkbox"/>	

PART II.--TRADE AND RELATED INFORMATION

Further information on this part of the questionnaire can be obtained from Jessica Oliva (202-205-3432, jessica.olivafigueroa@usitc.gov). **Supply all data requested on a calendar-year basis.**

II-1. **Contact information.**--Please identify the responsible individual and the manner by which Commission staff may contact that individual regarding the confidential information submitted in part II.

Name	
Title	
Email	
Telephone	

II-2. **Changes in operations.**--Please indicate whether your firm has experienced any of the following changes in relation to the importation of VMFCs since January 1, 2016.

<i>(check as many as appropriate)</i>		<i>(If checked, please describe; leave blank if not applicable)</i>
<input type="checkbox"/>	Office/warehouse openings	
<input type="checkbox"/>	Office/warehouse closings	
<input type="checkbox"/>	Relocations	
<input type="checkbox"/>	Expansions	
<input type="checkbox"/>	Acquisitions	
<input type="checkbox"/>	Consolidations	
<input type="checkbox"/>	Prolonged shutdowns or importation curtailments	
<input type="checkbox"/>	Revised labor agreements	
<input type="checkbox"/>	Other (e.g., technology)	

II-3a. **Arranged imports.**--Has your firm imported or arranged for the importation of VMFCs for delivery after **December 31, 2018**?

“Arranged imports” are imports for which your firm has placed an order with a foreign supplier for subject merchandise, but delivery of those imports is not scheduled to occur until after the date listed above.

No	Yes	If yes, fill out the table below.
<input type="checkbox"/>	<input type="checkbox"/>	

Source	Period			
	Jan-Mar 2019	Apr-Jun 2019	Jul-Sept 2019	Oct-Dec 2019
	Quantity (in units)			
China				
All Other Sources				

II-3b. **Imports in the 12 month period preceding the petition.**--Has your firm imported VMFCs from China or Other Source between April 1, 2018 and March 31, 2019? (i.e., the last nine months in 2018 and first three months in 2019 combined)

No	Yes	If yes, report the quantity of such import below by source.
<input type="checkbox"/>	<input type="checkbox"/>	

Quantity (in units)	
Source	April 2018 through March 2019
China	
Other sources	

II-4. **Reasons for importing if producer.**--If your firm also produces VMFCs in the United States, please indicate the reasons for importing this product. If your firm’s reasons differ by source, please elaborate.

Definitions

“Imports” –Those products identified for Customs purposes as imports for consumption for which your firm was the importer of record (i.e., was responsible for paying any import duty) or consignee (i.e., to which the merchandise was first delivered).

“Import quantities” –Quantities reported should be net of returns.

“Import values” –Values reported should be landed, duty-paid values at the U.S. port of entry, including ocean freight and insurance costs, brokerage charges, and import duties (i.e., all charges except inland freight in the United States).

“U.S. shipments” – Shipments made within the United States as a result of an arm’s length transaction in the ordinary course of business. Report net values (i.e., gross sales values less all discounts, allowances, rebates, prepaid freight, and the value of returned goods) in U.S. dollars, f.o.b. your point of shipment.

“Internal consumption/including own firm’s retail sales” – Product consumed internally by your firm, which includes merchandise that your firm transferred to your own firm's retail locations. Such transactions are valued at fair market value (i.e., not the total value of final downstream processed merchandise (in the case of internal consumption), nor the retail sale value (in the case of your firm owning and operating its own retail locations); rather these transactions should be recorded at the fair market wholesale value of the merchandise used for further processing or for retail level sale).

“Transfers to related firms” –Shipments made to related firms. Such transactions are valued at fair market value.

“Related firm” –A firm that your firm solely or jointly owned, managed, or otherwise controlled; a firm that solely or jointly owned, managed, or otherwise controlled your firm; and/or a firm that was solely or jointly owned, managed, or otherwise controlled by a firm that also solely or jointly owned, managed, or otherwise controlled your firm.

“Export shipments” – Shipments to destinations outside the United States, including shipments to related firms.

“Inventories” --Finished goods inventory, not raw materials or work in progress.

Note: As requested in Part I of this questionnaire, please keep all supporting documents/records used in the preparation of the trade data, as Commission staff may contact your firm regarding questions on the trade data. The Commission may also request that your company submit copies of the supporting documents/records (such as production and sales schedules, inventory records, etc.) used to compile these data.

II-5a. **U.S. imports from China.**--Report your firm's imports and your firm's shipments and inventories of VMFCs imported from China by your firm during the specified periods.

China

Quantity (in units), value (in \$1,000)			
Item	Calendar years		
	2016	2017	2018
Beginning-of-period inventories <i>(quantity)</i> (A)			
Imports: ¹ <i>Quantity</i> (B)			
<i>Value</i> (C)			
U.S. shipments: Commercial shipments: <i>Quantity</i> (D)			
<i>Value</i> (E)			
Internal consumption/including own firm's retail sales: ² <i>Quantity</i> (F)			
<i>Value</i> ³ (G)			
Transfers to related firms: <i>Quantity</i> (H)			
<i>Value</i> ³ (I)			
Export shipments: ⁴ <i>Quantity</i> (J)			
<i>Value</i> (K)			
End-of-period inventories <i>(quantity)</i> (L)			
<p>¹ Please report imports based on country-of-origin of primary manufacturing location, regardless of final processing or shipment location (if different). Please identify the foreign producers, if known: _____.</p> <p>² Include merchandise that your firm transferred to your own firm's retail locations.</p> <p>³ Internal consumption and transfers to related firms must be valued at fair market value. If your firm uses a different basis for valuing these transactions in your records, please specify that basis (e.g., cost, cost plus, etc.): _____. However, the data provided above in this table should be based on fair market value.</p> <p>⁴ Identify your firm's principal export markets: _____.</p>			

II-5a. U.S. imports from China.--Continued

RECONCILIATION OF SHIPMENTS, IMPORTS, AND INVENTORIES.--Generally, the data reported for the end-of-period inventories (i.e., line L) should be equal to the beginning-of-period inventories (i.e., line A), plus imports (i.e., line B), less total shipments (i.e., lines D, F, H, and J). Please ensure that any differences are not due to data entry errors in completing this form, but rather actually reflect your firm's records; and also provide any likely explanations for any differences (e.g., theft, loss, damage, record systems issues, etc.) if they exist.

Reconciliation	Calendar years		
	2016	2017	2018
A + B – D – F – H – J – L = should equal zero ("0") or provide an explanation. ¹	0	0	0
¹ Explanation if the calculated fields above are returning values other than zero (i.e., "0") but are nonetheless accurate: _____.			

II-5b. Channels of distribution: China.--Report your firm's U.S. shipments (i.e., inclusive of commercial U.S. shipments, internal consumption including VMFCs for your own firm's retail sales), and transfers to related firms from China by channel of distribution.

China

Item	Calendar years		
	2016	2017	2018
	Quantity (in units)		
Channels of distribution:			
U.S. shipments:			
To distributors (M)			
To retailers (N)			
To end users (O)			

RECONCILIATION OF CHANNELS.--Please ensure that the quantities reported for channels of distribution (i.e., lines M, N and O) in each time period equal the quantity reported for U.S. shipments (i.e., lines D, F, and H) in each time period. If the calculated fields below return values other than zero (i.e., "0"), the data reported must be revised prior to submission to the Commission.

Reconciliation item	Calendar years		
	2016	2017	2018
M + N + O – D – F – H = zero ("0"), if not revise.	0	0	0

II-5c. **U.S. shipments by primary metal: China.**--Report your firm's U.S. shipments (i.e., inclusive of commercial U.S. shipments, internal consumption including for own firm's retail sales, and transfers to related firms) of imports from China by primary metal type of the body during the specified periods.

China

Quantity (in units); Value (in \$1,000)			
Item	Calendar years		
	2016	2017	2018
U.S. shipments from China.—			
Steel:			
Quantity (P)			
Value (Q)			
Other metals:¹			
Quantity (R)			
Value (S)			
¹ If other metals, please identify the material: _____.			

RECONCILIATION OF SHIPMENTS.--Please ensure that the quantities and values reported for US shipments by primary metal (i.e., lines P through S) in each time period equal the quantities and values reported for U.S. shipments (i.e., lines D through I) in each time period. If the calculated fields below return values other than zero (i.e., "0"), the data reported must be revised prior to submission to the Commission.

Reconciliation	Calendar years		
	2016	2017	2018
Quantity: P + R – D – F – H = zero ("0"), if not revise.	0	0	0
Value: Q + S – E – G – I = zero ("0"), if not revise.	0	0	0

II-6a. **Imports from All Other Sources.**—Report your firm’s imports and your firm’s shipments and inventories of VMFCs imported from **All Other Sources** by your firm during the specified periods.

All Other Sources

(list sources: _____)

Quantity (in units), value (in \$1,000)			
Item	Calendar years		
	2016	2017	2018
Beginning-of-period inventories (quantity) (A)			
Imports: ^{1 2}			
Quantity (B)	0	0	0
Value (C)	0	0	0
U.S. shipments:			
Commercial shipments:			
Quantity (D)			
Value (E)			
Internal consumption/including own firm’s retail sales: ³			
Quantity (F)			
Value ⁴ (G)			
Transfers to related firms:			
Quantity (H)			
Value ⁴ (I)			
Export shipments: ⁵			
Quantity (J)			
Value (K)			
End-of-period inventories (quantity) (L)			

¹ Please report imports based on country-of-origin of primary manufacturing location, regardless of final processing or shipment location (if different). Please identify the foreign producers, if known: _____.

² Data on U.S. imports will populate into this table once reported in question II-7.

³ Include merchandise that your firm transferred to your own firm's retail locations.

⁴ Internal consumption and transfers to related firms must be valued at fair market value. If your firm uses a different basis for valuing these transactions in your records, please specify that basis (e.g., cost, cost plus, etc.): _____. However, the data provided above in this table should be based on fair market value.

⁵ Identify your firm’s principal export markets: _____.

II-6a. Imports from All Other Sources.–Continued

RECONCILIATION OF SHIPMENTS, IMPORTS, AND INVENTORIES.--Generally, the data reported for the end-of-period inventories (i.e., line L) should be equal to the beginning-of-period inventories (i.e., line A), plus imports (i.e., line B), less total shipments (i.e., lines D, F, H, and J). Please ensure that any differences are not due to data entry errors in completing this form, but rather actually reflect your firm's records; and also provide any likely explanations for any differences (e.g., theft, loss, damage, record systems issues, etc.) if they exist.

Reconciliation	Calendar years		
	2016	2017	2018
A + B – D – F – H – J – L = should equal zero ("0") or provide an explanation. ¹	0	0	0
¹ Explanation if the calculated fields above are returning values other than zero (i.e., "0") but are nonetheless accurate: _____.			

II-6b. Channels of distribution: All Other Sources.--Report your firm's U.S. shipments (i.e., inclusive of commercial U.S. shipments, internal consumption including for own firm's retail sales, and transfers to related firms) of imports from All Other Sources by channel of distribution.

All Other Sources

Item	Calendar years		
	2016	2017	2018
	Quantity (in units)		
Channels of distribution:			
U.S. shipments:			
To distributors (M)			
To retailers (N)			
To end users (O)			

RECONCILIATION OF CHANNELS.--Please ensure that the quantities reported for channels of distribution (i.e., lines M, N and O) in each time period equal the quantity reported for U.S. shipments (i.e., lines D, F, and H) in each time period. If the calculated fields below return values other than zero (i.e., "0"), the data reported must be revised prior to submission to the Commission.

Reconciliation item	Calendar years		
	2016	2017	2018
M + N + O – D – F – H = zero ("0"), if not revise.	0	0	0

II-6c. **U.S. shipments from All Other Sources by primary metal** - Report your firm's U.S. shipments (i.e., inclusive of commercial U.S. shipments, internal consumption including for own firm's retail sales, and transfers to related firms) of imports from All Other Sources by primary metal type of the body during the specified periods.

All Other Sources

Quantity (in units); Value (in \$1,000)			
Item	Calendar years		
	2016	2017	2018
U.S. shipments from All Other Sources.—			
Steel, other than stainless steel:			
Quantity (P)			
Value (Q)			
Other metals:¹			
Quantity (R)			
Value (S)			
¹ Other metals also include a combination of metals mentioned above. If other metals, please identify the material: _____			

RECONCILIATION OF SHIPMENTS.--Please ensure that the quantities and values reported for US shipments by primary metal (i.e., lines P through S) in each time period equal the quantities and values reported for U.S. shipments (i.e., lines D through I) in each time period. If the calculated fields below return values other than zero (i.e., "0"), the data reported must be revised prior to submission to the Commission.

Reconciliation	Calendar years		
	2016	2017	2018
Quantity: P + R – D – F – H = zero ("0"), if not revise.	0	0	0
Value: Q + S – E – G – I = zero ("0"), if not revise.	0	0	0

II-7. **U.S. imports from individual nonsubject sources** - Report your firm's U.S. imports by individual nonsubject source (i.e., sources other than China) during the specified periods.

Quantity (in units); Value (in \$1,000)			
Item	Calendar years		
	2016	2017	2018
U.S. imports from.--			
Canada:			
<i>Quantity (T)</i>			
<i>Value (U)</i>			
Mexico:			
<i>Quantity (V)</i>			
<i>Value (W)</i>			
Taiwan:			
<i>Quantity (X)</i>			
<i>Value (Y)</i>			
United Kingdom:			
<i>Quantity (Z)</i>			
<i>Value (AA)</i>			
Italy:			
<i>Quantity (AB)</i>			
<i>Value (AC)</i>			
All other nonsubject sources:¹			
<i>Quantity (AD)</i>			
<i>Value (AE)</i>			
¹ List the other sources: _____.			

II-8. **Transfers to related firms.--** If your firm reported transfers to related firms in any of the data tables in part II, please identify the firm(s) and indicate the nature of the relationship between your firm and the related firms (e.g., joint venture, wholly owned subsidiary) and whether the transfers were priced at market value or by a non-market formula.

II-9. **Other explanations.--**If your firm would like to further explain a response to a question in Part II for which a narrative response box was not provided, please note the question number and the explanation in the space provided below. Please also use this space to highlight any issues your firm had in providing the data in this section, including but not limited to technical issues with the MS Word questionnaire.

PART III.--PRICING AND MARKET FACTORS

Further information on this part of the questionnaire can be obtained from Pamela Davis (202-205-2218, pamela.davis@usitc.gov).

III-1. **Contact information.**--Please identify the responsible individual and the manner by which Commission staff may contact that individual regarding the confidential information submitted in part III.

Name	
Title	
Email	
Telephone	

PRICE DATA

III-2. This question requests quarterly quantity and value data for your firm's commercial shipments to unrelated U.S. customers since January 1, 2016 of the following products your firm imported from China:

Product 1.--Vertical metal file cabinet, 17.75" — 18.25" deep, two file drawers, letter size (14.25" — 15.25" wide), containing a lock, not containing casters

Product 2.-- Vertical metal file cabinet, 17.75" — 18.25" deep, two file drawers and one pencil drawer, letter size (14.25" — 15.25" wide), containing a lock, not containing casters

Product 3.-- Vertical metal file cabinet, 17.75" — 18.25" deep, three file drawers, letter size (14.25" — 15.25" wide), containing a lock, not containing casters

Product 4.-- Vertical metal file cabinet, 26.25" — 26.75" deep, four file drawers, letter size (14.25" — 15.25" wide), containing a lock, not containing casters

Please note that values should be f.o.b., U.S. point of shipment and should not include U.S.-inland transportation costs. Values should reflect the *final net* amount paid to your firm (i.e., should be net of all deductions for discounts or rebates).

During January 2016-December 2018, did your firm import from China and sell to unrelated U.S. customers any of the above listed products (or any products that were competitive with these products)?

<input type="checkbox"/>	Yes. --Please complete the following pricing data table as appropriate.
<input type="checkbox"/>	No. --Skip to question III-3.

III-2. **Price data.**--Report below the quarterly price data¹ for pricing products² imported from China and sold by your firm.

China

Report data in **units** and **actual dollars** (not 1,000s).

(Quantity in units, value in dollars)								
Period of shipment	Product 1		Product 2		Product 3		Product 4	
	Quantity	Value	Quantity	Value	Quantity	Value	Quantity	Value
2016:								
January-March								
April-June								
July-September								
October-December								
2017:								
January-March								
April-June								
July-September								
October-December								
2018:								
January-March								
April-June								
July-September								
October-December								

¹ Net values (i.e., gross sales values less all discounts, allowances, rebates, prepaid freight, and the value of returned goods), f.o.b. your firm's U.S. point of shipment.

² Pricing product definitions are provided on the first page of Part III.

Note.--If your firm's product does not exactly meet the product specifications but is competitive with the specified product, provide a description of your firm's product. Also, please explain any anomalies in your firm's reported pricing data.

Product 1:

Product 2:

Product 3:

Product 4:

III-2b. **Price data checklist.**--Please check that the pricing data in question III-2(a) has been correctly reported.

Is the price data reported above:	√ if Yes
In actual dollars (not \$1,000)?	<input type="checkbox"/>
F.o.b. U.S. point of shipment (i.e., does not include U.S. transport costs)?	<input type="checkbox"/>
Net of all discounts and rebates?	<input type="checkbox"/>
Have returns credited to the quarter in which the sale occurred?	<input type="checkbox"/>
Less than reported commercial shipments in part II in each year?	<input type="checkbox"/>

III-2c. **Pricing data methodology.**--Please describe the method and the kinds of documents/records that were used to compile your price data.

--

III-3a. **Imports for repackaging or retail sale.**--Did your firm import VMFCs for repackaging or use for sales in your firm's retail locations since January 1, 2016?

<input type="checkbox"/>	Yes. --Please complete the following table as appropriate.
<input type="checkbox"/>	No. --Skip to question III-4.

Report below the import data¹ for pricing products² imported from China and sold at retail.

Please note that values should be landed, duty-paid and should not include U.S.-inland transportation costs. Values should reflect the *final net* amount paid by your firm (i.e., should be net of all returns, discounts, allowances, and rebates).

China

Report data in units and actual dollars (not 1,000s).

Period of importation	Product 1		Product 2		Product 3		Product 4	
	Quantity	LDP value ¹ (dollars)	Quantity	LDP value ¹ (dollars)	Quantity	LDP value ¹ (dollars)	Quantity	LDP value ¹ (dollars)
2016:								
January-March								
April-June								
July-September								
October-December								
2017:								
January-March								
April-June								
July-September								
October-December								
2018:								
January-March								
April-June								
July-September								
October-December								

¹ LDP value (i.e., landed duty-paid values): Values reported should be landed, duty-paid values at the U.S. port of entry, including ocean freight and insurance costs, brokerage charges, and import duties (i.e., all charges except inland freight in the United States). See "Import values" definition in Part II (Trade and Related Information – Definitions).

² Pricing product definitions are provided on the first page of Part III.

Note.--If your firm's product does not exactly meet the product specifications but is competitive with the specified product, provide a description of your firm's product. Also, please explain any anomalies in your firm's reported pricing data.

Product 1:

Product 2:

Product 3:

Product 4:

III-3b. Inland transportation costs for your firm's direct imports of VMFCs for repackaging or retail sale.--

If your firm reported import purchases costs above (questions III-3a), what is the approximate percentage of the total cost VMFCs that you directly imported from China that is accounted for by U.S. inland transportation costs from the port of importation to your distribution network, retail store(s), or manufacturing plant(s)?

Country	Percent
China	%

III-3c. Additional costs for your firm's direct imports of VMFCs for your firm's repackaging or retail sale.

- (i) If your firm reported direct import purchase costs above (question III-3a), please identify the factors (**other than** U.S. inland transportation costs or costs already included in landed duty paid "LDP" values) that add to your cost of importing directly since January 1, 2016. Estimate the ratio to the cost of the landed duty-paid value, and explain the specific costs associated with each category.

Factors	Estimated ratio to landed duty-paid value (percent)	Explanation
Logistical or supply chain management costs (<u>not</u> already included in LDP value)		
Warehousing/inventory carrying costs (<u>not</u> already included in LDP value)		
Insurance costs (<u>not</u> already included in LDP value)		
Other, please identify ()		

III-3c. **Additional costs for your firm's direct imports of VMFCs for your firm's repackaging or retail sale.—Continued.**

(ii) To which source(s) does your firm compare costs in determining your additional transaction costs to directly import?

U.S. importers	U.S. producers	Both	Neither
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(iii) (a) Briefly identify the benefits of directly importing VMFCs instead of purchasing VMFCs from a U.S. importer or from a U.S. producer.

(b) Please provide the estimated margin saved by having directly imported VMFCs instead of purchasing from a U.S. importer. _____ percent of landed duty-paid value.

(c) Explain any variation in the margin saved since January 1, 2016.

Note: As requested in Part I of this questionnaire, please keep all supporting documents/records used in the preparation of the price data, as Commission staff may contact your firm regarding questions on the price data. The Commission may also request that your company submit copies of the supporting documents/records (such as sales journal, invoices, etc.) used to compile these data.

III-4. **Price setting.**--How does your firm determine the prices that it charges for sales of VMFCs (*check all that apply*)? If your firm issues price lists, please submit sample pages of a recent list.

Transaction by transaction	Contracts	Set price lists	Other	If other, describe
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

III-5. **Discount policy.**--Please indicate and describe your firm's discount policies (*check all that apply*).

Quantity discounts	Annual total volume discounts	No discount policy	Other	Describe
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

III-6. **Pricing terms.**--On what basis are your firm's prices of imported VMFCs from China usually quoted (*check one*)?

Delivered	F.o.b.	If f.o.b., specify point
<input type="checkbox"/>	<input type="checkbox"/>	

III-7. **Contract versus spot.**--Approximately what share of your firm's sales of VMFCs imported from China in 2018 was on a (1) short-term contract basis, (2) annual contract basis, (3) long-term contract basis, and (4) spot sales basis?

Item	Type of sale				Total (should sum to 100.0%)
	Short-term contracts (multiple deliveries for less than 12 months)	Annual contracts (multiple deliveries for 12 months)	Long-term contracts (multiple deliveries for more than 12 months)	Spot sales (for a single delivery)	
Share of 2018 sales	%	%	%	%	0.0 %

III-8. **Contract provisions.**--Please fill out the table regarding your firm's typical sales contracts for VMFCs imported from China (or check "not applicable" if your firm does not sell on a short-term, annual and/or long-term contract basis).

Typical sales contract provisions	Item	Short-term contracts (multiple deliveries for less than 12 months)	Annual contracts (multiple deliveries for 12 months)	Long-term contracts (multiple deliveries for more than 12 months)
Average contract duration	<i>No. of days</i>		365	
Price renegotiation (during contract period)	<i>Yes</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>No</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fixed quantity and/or price	<i>Quantity</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Price</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Both</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Indexed to raw material costs ¹	<i>Yes</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>No</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not applicable		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
¹ Please identify the indexes used:				

III-9. **Lead times.**--What is your firm's share of sales of VMFCs imported from China from inventory and produced to order and what is the typical lead time between a customer's order and the date of delivery for your firm's sales of VMFCs?

Source	Share of 2018 sales	Lead time (Average number of days)
From your firm's U.S. inventory	%	
From foreign manufacturers' inventory	%	
Produced to order	%	
Total (should sum to 100.0%)	0.0 %	

III-10. Shipping information.—

- (a) What is the approximate percentage of the cost of VMFCs imported from China that is accounted for by U.S. inland transportation costs? _____ percent.
- (b) Who generally arranges the transportation to your firm's customers' locations?
 Your firm Purchaser *(check one)*
- (c) When your firm sells VMFCs imported from China, from where is it shipped?
 Point of importation Storage facility *(check one)*
- (d) Indicate the approximate percentage of your firm's sales of VMFCs imported from China that are delivered the following distances from your firm's U.S. point of shipment.

Distance from your firm's U.S. point of shipment	Share
Within 100 miles	%
101 to 1,000 miles	%
Over 1,000 miles	%
Total (should sum to 100.0%)	0.0 %

III-11. Geographical shipments.—In which U.S. geographic market area(s) has your firm sold VMFCs imported from subject countries since January 1, 2016 (check all that apply)?

Geographic area	China
Northeast. —CT, ME, MA, NH, NJ, NY, PA, RI, and VT.	<input type="checkbox"/>
Midwest. —IL, IN, IA, KS, MI, MN, MO, NE, ND, OH, SD, and WI.	<input type="checkbox"/>
Southeast. —AL, DE, DC, FL, GA, KY, MD, MS, NC, SC, TN, VA, and WV.	<input type="checkbox"/>
Central Southwest. —AR, LA, OK, and TX.	<input type="checkbox"/>
Mountains. —AZ, CO, ID, MT, NV, NM, UT, and WY.	<input type="checkbox"/>
Pacific Coast. —CA, OR, and WA.	<input type="checkbox"/>
Other. —All other markets in the United States not previously listed, including AK, HI, PR, and VI.	<input type="checkbox"/>

III-12. **End uses.**--List the end uses of the VMFCs that your firm imports. For each end-use product, what percentage of the total cost is accounted for by VMFCs and other inputs?

End-use product	Share of total cost of end-use product accounted for by		Total (should sum to 100.0% across)
	VMFCs	Other inputs	
	%	%	0.0 %
	%	%	0.0 %
	%	%	0.0 %

III-13. **Substitutes.**--Can other products be substituted for VMFCs?

No Yes--Please fill out the table.

Substitute	End use in which this substitute is used	Have changes in the price of this substitute affected the price for VMFCs?		
		No	Yes	Explanation
1.		<input type="checkbox"/>	<input type="checkbox"/>	
2.		<input type="checkbox"/>	<input type="checkbox"/>	
3.		<input type="checkbox"/>	<input type="checkbox"/>	

III-14. **Demand trends.**--Indicate how demand within the United States and outside of the United States (if known) for VMFCs has changed since January 1, 2016. Explain any trends and describe the principal factors that have affected these changes in demand.

Market	Overall increase	No change	Overall decrease	Fluctuate with no clear trend	Explanation and factors
Within the United States	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Outside the United States	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

III-15. **Product changes.**--Have there been any significant changes in the product range, product mix or marketing of VMFCs since January 1, 2016?

No	Yes	If yes, please describe.
<input type="checkbox"/>	<input type="checkbox"/>	

III-16. **Conditions of competition.**—

(a) Is the VMFCs market subject to business cycles (other than general economy-wide conditions) and/or other conditions of competition distinctive to VMFCs?

Check all that apply.	Please describe.
<input type="checkbox"/> No	Skip to question III-16.
<input type="checkbox"/> Yes-Business cycles (e.g. seasonal business)	
<input type="checkbox"/> Yes-Other distinctive conditions of competition	

(b) If yes, have there been any changes in the business cycles or conditions of competition for VMFCs since January 1, 2016?

No	Yes	If yes, describe.
<input type="checkbox"/>	<input type="checkbox"/>	

III-17. **Supply constraints.**--Has your firm refused, declined, or been unable to supply VMFCs since January 1, 2016 (examples include placing customers on allocation or "controlled order entry," declining to accept new customers or renew existing customers, delivering less than the quantity promised, being unable to meet timely shipment commitments, etc.)?

No	Yes	If yes, please describe.
<input type="checkbox"/>	<input type="checkbox"/>	

III-18. **Raw materials.**--How have VMFC raw material prices changed since January 1, 2016?

Overall increase	No change	Overall decrease	Fluctuate with no clear trend	Explain, noting how raw material price changes have affected your firm's selling prices for VMFC.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

III-19. **Interchangeability.**--Are VMFCs produced in the United States and in other countries interchangeable (i.e., can they physically be used in the same applications)?

Please indicate A, F, S, N, or O in the table below:

A = the products from a specified country-pair are *always* interchangeable

F = the products are *frequently* interchangeable

S = the products are *sometimes* interchangeable

N = the products are *never* interchangeable

O = *no familiarity* with products from a specified country-pair

Country-pair	China	Other countries
United States		
China	X	
For any country-pair producing VMFCs that is <i>sometimes</i> or <i>never</i> interchangeable, identify the country-pair and explain the factors that limit or preclude interchangeable use:		

III-20. **Factors other than price.**--Are differences other than price (e.g., quality, availability, transportation network, product range, technical support, *etc.*) between VMFCs produced in the United States and in other countries a significant factor in your firm's sales of the products?

Please indicate A, F, S, N, or O in the table below:

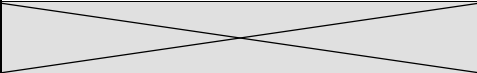
A = such differences are *always* significant

F = such differences are *frequently* significant

S = such differences are *sometimes* significant

N = such differences are *never* significant

O = *no familiarity* with products from a specified country-pair

Country-pair	China	Other countries
United States		
China		
<p>For any country-pair for which factors other than price <i>always</i> or <i>frequently</i> are a significant factor in your firm's sales of VMFCs, identify the country-pair and report the advantages or disadvantages imparted by such factors:</p>		

III-21. **Impact of the section 232 investigation.**--This question concerns the section 232 investigation and subsequent tariffs imposed on imported steel and aluminum products.

- (a) Did the announcement of the 232 investigation in April 2017 or the subsequent imposition of tariffs on imported steel and aluminum products beginning in March 2018 have an impact on the VMFCs market?

Yes —Please fill out table below and answer part (b)	No	Don't know
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Item	Response
Impact on your firm ¹	
Impact on overall U.S. market ¹	
¹ Please identify the magnitude and timing of any effects, and compare your firm's operations/overall market before and after the application of additional tariffs on imported steel products.	

- (b) **Assessment of impact of the section 232 tariffs.**--Please indicate the impact of the 232 investigation and subsequent imposition of tariffs on imported steel and aluminum products beginning in March 2018.

Item	Increase	No change	Decrease	Fluctuate with no clear trend	Explanation and factors
Overall demand for VMFCs in the U.S. market	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Supply of VMFCs in the U.S. market	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Prices for VMFCs in the U.S. market	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Raw material costs for VMFCs in the U.S. market	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

III-22. **Impact of the section 301 investigation.**— This question concerns the section 301 investigation and tariffs on VMFCs.

- (a) Did the announcement in March 2018 and subsequent implementation of tariff remedies in the section 301 investigation impact, or do you anticipate that it will impact, your firm's VMFCs business and/or the U.S. VMFC market as a whole?

Yes —Please fill out table below and answer part (b)	No	Don't know
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Item	Response
Impact on your firm ¹	
Impact on overall U.S. market ¹	
¹ Please identify the magnitude and timing of any effects, and compare your firm's operations/overall market before and after the announcement of the section 301 measures.	

- (b) **Assessment of specific impacts of the section 301 investigation.**--Please indicate the impact of the announcement and subsequent implementation of remedies in the section 301 investigation and tariff actions regarding VMFCs.

Item	Increase	No change	Decrease	Fluctuate with no clear trend	Explanation and factors
Overall demand for VMFCs in the U.S. market	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Prices for VMFCs in the U.S. market	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Prices for VMFCs in the U.S. market	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Raw material costs for VMFCs in the U.S. market	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

III-23. **Customer identification.**--List the names and contact information for your firm's 10 largest U.S. customers for VMFCs since January 1, 2016. Indicate the share of the quantity of your firm's total shipments of VMFCs that each of these customers accounted for in 2018.

	Customer's name	Contact person	Email	Telephone	City	State	Share of 2018 sales (%)
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

III-24. **Other explanations.**--If your firm would like to further explain a response to a question in Part III for which a narrative response box was not provided, please note the question number and the explanation in the space provided below. Please also use this space to highlight any issues your firm had in providing the data in this section, including but not limited to technical issues with the MS Word questionnaire.

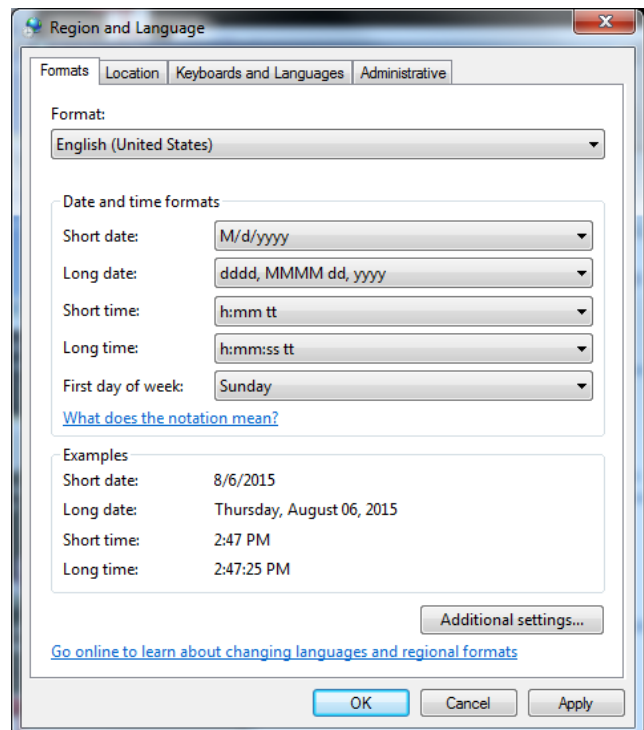
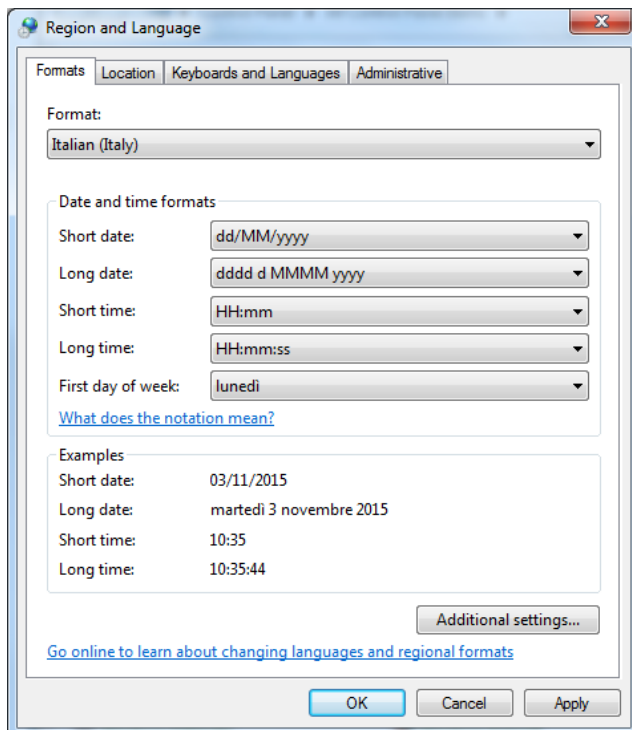
Correcting Valid number error messages.--If you are completing a Commission questionnaire in a country that uses periods (“.”) to delineate multiples of 1000 (e.g., one million would appear as \$1.000.000 instead of as \$1,000,000), you may be unable to enter in numbers greater than 999 in numeric form fields. This issues stem from your computer number formatting setting (e.g., not the MS Word document itself, but the computer from which you are opening up the document). In the United States commas (,) delineate multiples of 1000 and periods (.) delineate fractions less than one. Many EU countries use the reverse where multiples of 1000 are delineated with periods (.) and fractions less than one are delineated with commas (,). The US International Trade Commission’s questionnaires are set-up in the United States with the U.S. number formatting. When this formatting interacts with a computer set to EU number formatting, we believe this may cause this issue.

The solution to this data entry issue is to temporarily change your operating system’s number formatting to be consistent with the U.S. number formatting system while you complete the questionnaire.

To temporarily change your computer’s number settings to U.S. settings, please do the following (for Microsoft Windows Operating system):

- START
- Control Panel
- Region and Language (under Clock, Language, and Region category)
- Format tab
- Change the Format from your existing one (e.g. “Italian (Italy)”) to “English (United States)” (see screen shots below)

When you do this the number “twelve million dollars and thirty five cents” would change from \$12.000.000,35 (Italy format) to \$12,000,000.35 (U.S. format), and then there will be no conflict with the questionnaire. When you finish reporting the data then you can close the questionnaire and switch back to Italy settings.



HOW TO FILE YOUR QUESTIONNAIRE RESPONSE

This questionnaire is available as a “fillable” form in MS Word format on the Commission’s website at:

https://www.usitc.gov/investigations/701731/2019/vertical_metal_file_cabinets_china/preliminary.htm

Please do not attempt to modify the format or permissions of the questionnaire document. Please submit the completed questionnaire using one of the methods noted below. If your firm is unable to complete the MS Word questionnaire or cannot use one of the electronic methods of submission, please contact the Commission for further instructions.

- **Upload via Secure Drop Box.**—Upload the MS Word questionnaire along with a scanned copy of the signed certification page (page 1) through the Commission’s secure upload facility:

Web address: <https://dropbox.usitc.gov/oinv/> **Pin:** FILE

- **E-mail.**—E-mail the MS Word questionnaire to Jessica.olivafigueroa@usitc.gov; include a scanned copy of the signed certification page (page 1). *Submitters are strongly encouraged to encrypt nonpublic documents that are electronically transmitted to the Commission to protect your sensitive information from unauthorized disclosure. The USITC secure drop-box system and the Electronic Document Information System (EDIS) use Federal Information Processing Standards (FIPS) 140-2 cryptographic algorithms to encrypt data in transit. Submitting your nonpublic documents by a means that does not use these encryption algorithms (such as by email) may subject your firm’s nonpublic information to unauthorized disclosure during transmission. If you choose a non-encrypted method of electronic transmission, the Commission warns you that the risk of such possible unauthorized disclosure is assumed by you and not by the Commission.*

If your firm did not import this product, please fill out page 1, print, sign, and submit a scanned copy to the Commission.

Parties to this proceeding.—If your firm is a party to this proceeding, it is required to serve a copy of the completed questionnaire on parties to the proceeding that are subject to administrative protective order (see 19 CFR § 207.7). A list of such parties may be obtained from the Commission’s Secretary (202-205-1803). A certificate of service must accompany the completed questionnaire you submit (see 19 CFR § 207.7). Service of the questionnaire must be made in paper form.