



#### 4 DOLLAR VOLUME OF BUSINESS



**Instructions:** Sales should cover 12 months of data. If sales are for a fiscal year, sales should represent 12 months of data and include at least 6 months of data from the reference year.

##### INCLUDE

- Sales of products that are shipped on this firm's orders directly to customers
- Retail sales made by wholesale establishments covered by this report
- Gross value of sales made on a commission basis (not your actual commissions)
- 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
- Sales to farmers for farm use (such as farm equipment, seeds, fertilizer, and feed)
- Sales of nonconsumer durable goods (such as industrial machinery, construction machinery, heavy trucks, and tractors)

##### EXCLUDE

- Sales recorded on form SA-42(MSBO), if received
- Foreign sales of products that never enter the United States
- Taxes (sales, excise, and other) collected **directly** from customers and paid **directly** to a local, State, or Federal tax agency
- Nonoperating receipts (such as interest income, income from investments, and receipts from the rental or sale of real estate)
- Commissions or fees for goods that never entered the United States
- Finance charges

##### DEDUCT

- 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

**A. What were the amounts of sales and other operating receipts for the wholesale establishments reported in 3? (Include e-commerce sales shown in item 5B) . . . . .**

2008				
	\$ Bil.	Mil.	Thou.	Do.
100				

**B. Did you report sales figures in 4A for the period that began on January 1 and ended on December 31?**

- 106 1  YES — Continue with 5
- 2  NO → Please report your beginning and ending dates for 2008 . . . . .

Month	Day	Year
104 Beginning date		
Month	Day	Year
105 Ending date		

#### 5 E-COMMERCE

E-commerce is the sale of goods and services where the buyer places an order, or the price and the terms of the sale are negotiated over an Electronic Data Interchange (EDI), the Internet, or any other online system. Payment may or may not be made online.

- 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.
- Other online systems include the Internet, extranets, e-mail, and instant messaging.

**A. Did you have any e-commerce sales (as described above) during 2008?**

- 120 1  YES → Continue with 5B
- 2  NO — GO to 6 on the next page

	\$ Bil.	Mil.	Thou.	Do.
113				

**B. What was the total e-commerce sales for 2008? . . . . .**

- This amount should equal the sum of 5B1 and 5B2 shown below.
- Also include this amount in item 4A

115				
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**1. What were the EDI network sales during 2008, if any? . . . . .**

- This includes EDI over the Internet
- 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.

114				
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**2. What were the online system sales during 2008? (Exclude EDI) . . . . .**

- Other online systems include the Internet, extranets, e-mail, and instant messaging.

**6 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**
- 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 establishments covered by this report own inventories, regardless of where held, at the end of 2008 (or the end of the period for which you are reporting)?**

- 320  YES – Continue with **6B**  
 2  NO – Go to **8** on the next page

**B. Are you reporting inventories as of December 31, 2008?**

- 390  YES – Go to **6C**  
 2  NO → **For what date are you reporting inventories?** .....

Month	Day	Year
203		

**End of 2008**

**C. What was the value of your inventories?**

**1. Total inventories (before Last-in, First-out (LIFO)) adjustment, if applicable** .....

\$ Bil.	Mil.	Thou.	Dol.
200			

**2. LIFO reserve, if applicable (enter zero if not applicable)** .....

301			
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**3. Book value of inventories (6C1 minus 6C2)** .....

305			
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**D. Were any of the inventories reported in 6C1 stored, or en route, OUTSIDE the 50 states and the District of Columbia?**

- 221  YES – Continue with **6E**  
 2  NO – Go to **7**

**E. What was the value of the inventories stored, or en route, OUTSIDE the 50 states and the District of Columbia? (Do not report inventory held in Foreign Trade Zones or in bond warehouses in the U.S. that should be reported in 6C above.)** .....

204			
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**7 INVENTORY VALUATION METHOD**

**A. Were any of the inventories reported in 6C subject to the LIFO valuation method?**

- 385  YES – Continue with **7B**  
 2  NO – Go to **8** on the next page

**B. How much of the inventory was subject to:**

**1. LIFO valuation method before adjustment** .....

\$ Bil.	Mil.	Thou.	Dol.
302			

**2. Any other valuation method** .....

303			
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**3. Verify Total (7B1 plus line 7B2 must equal 6C1 above)** .....

306			
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**8 PURCHASES OF PRODUCTS**

**NOTE** — If purchases are **greater than sales**, please explain below in item **10**.

**INCLUDE**

- Amounts allowed for trade-ins
- Both raw and finished goods
- Products in transit to you for which you have taken title
- Freight, delivery, and other transportation costs included in product cost
- Import duties (if paid separately)
- Value of goods shipped from your manufacturing plants to be sold
- The cost of services resold without processing
- Parts and supplies used in repair work or other service type activities

**EXCLUDE**

- Returns, allowances, and trade and cash discounts
- Purchases of containers, wrapping, packaging, and selling supplies
- Expenditures for supplies, equipment, and parts purchased for your company's use
- Purchases of liquor and tobacco tax stamps
- Taxes (sales, excise, and other) collected directly from customers and paid directly to a local, State, or Federal tax agency
- Intra-company purchases between establishments of this reporting unit

**What was the total cost of all products purchased for resale for which you took title whether or not payment was made during 2008?** .....

2008			
\$ Bil.	Mil.	Thou.	Dol.
400			

**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 expenses
- 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 the wholesale establishments reported in 9?** .....

\$ Bil.	Mil.	Thou.	Dol.
500			

**10 Remarks - Please use this space to explain any significant year-to-year data changes, to clarify your responses, etc.**

962

**CENSUS USE**

961

**11 CONTACT PERSON** – Certifies data are accurate and can assist with any questions

950

Name of person completing this report – *Please print*

952

Title

954 Telephone

Area code	Number	Extension

955 Fax

Area code	Number

**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](mailto: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.