

**2017 Economic Census
Instructions**

**U.S. Territories
Wholesale Trade Sector**

Paths: 94201, 94202, 94203, 94204

The 2017 Economic Census covering the Wholesale Trade sector includes establishments primarily engaged in selling or arranging the purchase or sale of goods, selling goods for resale, selling capital or durable non-consumer goods, and selling raw and intermediate materials and supplies used in production.

Most wholesale establishments exhibit the following characteristics:

- Wholesalers usually operate from a warehouse or office. These warehouses and offices are characterized by having little or no display merchandise. In addition, neither the design nor the location of the premises is intended to solicit walk-in traffic.
- Wholesalers do not usually use advertising directed to the general public. Customers are generally reached initially via telephone, in-person marketing, or by specialized advertising.

If an establishment is **NOT** engaged in one of these kinds of businesses, **DESCRIBE** its business or activity in **ITEM 17 AND COMPLETE** the report form as accurately as possible.

ITEM 5: SALES, SHIPMENTS, RECEIPTS, OR REVENUE

A. Sales and operating receipts - Report total sales of merchandise and other operating receipts in thousands of dollars for the calendar year 2017.

Include:

- Cash and credit sales of merchandise sold in 2017, whether or not payment was received in 2017.
- Receipts for delivery, installation, maintenance, repair, alteration, storage, and other services provided in 2017, whether or not payment was received in 2017.
- The gross selling value of goods that the establishment sold or purchased on a commission, brokerage, consignment, or agency basis for others.
- The actual value of trade-ins taken as partial payment for other merchandise.
- Receipts from the rental and leasing of merchandise.
- Excise taxes (such as those on **gasoline, liquor, and tobacco**) which are paid by the manufacturer and included in the cost of goods purchased.
- Liquor and tobacco tax stamps, taxes, and licenses sold.
- Shipping and handling receipts collected from customers.

Exclude:

- Sales and other taxes collected directly from customers and paid directly to the Commonwealth, Territorial, or Federal tax agency.
- Receipts from carrying and other credit charges.
- Nonoperating income from sources such as investments, rental or sale of real estate, and interest.
- Commissions received for selling and buying goods.
- Refunds or allowances for returned merchandise.
- Transfers (billings) to other establishments in the company.

B. Commissions for the sale of merchandise - Answer "Yes" if the establishment earned a commission or brokerage fee for transactions negotiated for others.

C. Gross selling value of business conducted on a commission basis - Report the market value of products bought or sold by others on which the establishment earned a commission or fee. If actual sales are unavailable, estimate the value by dividing actual commissions received by the average percentage charged for sales activity. For example, if commissions received totaled \$200,000 and the average commission is estimated as 5 percent, then the gross selling value is \$4,000,000 ($\$200,000/.05$).

D. Commissions received - Report the amount of commissions, brokerage, or agency fees received for transactions reported in line C.

Note: Lines F and G apply only to multi-establishment firms.

F. Percent of products sold by this establishment that were manufactured or mined - Report the percentage of total sales (as reported in line A) accounted for by products which were mined or manufactured in the United States, Puerto Rico, U.S. Territories, or its Foreign Trade Zones by **your** firm (including parent, subsidiaries, and corporate affiliates).

G. Value of transfers - Report the fair sales value of goods transferred to establishments owned by this firm.

H. E-Commerce sales - E-commerce transactions are transactions completed over an Internet, electronic mail, Extranet, Electronic Data Interchange (EDI) network, or other online system.

Include:

- The gross selling value of business conducted on a commission basis over the Internet, Extranet, EDI network, electronic mail, or other online system.
- Sales generated from agreements negotiated online between buyer and seller on price and terms of a transfer of ownership of, or rights to use, goods or services.
- Online sales of goods or services, regardless of whether payment is made online.
- Receipts generated from selling or from facilitating the sale of third party products (e.g., click-throughs on advertisements or referral fees) through the establishment's web site.
- Sales generated from telephone transactions using interactive voice response systems.
- Shipping and handling receipts for online orders.

Exclude:

- Online payments from customers where the order or contract was not negotiated online.
- Provisions of telecommunications and related infrastructure systems (e.g., data transfer, web hosting, Internet access, etc.) where the order or contract was not negotiated online.
- Sales from orders for goods or services placed over facsimile machines or switched telephone networks.

ITEM 7: EMPLOYMENT AND PAYROLL

If employees worked at more than one location, report employment and payroll for employees at the **ONE** location where they spent most of their working time.

A. Number of Paid Employees - Report number of paid employees for pay period including March 12, 2017.

Include:

- All full- and part-time employees working at this establishment whose payroll was reported on Internal Revenue Service Form 941-PR or 941-SS, Employer's Quarterly Federal Tax Return, or Form 944-PR or 944-SS, Employer's Annual Federal Tax Return, and filed under the Employer Identification Number (EIN) in Item 1.
- Non-resident workers, whether or not FICA taxes were withheld.
- Salaried officers and executives of a corporation.
- Employees on paid sick leave, paid holidays, and paid vacation.

Exclude:

- Temporary staffing obtained from a staffing service.
- Employees of departments or concessions operated by other companies at this establishment.
- Proprietors or partners of an unincorporated business.
- Unpaid family members.

A. Payroll Before Deductions**Include:**

- Wages, salaries, tips, vacation allowances, bonuses, commissions, and other compensation paid to employees during 2017, whether or not subject to income or FICA tax.
- Salaries of officers and executives of a corporation.
- Employee contributions to qualified pension plans.

Exclude:

- Payments to or withdrawals by proprietors or partners of an unincorporated business.
- Annuities or supplemental unemployment compensation benefits, even if income tax was withheld.
- Payrolls of departments or concessions operated by other companies at the establishment.

B. Employer's Annual Cost for Fringe Benefits

Include:

- Legally required cost for benefits (employer payments for Social Security, Medicare, unemployment compensation, workmen's compensation, and local disability programs, if required). Also include any legally required employer's cost for benefits under non-FICA regulations.
- Voluntarily provided benefits (payments for life insurance, medical insurance, pensions, welfare benefits, union-negotiated benefits, and other benefits).

ITEM 9: INVENTORIES

Report the value of merchandise inventories the establishment owned on December 31, 2017, and on December 31, 2016. Exclude the value of inventories held at the establishment but owned by others.

Report inventories using current cost. If using Last In - First Out (LIFO) method of valuation, adjust to obtain First In - First Out (FIFO) or current cost method of valuation.

ITEM 13: CAPITAL EXPENDITURES

Report expenditures made during 2017 to purchase buildings or structures, including improvements and repairs, and machinery and equipment that are chargeable to the fixed assets accounts and for which depreciation accounts are maintained. Also include the cost of buildings or structures and machinery and equipment acquired as the lessee under capital lease agreements entered into during 2017.

ITEM 16: SELECTED EXPENSES

Costs refer to the amount actually paid or payable after discounts, including freight and other direct charges incurred in acquiring the item or service.

A1. Communication services - Report cost of communication services, including telephone, cellular phones, Internet, fax, and the cost for the contracts.

A2. Computer services - Report the cost of all computer services. Include data processing and computer software.

A3. Office supplies - Report the cost of the office supplies.

A4. Maintenance and repair of machinery and equipment - Report total amount paid for the maintenance and repair of the machinery and/or equipment during 2017.

A5. Maintenance and repair of buildings, structures, offices and their integral parts - Report total amount paid for the maintenance and repair of buildings, structures, offices, and their integral parts. Include the cost of purchased services from other companies that are paid directly by this establishment for janitorial, refuse removal, and other services.

A6. Products bought for resale - Report the cost of all products bought and resold in the same condition as when purchased.

A7. All other operating expenses - Include all the other operating expenses incurred by the establishment, such as payroll, benefits, utilities, depreciation. Do not include capital expenditures, interest, and/or bad debt.

A8. Interest paid - Include all the interest that was paid in 2017.

B. Depreciation Charges - Report depreciation charges taken against tangible assets owned and used by your firm, tangible assets and improvements owned by your firm under leaseholds, and tangible assets obtained, as the lessee, through capital lease agreements in 2017.

ITEM 17A: PRINCIPAL BUSINESS OR ACTIVITY

Choose the ONE kind of business that best describes the establishment in 2017. If none of the provided selections seem appropriate, select "Other kind of business" and provide a specific description of the primary business activity.

ITEM 17B: TYPE OF OPERATION

Choose the one **PRINCIPAL** type of operation for this establishment.

Merchant wholesaler- A company or establishment engaged in buying merchandise on its own account produced by other firms and selling them using the wholesale method.

- **Importer** - Purchasing and selling merchandise made outside of this U.S. Territory and that does not bear the importer's own brand name.
- **Exporter** - Purchasing goods in this U.S. Territory from unrelated firms and selling them for delivery in this U.S. Territory
- **Merchant wholesale distributor or jobber** - Buying merchandise from unrelated domestic manufacturers and selling the goods to customers in this U.S. Territory.
- **Own-brand importer and marketer** - A company or establishment that deals primarily or exclusively in the parent company's own branded products manufactured outside this U.S. Territory.

Manufacturers' sales branch or office - Establishments owned by firms or corporately affiliated with a manufacturer primarily engaged in selling goods mined or manufactured by the parent in the United States or this U.S. Territory.

Agent, broker, or commission merchant - A company or establishment primarily engaged in buying and selling merchandise on a commission, brokerage, or agency basis for others rather than dealing primarily on its own account.

- **Auction company** - Selling merchandise for the account of others at wholesale from a permanent location by the auction method.
- **Broker, representing buyers and sellers** - Buying and selling merchandise on a brokerage basis for others in this U.S. Territory market, but not receiving goods on consignment.
- **Commission merchant** - Receiving goods on consignment and selling them on a commission basis in this U.S. Territory market.
- **Import agent** - Representing, on an agency basis, domestic firms selling foreign-made merchandise for delivery inside this U.S. Territory and collecting a commission for the sale of goods.
- **Export agent** - Representing on an agency basis, domestic firms selling this U.S. Territory's merchandise for delivery and collecting a commission for the sale of goods.
- **Manufacturers' representative or agent** - Selling merchandise on a commission basis for a limited number of manufacturers on a continuing agency basis.

Electronic market - Business-to-business marketplace that facilitates the sale of goods via the Internet or other electronic means and operates on a commission or fee basis.

Other broker or agent such as real estate, mortgage, or loan. Please specify type in space provided.

ITEM 20: CLASS OF CUSTOMER

D. Percent of total sales by class of customer - Estimate the percentage of this establishment's total sales by class of customer, excluding the percentage reported in Item 5, line J. Total should be 100%.

ITEM 22: DETAIL OF SALES, SHIPMENTS, RECEIPTS, OR REVENUE

- Report in thousands of dollars.
- **Estimates are acceptable**, but please **do not** combine data for two or more lines.
- If the establishment sold merchandise not covered in the prelisted categories, report the sales of such merchandise on the "Wholesale sales of other goods, not elsewhere classified" lines and specify principal lines with their estimated sales.
- If the establishment had any other sources of revenue, report such revenue in the "All other products and services, not elsewhere classified" category, pick industry, describe the principal products or services, and report their values.
- **Do not include** receipts for rentals, storage, repair work, and service contracts with the commodity sales. Report them on the applicable service line or in the "All other products and services, not elsewhere classified" lines.
- The sum of products and services reported should equal the amount reported in Item 5A.

ITEM 28: SPECIAL INQUIRIES

A. Employment by Primary Function - Indicate the number of employees, as reported in Item 7A, by the employee's primary function.

1. Selling - Include employees engaged in sales activities, traveling salespeople, truck salespeople, and selling employees working out of their homes.

2. Sales support

Include employees:

- Engaged in sales support activities such as office and clerical, warehouse, customer service, maintenance, and delivery.
- Engaged in sorting, grading, or packaging activities in conjunction with sales operations.
- Who provide services to this establishment such as janitorial or repair.

3. General support of other establishments - Include supporting functions of other establishments in the company such as headquarters employees, regional or district managers who control more than just this establishment, corporate accountants, researchers, and central warehouse employees.

4. Packaging - Report the number of employees engaged in packaging.

5. Production - Report the number of employees engaged in production work.

6. Assembly - Report the number of employees who combine parts into a finished product that can stand alone.

7. Other - Report the number of employees not elsewhere classified including employees engaged in agricultural, construction, or other activities.