

2002 ECONOMIC CENSUS Manufacturing Sector

INFORMATION SHEETS

GENERAL INSTRUCTIONS

We estimate that it will take from 2 to 6 hours to complete this form, with almost 2.2 hours being the average. This includes time to read instructions, develop or assemble material, conduct tests, organize and review the information, and maintain and report the information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: Paperwork Project 0607-0899, U.S. Census Bureau, 4700 Silver Hill Road, Stop 1500, Washington, D.C. 20233-1500. You may e-mail comments to Paperwork@census.gov; use "Paperwork Project 0607-0899" as the subject.

If you require an extension of time to complete this report or if there are any other questions regarding this report, please –

- Write to the U.S. Census Bureau, 1201 Tenth Street, Jeffersonville, IN 47134-0001, or
- Visit our website at www.census.gov/econhelp, or
- Call 1-800-233-6136 for toll-free assistance, 8:00 a.m. to 8 p.m., Eastern Time, Monday through Friday

Please include the 11-digit Census File Number (CFN) shown in the address box of the report form.

Respondents are not required to respond to any information collection unless it displays a valid approval number from the Office of Management and Budget (OMB). The OMB 8-digit number appears in the upper right corner of this report form.

Report all value figures in thousands of dollars.

A. Who Should Report

The Economic Census covering the manufacturing sector is conducted under an Act of Congress (Title 13, United States Code) which requires that a report be filed by every manufacturer who receives a report form.

An establishment is a single physical location where manufacturing is performed.

When actual book figures cannot be provided without high cost to your company, reasonable amounts of estimating or prorating are acceptable.

DEFINITION OF ESTABLISHMENT AND MANUFACTURING ACTIVITY

- An establishment is generally a single physical location where business is conducted or where services or industrial operations are performed. Further clarification is provided in the General Instructions.
- Manufacturing activity involves the mechanical, physical, or chemical transformation of materials, substances, or components into new products. The assembling of component parts of manufactured products is considered manufacturing, except in cases where the activity is appropriately classified in Sector 23, Construction.

WHAT'S NEW FOR THE 2002 ECONOMIC CENSUS – MANUFACTURING SECTOR

- We added an item to collect data on e-commerce sales, shipments, receipts, or revenue.
- We added an item to collect data on leased employment and payroll.

DETAILED INSTRUCTIONS FOR SELECTED ITEMS —

Item 4 – SALES, SHIPMENTS, RECEIPTS, OR REVENUE

Part A – Value of Products Shipped

Report the total value of products shipped and other receipts as entered in item **22**.

Part B – Value of Products Exported

Report as exports those shipments going directly for export including shipments to foreign subsidiaries or foreign divisions of your company and their affiliates.

Item 5 – E-COMMERCE SALES, SHIPMENTS, RECEIPTS, OR REVENUE

E-commerce sales are online orders accepted for manufactured products from customers; including shipments to other domestic plants of your own company for further manufacture, assembly, or fabrication where price and terms of sale are negotiated over an Internet, Extranet, Electronic Data Interchange (EDI) network, electronic mail, or other online system. Payment may or may not be made online.

Item 6 – EMPLOYMENT AND PAYROLL

Follow the definitions of employees used on the Internal Revenue Service Form 941, Employer’s Quarterly Federal Tax Return, and as described in Circular E, Employer’s Tax Guide.

Item 7 – LEASED EMPLOYMENT AND PAYROLL

Leased employment entails the provision of human resources and human resource management services to client businesses. Leasing companies operate in a coemployment relationship with client businesses and are specialized in providing a wide range of human resource and personnel management duties, such as payroll, accounting, payroll tax preparation and filing, benefits administration, recruiting, and managing labor relations. The employment leasing company shares decision making with the client business relating to its human resource or personnel management role. Management accountability for the work of the clients’ operations with regard to strategic planning, output, or profitability, resides with the client.

Item 10 – INVENTORIES

Report the value of all inventories owned by this establishment regardless of where the inventories are held.

Item 12 – ASSETS AND CAPITAL EXPENDITURES

INCLUDE all buildings, structures, and equipment used directly or indirectly by this establishment to produce the goods and services reported in item 4, line A, and 22, Sales, Shipments, Receipts, or Revenue.

Item 13 – RENTAL PAYMENTS

Report rental payments made during the year to other companies for use of such fixed assets as buildings, structures, and equipment. If the parent or subsidiary rents property for use of this establishment and pays the rent, report the rents in item 13, as if the establishment paid them.

Item 15 – COST OF MATERIALS, REALES, FUELS, ELECTRICITY, AND WORK DONE FOR YOU BY OTHERS ON YOUR MATERIALS

Report total delivered cost after discounts and include freight of the materials actually consumed or put in production during the year.