

## Questionnaire manual: Industry

Questionnaire code: 11592020

Submitted in: By 17th date after the end of the reporting month

Periodicity: Monthly

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Statistics Estonia guarantees the full protection of data submitted.

Please make sure that you enter data in the correct cell. If you enter alphabetical characters in a number field, a corresponding error message is displayed. In the case of some fields, logic (arithmetic) checks have been applied to prevent data entry mistakes. If there is a conflict in the entered data or they conflict with pre-filled data, an error message appears when the table is checked. In the case of errors, review the data carefully and make corrections. To submit the questionnaire, click the button „Check“ , which applies inter-table checks. Once you have corrected the possible errors, click the button „Confirm“ .

### DATA COLLECTED WITH THE QUESTIONNAIRE

**Table 1. TURNOVER**

FOR ASSISTANCE – VAT return (KMD) data are displayed in column 2. You need not fill in or correct the column. The field is pre-filled after VAT return data have been submitted to the Estonian Tax and Customs Board (MTA). NB! The data submitted to MTA may, but need not, coincide with the data collected with the statistical report (different definitions etc.).

Row code/ column code	Name of variable * - mandatory	Code of variable	Explanation	Type of data (number of decimals) or list/ classification name	You need not fill in the value: period, economic activity
C_010 / 1	Turnover	ENT_C_010	Turnover - income received or to be received from sales of all products, goods and services which have been manufactured or provided as part of principal or ancillary activity, from sales of goods and services purchased for resale in the same condition as received; turnover does not include VAT and excises and is calculated on a accrual basis accounting. Turnover also includes charges for packaging, commissions, agency fees and rents. Turnover does not include: income from selling fixed assets, other business income, financial income, extraordinary income, subsidies received from national or local budgets, or from the institutions of the European Union, revenue collected on behalf of third parties (contracts of commission and agency contracts)	Positive integer	
D_10_35_1 / 1	Turnover: sales of industrial products and services	ENT_D_10_35_1	Sales of industrial products and services – the cost of production and services of industrial type which were produced in an enterprise and which had been sold and delivered to the purchaser in the reference period regardless of the time when the payment for the production was received. Calculated at selling prices, excluding VAT and excises. Internal turnover is not included.	Positive integer	
C_013 / 1	Turnover: sale of own produced industrial products and services to non-residents	ENT_C_013	Total sales of own produced industrial products and services to non-residents (EU and other countries) – sales to legal persons registered or natural persons residing abroad Calculated at selling prices.	Positive integer	
021 / 1	Turnover: sale of own produced industrial products and industrial services to non-residents in euro area countries	IND_021_1	Sales of own produced industrial products and services in euro area countries (EU member states which have adopted euro). The destinations countries for sales are Austria, Belgium, Spain, Netherlands, Ireland, Italy, Greece, Cyprus, Lithuania, Luxembourg, Latvia, Malta, Portugal, France, Germany, Slovakia, Slovenia and Finland.	Positive integer	

**Table 2. ORDERS**

Row code/	Name of variable * - mandatory	Code of variable	Explanation	Type of data (number of	You need not fill in
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code/ column code	* - mandatory	variable		(number of decimals) or list/ classification name	not fill in the value: period, economic activity
040 / 1	Orders: total value of new orders for industrial products and services	IND_040_1	Total value of new orders for industrial products and services – monetary value of order contracts concluded between the manufacturing enterprise and a customer in the reference month for selling products and services of industrial type produced in the enterprise in the future. If an enterprise does not work to fulfill orders, sales are equal to new orders and the orders are considered fulfilled. VAT and excises, discounts and rebates fixed upon concluding a contract are deducted from the value of order contracts. Calculated at selling prices.	Positive integer	
050 / 1	Orders: sale of own produced industrial products and services to non-residents	IND_050_1	Sales of own produced industrial products and services to non-residents (EU and other countries) – sales to legal persons registered or natural persons residing abroad. Calculated at selling prices.	Positive integer	
051 / 1	Orders: sale of own produced industrial products and services to non-residents in euro area countries	IND_051_1	Sales of own produced industrial products and services to non-residents in euro area countries (EU member states which have adopted euro). The destination countries for sales are Austria, Belgium, Spain, Netherlands, Ireland, Italy, Greece, Cyprus, Lithuania, Luxembourg, Latvia, Malta, Portugal, France, Germany, Slovakia, Slovenia and Finland.	Positive integer	

**Table 3. STOCKS**

Row code/ column code	Name of variable * - mandatory	Code of variable	Explanation	Type of data (number of decimals) or list/ classification name	You need not fill in the value: period, economic activity
080 / 1	Stocks: finished products at the beginning of the reference year	IND_080_1	Stocks of finished products at the beginning of the year – finished products which were produced in an enterprise but which have not been sold (actual production cost). In case an enterprise does not have stock records for the reference period, show the estimated stocks. Filled in only in the January questionnaire.	Positive integer	2020-02, 2020-03, 2020-04, 2020-05, 2020-06, 2020-07, 2020-08, 2020-09, 2020-10, 2020-11, 2020-12
I_053_1 / 1	Stocks: finished products at the end of the reference period *	ENT_I_053_1	Stocks of finished products at the end of the reference period (month) – finished products which were produced in an enterprise but which have not been sold (actual production cost). In case an enterprise does not have stock records for the reference period, show the estimated stocks.	Positive integer	

**Table 4. PRODUCTS, the table is filled in for the listed products only(products from own or purchaser's materials).**

For the list of products, see [https://www.stat.ee/public/files/aruandevormid/2018/22201115918\\_Toostustoodete\\_loetelu.xlsx](https://www.stat.ee/public/files/aruandevormid/2018/22201115918_Toostustoodete_loetelu.xlsx). \* means including production as a service – products manufactured of the raw material of the customer (finished products will be issued to the customer).

NB! Starting from February, the list of products submitted by the enterprise in the previous reporting month is displayed Please double check the prefilled fields and correct, where necessary; fill in the volume fields. If the value is missing, enter 0.

Row code/ column code	Name of variable * - mandatory	Code of variable	Explanation	Type of data (number of decimals) or list/ classification	You need not fill in the value: period, economic
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				name	activity
1 / 1	Products: product, product code, unit of measurement *	IND_4_R 1_1		TTL2013v3	
1 / 2	Products: the quantity produced in the reference month *	IND_4_R 1_2		Positive real number (0,1)	
1 / 3	Products: the quantity produced in the same month last year	IND_4_R 1_3	Starting from February is prefilled based on the questionnaire „Industry“. Please double check the prefilled fields and correct, where necessary; fill in the volume fields. If the value is missing, enter 0.	Positive real number (0,1)	

**Table 5. TIME SPENT ON FILLING OUT THE QUESTIONNAIRE (only for April)**

The table need not be filled in period(s) **2020-01, 2020-02, 2020-03, 2020-05, 2020-06, 2020-07, 2020-08, 2020-09, 2020-10, 2020-11, 2020-12.**

Please estimate how much time you spent on filling out the questionnaire (incl. time spent on reading the instructions, collecting and preparing data). Record the total time spent by all employees.

Row code/ column code	Name of variable * - mandatory	Code of variable	Explanation	Type of data (number of decimals) or list/ classification name	You need not fill in the value: period, economic activity
/	Number of hours spent on completing the questionnaire and collecting and preparing the necessary data	TAITMIS EAEGTU NDI	Number of hours spent by all employees on completing the questionnaire. The time spent on completing the questionnaire includes the time spent on reviewing instructions, collecting and preparing the necessary data.	Positive integer	
/	Number of minutes spent on completing the questionnaire and collecting and preparing the necessary data	TAITMIS EAEGMI NUTIT	Number of minutes spent by all employees on completing the questionnaire. The time spent on completing the questionnaire includes the time spent on reviewing instructions, collecting and preparing data. Permitted value range 0-59.	Positive integer	