

## Questionnaire manual: Prices of courier and other postal activities

Questionnaire code: 13582021

Submitted in: By the 6th 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.

After correcting the data, save changes and check the questionnaire again. If there are no more mistakes, confirm and submit the data by clicking "Confirm" on the last page of the questionnaire. You will be displayed a message that the data have been submitted successfully.

### DATA COLLECTED WITH THE QUESTIONNAIRE

**Table 1. PRICES OF COURIER AND OTHER POSTAL ACTIVITIES**

Select 3-5 services of key importance in sales

In the web form, columns 1, 2, 4 and 7 are pre-filled starting from the February questionnaire. Please double-check the fields of pre-filled columns (1 and 2) and specify where necessary, and fill in the price fields. If the pre-filled service is no longer provided, mark in column 3 "Remark" that provision of the service has been terminated and add a new service in empty row.

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
1 / 1	Service – service/contract ID	PI_SP_T UNNUS_ 1_1	Service/contract ID – a code that uniquely identifies a contract or service of key importance in the enterprise's sales.	Text	
1 / 2	Courier and other postal activities — description of the service	PI_SP_5 32_1_2	Description – the service should be described with such accuracy that would enable to identify it unmistakably (write the major factors that influence the price: weight of the parcel, distance to destination, delivery time etc.).	Text	
1 / 3	Service – remark	PI_SP_M ARKUS_ 1_3	If the service provision has been terminated or it has lost its representability in the enterprise's sales, it should be replaced by as similar a service as possible (e.g. from the same group of services), and briefly write the cause of replacement in the remark field. If the price or description of the service differs considerably from that in the previous month, write in the remark field briefly the cause of change.	Text	
1 / 4	Courier and other postal activities — unit	PI_SP_5 32_1_4	Unit – unit of measurement of the service (e.g., kg, contract/month, pieces, km, parcel).	Text	
1 / 5	Courier and other postal activities – unit price in the reference month	PI_SP_5 32_1_5	Unit price in the reference month, excluding VAT and separately indicated costs (e.g. insurance etc.) In euros rounded to full cents. If the service was not temporarily sold in the reference period, write zero in the price field. If the price or description of the service differs considerably from that in the previous month, write in the remark field briefly the cause of change.	Positive real number (0,2)	
1 / 6	Service – unit price in the previous month	PI_SP_H IND_EEL 1_6	Unit price of the service in the previous month In euros rounded to full cents.	Positive real number (0,2)	
1 / 7	Courier and other postal activities – estimated share of the service in sales of courier and other postal services in the previous calendar year	PI_SP_5 32_1_7	Estimated share of the service in sales of courier and other postal services in the previous calendar year, is filled in once a year in the January questionnaire.	Positive real number (0,2)	2021-05, 2021-06, 2021-07, 2021-08, 2021-09, 2021-10, 2021-11, 2021-12

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**Table 2. TIME SPENT ON FILLING OUT THE QUESTIONNAIRE (only for April)**

The table need not be filled in period(s) **2021-01, 2021-02, 2021-03, 2021-05, 2021-06, 2021-07, 2021-08, 2021-09, 2021-10, 2021-11, 2021-12.**

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	