

Questionnaire manual: Prices of postal services

Questionnaire code: 14052022

Submitted in: By the 11th date after the end of the reporting month

Periodicity: Monthly

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Statistics Estonia guarantees the full protection of data submitted.

eSTAT (<https://estat.stat.ee/>) is for data submission.

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. If you have any questions, please contact Statistics Estonia's customer service either by phone at +372 625 9300 (Mon–Thu 8:30–16:30, Fri 8:30–15:30) or by e-mail at klienditugi@stat.ee.

DATA COLLECTED WITH THE QUESTIONNAIRE

Table 1. PRICES OF POSTAL SERVICES

Select at least 11 services that have key importance in enterprise's sales and which are sold during a longer period

In the web form, columns 1, 2, 4 and 7 are pre-filled starting from February questionnaires. Please double-check the fields of pre-filled columns (1, 2 and 3) 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	Postal service – description of the service	PI_SP_5 3_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 domestic/international letter/parcel, distance (zones); surface/air mail 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	Postal service – unit	PI_SP_5 3_1_4	Unit – unit of measurement of the service (e.g. pieces, parcel etc.).	Text	
1 / 5	Postal service – unit price in the reference month	PI_SP_5 3_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	Postal service – estimated share of the service in sales of postal services in the	PI_SP_5 3_1_7	Estimated share of the service in sales of postal services in the previous calendar year, is filled in once a year in the January questionnaire.	Positive real number (0,2)	2022-05, 2022-06, 2022-07, 2022-08, 2022-09,

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	previous calendar year				2022-10, 2022-11, 2022-12
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Table 2. ESTIMATED SHARE OF POSTAL SERVICES IN PREVIOUS CALENDAR YEAR SALES (FILLED ONCE A YEAR, IN JANUARY QUESTIONNAIRE, IN PERCENT)

The table need not be filled in period(s) **2022-05, 2022-06, 2022-07, 2022-08, 2022-09, 2022-10, 2022-11, 2022-12.**

Dots before the name denote subdivisions.

In the web form, the fields are pre-filled starting from February questionnaires.

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	Estimated share of postal services in sales in the previous calendar year	PI_SP_5 3_2_01	Estimated share of postal services in sales in the previous calendar year.	Positive real number (0,2)	
2 / 1	Estimated share of postal services in sales in the previous calendar year: Universal postal services	PI_SP_5 3_2_02	Postal activities under universal service obligation	Positive real number (0,2)	
3 / 1	Estimated share of postal services in sales: services to legal persons	PI_SP_5 3_2_03	Estimated share of postal service provided to legal persons in sales of postal services.	Positive real number (0,2)	
4 / 1	Estimated share of postal services in sales: services to legal persons – item of correspondence (ordinary item, domestic, universal postal service)	PI_SP_5 3_2_04	Postal activities under universal service obligation	Positive real number (0,2)	
5 / 1	Estimated share of postal services in sales: services to legal persons – item of correspondence (ordinary item, international, universal postal service)	PI_SP_5 3_2_05	Postal activities under universal service obligation	Positive real number (0,2)	
6 / 1	Estimated share of postal services in sales: services to legal persons – item of correspondence (registered and insured item, universal postal service)	PI_SP_5 3_2_06	Postal activities under universal service obligation	Positive real number (0,2)	
7 / 1	Estimated share of postal services in sales: services to legal persons – postal parcel (registered and insured items,	PI_SP_5 3_2_07	Postal activities under universal service obligation	Positive real number (0,2)	

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	universal postal service)				
8 / 1	Estimated share of postal services in sales: services to legal persons – business letter	PI_SP_5 3_2_081	Estimated share of business letter services provided to legal persons in sales of postal services.	Positive real number (0,2)	
9 / 1	Estimated share of postal services in sales: services to legal persons – express mail item	PI_SP_5 3_2_091	Estimated share of courier services provided to legal persons in sales of postal services.	Positive real number (0,2)	
10 / 1	Estimated share of postal services in sales: services to legal persons – automated parcel terminal	PI_SP_5 3_2_102	Estimated share of automated parcel terminal services provided to legal persons in sales of postal services.	Positive real number (0,2)	
11 / 1	Estimated share of postal services in sales: services to legal persons – direct mail item (with address)	PI_SP_5 3_2_12	Estimated share of delivery of direct mail items (with address) to legal persons in sales of postal services.	Positive real number (0,2)	
12 / 1	Estimated share of postal services in sales: services to legal persons – direct mail item (without address)	PI_SP_5 3_2_13	Estimated share of delivery of direct mail items (without address) to legal persons in sales of postal services	Positive real number (0,2)	
13 / 1	Estimated share of postal services in sales: services to legal persons – delivery of periodicals	PI_SP_5 3_2_14	Estimated share of delivery of periodicals to legal persons in sales of postal services.	Positive real number (0,2)	
14 / 1	Estimated share of postal services in sales: services to legal persons – other postal services	PI_SP_5 3_2_15	Estimated share of other postal services provided to legal persons in sales of postal services.	Positive real number (0,2)	

Table 3. TIME SPENT ON FILLING OUT THE QUESTIONNAIRE (incl. for preparing the data, only for April)

The table need not be filled in period(s) **2022-01, 2022-02, 2022-03, 2022-05, 2022-06, 2022-07, 2022-08, 2022-09, 2022-10, 2022-11, 2022-12.**

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	

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Table Y1. Assessment on a scale of 1 to 5

The table need not be filled in period(s) **2022-01, 2022-02, 2022-03, 2022-04, 2022-05, 2022-06, 2022-08, 2022-09, 2022-10, 2022-11, 2022-12.**

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
/	Wording of questions	TAGASI S_2		rahulolu_nu mbriline_5_ kuni_1_9L	
/	Wording of error messages or controls of questions	TAGASI S_3		rahulolu_nu mbriline_5_ kuni_1_9L	
/	Explanatory texts (appearing when the mouse cursor hovers over them) of the questionnaire	TAGASI S_7		rahulolu_nu mbriline_5_ kuni_1_9L	
/	Pre-filling of the questionnaire	TAGASI S_8		rahulolu_nu mbriline_5_ kuni_1_9L	
/	User-friendliness of eSTAT	TAGASI S_9		rahulolu_nu mbriline_5_ kuni_1_9L	

Table Y2. Overall assessment on the questionnaire

The table need not be filled in period(s) **2022-01, 2022-02, 2022-03, 2022-04, 2022-05, 2022-06, 2022-08, 2022-09, 2022-10, 2022-11, 2022-12.**

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
/	Overall assessment on the ease of completing the questionnaire	TAGASI SY_1		rahulolu_va ga_lihtne_v aga_keeruli ne_5L	

Table Y3. Suggestions and comments (200 characters max)

The table need not be filled in period(s) **2022-01, 2022-02, 2022-03, 2022-04, 2022-05, 2022-06, 2022-08, 2022-09, 2022-10, 2022-11, 2022-12.**

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
/	Suggestions and comments	TAGASI S_TESS T		Text	