

Questionnaire manual: Prices of services

Questionnaire code: 14912023

Submitted in: By the 6th day after the end of the reference 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 services (for additional information, click on the table name)

To enter the data, click Add table row. If the data has been entered in the window, click Add row to the table row; to close the page, click Close. To change an already entered and saved row, click on the corresponding row number in the first column – a data correction window opens. In case of renting out own real estate (EMTAK 682), indicate the ratios of rental income and expenditures to square metres of rented real estate.

In the web form, column A is prefilled in January for up to 5 services. Please select, in accordance with the codes of prefilled services, the services of key importance in enterprise's sales that characterise price changes and enter the data in other fields. Starting from the February questionnaire, columns 1, 2, 4, 6 and 7 are prefilled. Please double-check the fields of prefilled columns (1, 2 and 4) and correct and fill in the price fields where necessary. If a prefilled service is not supplied, write in column 3 "Remark" that the service has been discontinued and add a new service on an 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 / A	Service – code according to the EMTAK	PI_SP_1_A	Service code according to the Estonian Classification of Economic Activities (EMTAK) in force in the reference year.	EMTAK_2008_3_68_8299	
1 / 1	Service – service/contract ID	PI_SP_TUNNUS_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	Service – description	PI_SP_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.	Text	
1 / 3	Service – remark	PI_SP_MARKUS_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	Service – unit	PI_SP_1_4	Unit – unit of measurement of the service (e.g. hours of work, contract/month, m ² , kg, pieces etc.).	Text	
1 / 5	Service – unit price in the reference month	PI_SP_1_5	Unit price in the reference month, excluding VAT and separately indicated costs (e.g. transport costs etc.) In euros, rounded to full cents. If the service was temporarily not 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	PI_SP_HIND_EEL	Unit price of the service in the previous month In euros rounded to full cents.	Positive real number	

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	previous month	1 6		(0,2)	
1 / 7	Service – estimated share of the service in sales in the previous calendar year	PI_SP_1_7	Estimated share of the service in sales in the previous calendar year. To be filled in once a year in the January questionnaire.	Positive real number (0,1)	2023-05, 2023-06, 2023-07, 2023-08, 2023-09, 2023-10, 2023-11

Table 2. TIME SPENT ON FILLING OUT THE QUESTIONNAIRE (incl. for preparing the data; only for April)

The table need not be filled in period(s) **2023-01, 2023-02, 2023-03, 2023-05, 2023-06, 2023-07, 2023-08, 2023-09, 2023-10, 2023-11, 2023-12.**

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
1 / 1	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	
1 / 2	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	

Table Y2. Overall assessment on the questionnaire

The table need not be filled in period(s) **2023-01, 2023-02, 2023-03, 2023-04, 2023-05, 2023-06, 2023-07, 2023-08, 2023-09, 2023-10, 2023-11.**

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_v ga_lihtne_v aga_keeruli ne_5L	

Table Y3. Suggestions and comments

The table need not be filled in period(s) **2023-01, 2023-02, 2023-03, 2023-04, 2023-05, 2023-06, 2023-07, 2023-08, 2023-09, 2023-10, 2023-11.**

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
/	Suggestions and comments	TAGASI S_TESS T		Text	

LISTS / CLASSIFICATIONS

Name of the list/classification: **EMTAK_2008_3_68_8299**

Item code	Item name	Unit of measurement	Clarification
68	Real estate activities		
681	Buying and selling of own real estate		
6810	Buying and selling of own real estate		
682	Rental and operating of own or leased real estate		
6820	Rental and operating of own or leased real estate		
683	Real estate activities on a fee or contract basis		
6831	Real estate agencies		
6832	Management of real estate on a fee or contract basis		
69	Legal and accounting activities		
691	Legal activities		
6910	Legal activities		
692	Accounting, bookkeeping and auditing activities; tax consultancy		
6920	Accounting, bookkeeping and auditing activities; tax consultancy		
70	Activities of head offices; management consultancy activities		
701	Activities of head offices		
7010	Activities of head offices		
702	Management consultancy activities		
7021	Public relations and communication activities		
7022	Business and other management consultancy activities		
71	Architectural and engineering activities; technical testing and analysis		
711	Architectural and engineering activities and related technical consultancy		
7111	Architectural activities		
7112	Engineering activities and related technical consultancy		
712	Technical testing and analysis		
7120	Technical testing and analysis		
72	Scientific research and development		
721	Research and experimental development on natural sciences and engineering		
7211	Research and experimental development on biotechnology		
7219	Other research and experimental development on natural sciences and engineering		
722	Research and experimental development on social sciences and humanities		
7220	Research and experimental development on social sciences and humanities		
73	Advertising and market research		
731	Advertising		
7311	Advertising agencies		
7312	Media representation		
732	Market research and public opinion polling		
7320	Market research and public opinion polling		
74	Other professional, scientific and technical activities		
741	Specialised design activities		
7410	Specialised design activities		

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742	Photographic activities		
7420	Photographic activities		
743	Translation and interpretation activities		
7430	Translation and interpretation activities		
749	Other professional, scientific and technical activities n.e.c.		
7490	Other professional, scientific and technical activities n.e.c.		
75	Veterinary activities		
750	Veterinary activities		
7500	Veterinary activities		
77	Rental and leasing activities		
771	Rental and leasing of motor vehicles		
7711	Rental and leasing of cars and light motor vehicles		
7712	Rental and leasing of trucks		
772	Rental and leasing of personal and household goods		
7721	Rental and leasing of recreational and sports goods		
7722	Rental of video tapes and disks		
7729	Rental and leasing of other personal and household goods		
773	Rental and leasing of other machinery, equipment and tangible goods		
7731	Rental and leasing of agricultural machinery and equipment		
7732	Rental and leasing of construction and civil engineering machinery and equipment		
7733	Rental and leasing of office machinery and equipment (including computers)		
7734	Rental and leasing of water transport equipment		
7735	Rental and leasing of air transport equipment		
7739	Rental and leasing of other machinery, equipment and tangible goods n.e.c.		
774	Leasing of intellectual property and similar products, except copyrighted works		
7740	Leasing of intellectual property and similar products, except copyrighted works		
78	Employment activities		
781	Activities of employment placement agencies		
7810	Activities of employment placement agencies		
782	Temporary employment agency activities		
7820	Temporary employment agency activities		
783	Other human resources provision		
7830	Other human resources provision		
79	Travel agency, tour operator and other reservation service and related activities		
791	Travel agency and tour operator activities		
7911	Travel agency activities		
7912	Tour operator activities		
799	Other reservation service and related activities		
7990	Other reservation service and related activities		
80	Security and investigation activities		
801	Private security activities		
8010	Private security activities		
802	Security systems service activities		
8020	Security systems service activities		
803	Investigation activities		
8030	Investigation activities		
81	Services to buildings and landscape activities		
811	Combined facilities support activities		
8110	Combined facilities support activities		
812	Cleaning activities		
8121	General cleaning of buildings		

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8122	Other building and industrial cleaning activities		
8129	Other cleaning activities		
813	Landscape service activities		
8130	Landscape service activities		
82	Office administrative, office support and other business support activities		
821	Office administrative and support activities		
8211	Combined office administrative service activities		
8219	Photocopying, document preparation and other specialised office support activities		
822	Activities of call centres		
8220	Activities of call centres		
823	Organisation of conventions and trade shows		
8230	Organisation of conventions and trade shows		
829	Business support service activities n.e.c.		
8291	Activities of collection agencies and credit bureaus		
8292	Packaging activities		
8299	Other business support service activities n.e.c.		