



Unified Enterprise Survey - Annual

2000 Annual Wholesale Trade Survey

Collected under the authority of the *Statistics Act*, Revised Statutes of Canada, 1985, Chapter S19. Completion of this questionnaire is a legal requirement under this Act.

This document is confidential when completed.

Si vous préférez recevoir ce questionnaire en français, veuillez nous appeler sans frais au numéro de téléphone suivant : 1 888 881-3666.

Correct pre-printed information if necessary using the corresponding boxes below:

0001	Legal name	0004	Number and street		
0002	Business name	0005	City	0006	Province or State
0003	C/O	0053	Country	0007	Postal code/Zip code
0008	First name of contact	0028	Last name of contact		
0052	Please report for:	0010	Language preference 1 <input type="radio"/> English 2 <input type="radio"/> French		

A - Introduction

Survey Purpose


This survey collects the financial and operating data needed to produce statistics concerning your industry. For more information on survey purpose, please consult the enclosed booklet entitled "Statistics Canada Business Surveys".

Confidentiality

Statistics Canada is prohibited by law from publishing any statistics which would divulge information obtained from this survey that relates to any identifiable business. **The data reported on this questionnaire will be treated in strict confidence**, used for statistical purposes and published in aggregate form only. The confidentiality provisions of the *Statistics Act* are not affected by either the *Access to Information Act* or any other legislation.

Please return the completed questionnaire(s) in the enclosed envelope **within 30 days** of receipt. The questionnaire(s) can also be faxed back to Statistics Canada at **1 888 883-7999**. Thank you.

If you need further information or help, please call 1 888 881-3666.

Name of the primary person completing this questionnaire:		0013	[Grid for name]		
0026		0054	[Grid for name]		
<input type="radio"/> Mr. <input type="radio"/> Mrs. <input type="radio"/> Miss <input type="radio"/> Ms.		[Grid for name]			
Title: 0014	E-mail address: 0018		Web site address: 0020		
Telephone number: 0017 ()	Extension: 0027	Fax number: 0016 ()	Date completed: YYYY MM DD		
Signature: 			0015 [Grid for date]		
I certify that the information contained herein is complete and correct to the best of my knowledge.					

Coverage

Please report for your Canadian wholesale operations (see insert for list of operations to be included).

Business Unit

A business unit is the smallest separate operating part of a business that can report inputs such as material and supplies; energy; goods purchased for resale; whichever purchased services are available at this level; employee earnings; and employment. In addition, it can report outputs such as sales, shipments or revenue, whichever is appropriate, broken down by goods and services. For a wholesaler, or reseller, this would be typically a distribution centre.

A business unit is ordinarily located at one physical location, but in some cases, in order to facilitate reporting of information, a business unit can include operations at more than one location.

Reporting Instructions

When precise figures are not available, your best estimates are acceptable.

1. Please report all dollar amounts in CANADIAN DOLLARS (\$ CDN).
2. All dollar amounts reported should be rounded to the nearest whole dollar (e.g., \$55,417.40 should be reported as \$55,417).
3. All percentages reported should be rounded to the nearest whole percent (e.g., 37.3% to 37%, 75.8% to 76%).
4. Please include all electronic commerce transactions.
5. Please write clearly in ink.
6. This survey questionnaire can be faxed back to Statistics Canada at **1 888 883-7999**.

Statistics Canada advises you that there could be a risk of disclosure during the facsimile transmission. However, upon receipt of your facsimile, Statistics Canada will provide the guaranteed level of protection afforded all information collected under the authority of the *Statistics Act*.

Reporting Period Information

Reporting Period

Please report information for your **most recent available 12-month fiscal period** ending between January 1, 2000 and March 31, 2001. Please indicate below the period covered by this questionnaire.

1. From ⁰⁰¹¹

--	--	--	--	--	--	--	--

 To ⁰⁰¹²

--	--	--	--	--	--	--	--

2. Do the dates reported above represent a change in your fiscal year?

⁰⁰⁵⁹ Yes No

3. Were any of the operating units of this business unit temporarily or seasonally inactive during the reporting period?

⁰⁰⁶¹ Yes No

4. Has this business unit acquired/purchased any operating units during the reporting period?

⁰⁰⁶⁴ Yes No

5. Has this business unit disposed of/sold any operating units during the reporting period?

⁰⁰⁶⁶ Yes No

Data-sharing Agreements

To avoid duplicating survey activity, Statistics Canada has entered into agreements with provincial and territorial statistical agencies for the sharing of data. This is done in accordance with the federal *Statistics Act* and corresponding provincial and territorial legislation. The data are kept confidential and used for statistical purposes only. **Your responses are not shared with Canada Customs and Revenue Agency (formerly Revenue Canada).** More details on data-sharing are included in this package.

Main Business Activity

Please check the **main** activity, at this business unit, which most accurately describes the **principal** source of operating revenue.

Please check **one** only.

1. ⁰⁸³¹ **Wholesale Merchant**

Wholesale merchants are engaged in the buying and selling of goods on their own account (i.e., take title to the goods). In addition, they may provide, or arrange for the provision of, logistics, marketing and support services, including packaging and labelling, breaking bulk, inventory management, shipping, in-store or co-op promotions, handling of warranty claims and product training.

Wholesale merchants are known by a variety of trade designations depending on their relationship with suppliers or customers, or the distribution method they employ. Examples include wholesalers, wholesale distributors, drop shippers, rack-jobbers, import-export merchants, buying groups, dealer-owned co-operatives and banner wholesalers.

2. ⁰⁸³² **Wholesale Agent or Broker**

Wholesale agents and brokers are engaged in the buying and/or selling, on a commission or fee basis, goods owned by others.

Wholesale agents and brokers are known by a variety of trade designations including import-export agents, wholesale commission agents, wholesale brokers, and manufacturer's representatives and agents.

3. ⁰⁰⁴⁰ **None of the above**

Note:

If you responded "**None of the above**", please call **1 888 881-3666** for further instructions.

4. **Principal Lines of Merchandise and Services**

Please list the principal lines of merchandise and services sold by this business unit and indicate the estimated percentage of operating revenue associated with each one. This information will be used solely to confirm your industrial classification.

	%
4.a. (please specify): ⁰⁸³³	0834
4.b. (please specify): ⁰⁸³⁵	0836
4.c. (please specify): ⁰⁸³⁷	0838
4.d. All other lines of merchandise and services	0839
Total	100%

B - Revenue

Please include: • all revenue (including revenue from electronic commerce) within or outside Canada, recorded by this business unit.

Please exclude: • federal or provincial **sales taxes** collected for remittance to a government agency.

		\$ CDN
1. Total sales of all goods purchased for resale. Include sales of all goods purchased from outside this business unit; please report gross sales of new and used goods less returns and discounts. Do not deduct the value of trade-ins. Include parts used in generating repair and maintenance revenue.		2060
2. Value of goods shipped upon which commissions were earned by you acting as an agent or broker.	2061	
3. Commission revenue earned by you acting as an agent or broker (revenue from gross commissions earned from buying and/or selling merchandise on account of others).		2060
4. Sales of goods manufactured as a secondary activity by this wholesaling business unit.		2299
5. Repair and maintenance revenue. Include labour receipts from installation and repair work. Exclude parts used in generating repair and maintenance revenue and report these amounts in this section at question 1, "Total sales of all goods purchased for resale".		2041
6. Revenue from rental or leasing of office space, other real estate, goods and equipment.		2046

Other Operating Revenue

		\$ CDN
7. Operating subsidies and grants (e.g., donations, subsidies and grants from governments, public institutions, private individuals, businesses, non-profit and charitable institutions and foundations)		2068
8. All other operating revenue Include handling and/or storing goods for others. Exclude interest income and dividends; please report this amount in this section at question 10, "Total non-operating revenue".		2077
Please list major items:	2071	
	2072	
	2073	

Revenue Totals

		\$ CDN
9. Total operating revenue (add amounts reported at questions 1, 3, 4, 5, 6, 7 and 8 above)		2080
10. Total non-operating revenue (e.g., interest income and dividends)		2097
11. Total revenue (add amounts reported at questions 9 and 10 above)		2098

C - Inventories

Inventories are to be reported at book value (i.e., the value maintained in the accounting records).

Please include:

- inventory **owned** by this business unit within or outside Canada (including inventory at any warehouse, selling outlet, in transit, or out on consignment).

Please exclude:

- inventory held on consignment for others.

Inventories of Goods Purchased for Resale

	Value of opening inventory \$ CDN	Value of closing inventory \$ CDN
1. Goods purchased for resale	5560	5565

Inventories of the Manufacturing Activity at this Wholesaling Business Unit

	Value of opening inventory \$ CDN	Value of closing inventory \$ CDN
2. Raw materials	5520	5525
3. Goods in process	5510	5515
4. Finished products	5500	5505

Total Inventories

	Value of opening inventory \$ CDN	Value of closing inventory \$ CDN
5. Total inventories (add amounts reported at questions 1 to 4 above)	5550	5555

D - Purchases of Goods for Resale

1. Purchases of **new and used** goods for resale including parts used in generating repair and maintenance revenue. **Include** all goods purchased from outside this business unit, including goods purchased via electronic commerce.
Include freight-in and the value of goods taken in trade, less returns and discounts.

\$ CDN
4019

E - Cost of Goods Sold: Goods Purchased for Resale only

1. Value of **opening** inventory (reported in **Section C - Inventories**, at question 1, at cell 5560) **plus** purchases of goods for resale (reported in **Section D - Purchases of Goods for Resale**, at question 1, at cell 4019) **minus** the value of **closing** inventory (reported in **Section C - Inventories**, at question 1, at cell 5565).

\$ CDN
5720

F - Expenses

Please include: • all expenses (including expenses for electronic commerce) within or outside Canada recorded by this business unit.

Please exclude: • purchases of goods for resale, income tax and the portion of federal or provincial sales taxes refunded by government.

Labour Remuneration

- Employees are defined as those workers for whom you completed a Canada Customs and Revenue Agency (formerly Revenue Canada) **T4 - Statement of Remuneration Paid** form.
- Please report all wages and salaries (including taxable allowances and employment commissions as defined on the **T4 - Statement of Remuneration Paid** form) **before deductions**.
- Please **exclude** employer portion of employee benefits from salaries and wages and report these benefits separately at question 2 below.

1. Wages and salaries of employees

Include: • those amounts deposited to accounts outside Canada.

Exclude: • all payments and expenses associated with outside contract workers and employment agencies or personnel suppliers. Please report these payments in this section at questions 13, 15 or 16, as appropriate;

- all payments to casual labour without a **T4 - Statement of Remuneration Paid** form. Please report these payments in this section at question 25, "All other operating expenses".

\$ CDN

3010

2. Employer portion of employee benefits

Include: • contributions to health plans, insurance plans, employment insurance, pension contributions, workers' compensation, retiring allowances or lump sum payments to employees upon termination or retirement, etc.

Exclude: • contributions to provincial health and education payroll taxes, if applicable. Please report these payments in this section at question 25, "All other operating expenses".

3040

3041

3. Total labour remuneration (add amounts reported at questions 1 and 2 above)

Purchased Energy and Water Expenses

Exclude energy and water expenses that are covered in your rental and leasing expenses. Please report these payments in this section at question 12, "Rental and leasing expenses".

\$ CDN

4. Energy expenses (e.g., electricity, gasoline, fuel oil, diesel fuel, propane, natural gas)

4027

4065

5. Water expenses

Materials, Components and Supply Expenses

Exclude capital expenditures.

6. Office supply expenses

Include paper and supplies for photocopier, printer and fax machine; diskettes; writing instruments and other office supplies, etc. Also, **if not capitalized, include** computers, printers, photocopiers, computer software and office furniture, etc.

Exclude: • Postage and courier expenses. Please report these payments in this section at question 25, "All other operating expenses".

\$ CDN

3301

- Telephone and other telecommunication expenses. Please report these payments in this section at question 11, "Telephone and other telecommunication expenses".

Materials, Components and Supply Expenses (continued)

7. Operating, maintenance and repair supply expenses

Include supplies for the operation, maintenance and repair of your equipment, vehicles and buildings.

- Exclude:**
- Purchases of goods for resale and report this amount in **Section D - Purchases of Goods for Resale**, at question 1.
 - Parts used in generating revenue from repair and maintenance, and report this amount in **Section D - Purchases of Goods for Resale**, at question 1.
 - Expenses that are covered in your "Rental and leasing expenses." Please report these payments in this section at question 12, "Rental and leasing expenses".
 - Expenses that are covered in your "Purchased maintenance and repair service expenses." Please report these payments in this section at question 13, "Purchased maintenance and repair service expenses, including janitorial and cleaning services".

\$ CDN

3302

8. Raw materials used in the manufacturing of goods, by this business unit

Include cost of transportation (e.g. freight, delivery, shipping and handling) if it is included in the cost of the materials, components and supplies.

Exclude cost of transportation purchased separately and report this amount in this section at question 10, "Goods transportation, warehousing and storage expenses".

3390

9. Non-returnable containers and other shipping and packaging material expenses

Include lumber, pallets, skids, cartons, boxes, corrugated paper, plastic packaging and other shipping and packaging materials.

3499

Purchased Service Expenses

Please include:

- expenses for services purchased from outside this business unit.

Please exclude:

- services that you produce within this business unit;
- services that you purchased from your head office or business support units outside this business unit. Please report these amounts in this section at question 24, "Management fees or any other service fees paid to head office and other business support units".

\$ CDN

4070

10. Goods transportation, warehousing and storage expenses

11. Telephone and other telecommunication expenses

- Include:**
- telephone, fax, cellular phone, or pager services for transmission of voice, data or image;
 - Internet access charges;
 - purchased cable and satellite transmission of television, radio and music programs.

4101

12. Rental and leasing expenses

Include office space or other real estate, motor vehicles, computers and peripherals, other machinery and equipment, and other goods.

4115

13. Purchased maintenance and repair service expenses, including janitorial and cleaning services

Include materials, parts and labour.

4175

4466

14. Fees and/or commissions paid to agents and brokers in wholesale and retail trade

15. Payments to employment agency or personnel supplier (e.g., pay for temporary workers paid through an agency and charges for personnel search services)

3080

4225

16. Professional and business service fees (e.g., legal, accounting, architectural, engineering, consulting and other professional and business service fees)

17. Financial service fees (e.g., bank charges, credit and debit card commissions)

Exclude interest expenses. Please report these amounts in this section at question 27, "Other expenses".

4325

18. Insurance premiums (e.g., liability, vehicle, building, equipment)

Exclude premiums paid directly to your Head Office, if applicable.

4350

Purchased Service Expenses (continued)

	\$ CDN
	4365
19. Advertising expenses	
20. Travel expenses	4366
Include passenger transportation, accommodation, meals while travelling, and other travel expenses.	
21. Property and business taxes, licences and permits expenses	
For example: <ul style="list-style-type: none"> • property taxes (except those covered in your rental and leasing expenses); • property transfer taxes; • vehicle license fees; • lot levies; • provincial capital taxes; • import duties (except where these are included in the purchase of goods for resale). 	4410
	4483
22. Sewage and refuse, sanitation and other environmental protection service expenses	

Depreciation and Amortization

	\$ CDN
23. Total depreciation and amortization (including this business unit's assets and capital lease obligations, e.g., vehicles, buildings, machinery)	4520

Other Operating Expenses

	\$ CDN
24. Management fees or any other service fees (e.g., legal, advertising, insurance) paid to head office and other business support units (e.g., warehouses, sales centres, trucking facilities)	4555
25. All other operating expenses (e.g., contributions to provincial health and education payroll taxes (excluding employer portion of employee benefits), bad debts expenses, donations)	4569
Exclude interest expenses. Please report these amounts in this section at question 27, "Other expenses".	
Please list major items:	
4561	
4562	
4563	

Expense Totals

	\$ CDN
26. Total operating expenses (add amounts reported in this section at questions 3 to 25 above)	4598
27. Other expenses (e.g., interest expenses on capital lease obligations plus all other miscellaneous interest expenses such as interest on loans and the interest portion of mortgage payments)	4630
28. Total expenses (add amounts reported at questions 26 and 27 above)	4698

G - Distribution of Operating Revenue by Type of Customer

Data on your revenue by type of customer will be used to improve information on the origins of demand for goods and services. We recognize that this may be a difficult question to answer, and welcome your suggestions on how to improve it in the **Comments** Section at the end of the questionnaire.

Please indicate the percentage of "Total operating revenue" (reported in **Section B - Revenue**, at question 9, "Total operating revenue") by type of customer.

	%
Customers in Canada:	8100
1. Individuals and households	8120
2. Public Institutions (e.g., hospitals, schools, universities)	8130
3. Government (e.g., federal, provincial, territorial and municipal administration)	8112
4. Financial Businesses (e.g., financial intermediaries including banks, trust companies, financial crown corporations)	8116
5. Retail Businesses	8117
6. Wholesale Businesses	8163
7. Manufacturers	8169
8. Farmers, for farm operations	8115
9. All other businesses (including non-financial crown corporations, construction contractors)	8140
Please specify:	8172
	8173
	8174
10. Customers outside Canada	8140
Total	100%

Name of **person** reporting **Type of Customer information** (if different from name on page 1)

8190

First Name Last Name

Telephone number 8192
(include area code)

H - Distribution of Operating Revenue by Customer Location

Data on your revenue by customer location will be used to improve information on the movement of goods and services between provinces and to other countries. We recognize that this may be a difficult question to answer, and welcome your suggestions on how to improve it in the **Comments** Section at the end of the questionnaire.

Please indicate the percentage of "Total operating revenue" (reported in **Section B - Revenue**, at question 9, "Total operating revenue") by the location of the customer to whom the goods or services were delivered.

Customers in Canada	%
1. Newfoundland	8400
2. Prince Edward Island	8415
3. Nova Scotia	8405
4. New Brunswick	8410
5. Quebec	8420
6. Ontario	8425
7. Manitoba	8430
8. Saskatchewan	8435
9. Alberta	8440
10. British Columbia	8445
11. Yukon	8455
12. Northwest Territories (excluding Nunavut)	8451
13. Nunavut	8452
Customers outside Canada	8465
14. United States	8470
15. Mexico	8473
16. Other countries relevant to this business unit (please specify country or countries): 8474	8476
17. All other countries	8476
Total	100%

I - Supplier Locations

Data on your supplier locations will be used to improve information on the movement of goods and services between provinces and to other countries. We recognize that this may be a difficult question to answer, and welcome your suggestions on how to improve it in the **Comments** Section at the end of the questionnaire.

Please indicate the percentage of the total value of goods you have bought or sold (i.e., value of goods purchased for resale plus the value of goods shipped upon which commissions were earned), by the location of the suppliers.

	%
Suppliers in Canada	
1. Newfoundland	8800
2. Prince Edward Island	8815
3. Nova Scotia	8805
4. New Brunswick	8810
5. Quebec	8820
6. Ontario	8825
7. Manitoba	8830
8. Saskatchewan	8835
9. Alberta	8840
10. British Columbia	8845
11. Yukon	8855
12. Northwest Territories (excluding Nunavut)	8851
13. Nunavut	8852
Suppliers outside Canada	
14. United States	8865
15. Mexico	8870
16. Other countries relevant to this business unit (please specify country or countries):	8873
8874	
	8876
17. All other countries	
Total	100%

J - Events That May Have Affected Your Business Unit

1. Compared to **last fiscal year**, were there any events that may have **significantly affected the reported values** for this business unit?

- 9929 Yes → **If yes**, please go to question 2.
 No → **If no**, please go to **Section K - Comments**.

2. Please check the box(es) that best reflect this change.

- | | |
|---|---|
| 9930 <input type="radio"/> Longer scheduled work week | 9931 <input type="radio"/> Shorter scheduled work week |
| 9932 <input type="radio"/> Increase in business | 9933 <input type="radio"/> Decrease in business |
| 9934 <input type="radio"/> More overtime | 9935 <input type="radio"/> Less overtime |
| 9936 <input type="radio"/> Foreign exchange | 9937 <input type="radio"/> Merger or acquisition |
| 9938 <input type="radio"/> Layoffs | 9939 <input type="radio"/> Increase in hiring |
| 9940 <input type="radio"/> Temporary shutdown | 9941 <input type="radio"/> Permanent shutdown |
| 9942 <input type="radio"/> Strike | 9943 <input type="radio"/> Weather |
| 9944 <input type="radio"/> Change in supplier | 9945 <input type="radio"/> Change in product line |
| 9946 <input type="radio"/> Price changes, goods or services sold (output) | 9947 <input type="radio"/> Price changes, labour or raw materials (input) |
| 9948 <input type="radio"/> Changes in industry regulation | 9949 <input type="radio"/> Changes in government taxes |
| | 9952 <input type="radio"/> Natural disaster |

9950 Other (please specify):
 (e.g., Internet)

K - Comments

1. How long did you spend collecting the data and completing this form? hours

2. **Comments?**

We invite your comments on the following topics or any others related to our business survey program. We appreciate your assistance.

- | | |
|--|--|
| <ul style="list-style-type: none"> • questionnaire content • new questions of interest to your industry • questionnaire language • use of business terminology • clarity of questions (e.g., definitions, examples of inclusions and exclusions, code sheets, instruction sheets, reporting guides) | <ul style="list-style-type: none"> • order and flow of questions • timing of receipt of questionnaire and the period given for response • other sources of data to further reduce response burden • potential for electronic data reporting • general (non-proprietary) business software packages in use |
|--|--|

9920

Lost the return envelope?

Please telephone 1 888 881-3666 OR fax the questionnaire back to us at 1 888 883-7999

OR

mail your questionnaire to Statistics Canada, Operations and Integration Division,
 120 Parkdale Ave., Ottawa, Ontario K1A 0T6



Thank you for your co-operation

Statistics Canada's publications are available for use
 in Statistics Canada's regional offices and all major libraries.
 As well, please visit our Web site at www.statcan.ca