

## Guide to the Questionnaire on Producer and Import Price Index for Commodities

*Legislation* In accordance with section 8 of the Act on Statistics Denmark, your business is obliged to submit the price data to Statistics Denmark. The Act on Statistics is available from the publication “Statistical Code 2006” at [www.dst.dk](http://www.dst.dk) under *about us - Statistical Legislation*.

*Data Privacy and confidentiality* Statistics Denmark aims at minimizing the administrative burden on businesses, by providing reporting tools which are as user friendly as possible. For this reason, reporting of prices to Statistics Denmark is systematized online at [www.virk.dk](http://www.virk.dk). All information is treated in strict confidence and is used for statistical purposes only. To ensure this, Statistics Denmark has a data privacy policy which can be found at: [www.dst.dk](http://www.dst.dk) under *about us – Statistical Legislation*.

*The statistic is only regarding businesses* The prices being collected for the Producer and Import Price Index for Commodities are sales prices to business customers (business to business). This also includes transfer prices within the firm. Sales prices to private customers are beyond the coverage of this statistic and are handled by the Consumer Price Index.

*Collection Period* Prices are collected monthly on the 15<sup>th</sup> of the month.

*Filling in the questionnaire for the first time* First time you complete the questionnaire, we ask that you spend some time going through the 3 points listed below. When the Questionnaire is completed for the first time, future monthly reporting will be much easier and less time consuming, and will be done electronically through [www.virk.dk](http://www.virk.dk). This requires a digital signature, if your firm doesn't have one, it can be ordered at: <http://www.dst.dk/Indberet/om-indberetning.aspx> under *Hvordan Indberetter jeg*. You will receive an email with link to the electronic questionnaire when its time.

The product code, a HS code, is chosen by Statistics Denmark based on turnover values.

Follow these 3 points for correct and quick completion of the questionnaire.

1. Select and describe the commodity(2-5 products at each product code)
2. Select a price definition and register the price of the commodity
3. Complete the checklist at the back of the questionnaire and note a contact person for further reporting

## 1) Select and describe the commodity

*The commodities are selected by revenue*

The main criteria when you choose a commodity is that they are representative for your company's turnover under the given product code. The chosen commodities must be sold on a regularly basis. Describe the commodity as precisely as possible based on the factors that affect the price in your industry. It is vital for the index that the quality of the selected commodities vary as little as possible over time and don't have a too short product life cycle. If any of these characteristics change, you are required to change your description of the commodity. If the commodity no longer is representative of the firm's business you are required to find a new one that is. Furthermore, if the import/export country can affect the price and you should also be include it in your description of the commodity. If you have any doubts contact us.

*Customer relations*

The customer relationship often takes a role in pricing, and the final price is often negotiated by an individual customer. If it is relevant you are required to add a description of the customer or the customer category, such as major, regular customer etc..

## 2) Select a price definition and register the price of the commodity

*Identical product from period to period*

The price you are to report is the **actual price**, which means the price must include all possible discounts, so we get the price the customer actual paid for the given commodity. List prices are therefore only valid to report if there are no discounts related. There are some differences in reporting for domestic, import and export prices.

**Import commodities** are reported as actual price c.i.f. excluding all duties and taxes.

**Domestic commodities** are reported as actual price ex-producer excluding VAT and exercise duties.

**Export commodities** are reported as the actual price f.o.b. excluding VAT. If there are export subsidies they must be added to the price and export exercise duties must be subtracted from the price.

Commodities can be diverse, making it complicated to monitor the same commodity, with same quality and amount repeatedly through time. It might be difficult for some firms to select a representative commodity, it might be tailored to individual customers, and this complicates the measurement of the price through time further. To combat this, there are various methods to define the price of the commodity, making it possible to measure it monthly. We would prefer to have a discussion about which methods fits your query the best, if we haven't already come to an agreement we would like for you to contact us.

## 3) Complete the checklist at the back and note a contact person

Before you send the questionnaire you are required to complete the checklist and add the contact person that is going to be reporting the price in the future.

**For questions regarding the completion of the questionnaire, please contact**

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or

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## Example of a questionnaire

Danmarks Statistik, Priser og Forbrug  
Producent- og importprisindeks for varer

**Indberetningsblanket for cvr.nr.: xxxxxxxx** ← 1.

### Repræsentantvarer for danske varer til hjemmemarkedet

De ønskede prisoplysninger er den faktiske salgspris ab producent ekskl. moms og punktafgifter så vidt muligt den 15. i måneden. Hvis der ikke foreligger prisoplysninger for den pågældende dag, så kan en passende dag tidligere på måneden eller et gennemsnit af priserne for månedens første 15 dage anvendes.

**Bemærk at De for varenummeret kun bedes udvælge ca. 3 af firmaets produkter / varetyper**

HS varenummer	Varebeskrivelse og mængdeenhed	Pris pr. den 15. måned 1, År	Pris pr. den 15. måned 2, År
2. → 940600 3. →	Præfabrikerede bygninger, af træ: →	↑	↑

4./5.

Kontaktperson

Dato og underskrift

Tlf.nr.

E-mail

↑  
6.

*Guide to questionnaire*

1. Type in the CVR number for your firm.
2. We have assigned you a HS number. This number corresponds to a specific grouping of commodities that we have chosen to be representative of your firms' turnover.
3. In this box you are required to report on up to 2-5 commodities and describe them as precisely as possible. You must describe them in such a way that any change in quality, or any other factor that could affect the price, will require a change in the description. We stress, one last time, that this is essential for the index and we implore you to take the necessary time to make sure the product is described precisely and correctly.
4. Here you report the actual price for each commodity in the previous month. Remember that the price should be including all discounts and that there are different criteria's on how to report the price correctly based on whether the price is for import, export or domestic use (see p. 2). The shown questionnaire is for domestic use.
5. Report the actual price for the month that you are reporting on. All the same rules and criteria from point 4 still apply.
6. You are required to type in the information on the person that is going to do the reporting in the future. It is vital that we have a way of contacting you if we have questions to the completed questionnaire or the prices you sent don't make it through our error detection process.

The questionnaire that we send to you in particular may not look exactly like the one in the example but all the same elements will be similar and the shown questionnaire is a very general one.