

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 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. 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 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 15th of the month.

Filling in the questionnaire for the first time When you already are in the system, due to your reporting of the first questionnaire, you will report your prices electronically. This will require significantly less time. You will proceed as you did in the previously questionnaire, with an emphasis on filling in the questionnaire correct and keeping focus on the factors affecting the price of the commodity. The monthly reporting will be done electronically through 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 a link to the electronic questionnaire when its time.

The commodity 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. Contact information.
2. Check for change in quality and correction.
3. Select a price definition and register the price of the commodity.

1) Contact information

Fill out contact information. If you have reported before, the information will be filled out with previous contact person. If there are no changes you can indicate that there are no changes and move on.

2) Check for change in quality and correction

The commodities are checked and corrected

You are about to report on the prices that you established in your first or previous reporting. Check if there are any changes in quality or in the factors driving the price of the commodity. Some questions that are worth asking yourself during this step is; has the commodity changed materials, design or function, is the commodity sold to the same customers, or has the way we are selling it changed? If any of these characteristics have changed, you are required to change your description of the commodity. If the commodity is discontinued or no longer is representative of the firm's business you are required to find a new one that is. If you don't have any corrections to the commodity you can go on to the next step. Remember that it is essential for the index that we monitor the same commodity through time to see the development of its price.

If you need to correct the description or replace a commodity, these are some points to keep a focus on. Choose a commodity that is representative for your company's turnover under the given product code. 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 short product life cycle. If the import/export country can affect the price, you should also 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 for your reported commodity you are required to add a description of the customer or the customer category, such as major, regular customer etc..

3) Select a price definition and register the price of the commodity

Identical commodity from period to period

The price you are required 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 observe 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.

For questions regarding the completion of the questionnaire, please contact

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Example of an electronic questionnaire

Start ▶ Priser ▶ Afslut og indsend

Juni 2017: Angiv alle ændringer for de anførte produkter

- Hvis pris er ændret i forhold til forrige pris: Anfør Aktuel pris
- Hvis pris er uændret i forhold til forrige pris: Markér Pris uændret
- Hvis der er rettelser til produktbeskrivelse, mængde, enhed eller valuta eller produktet er udgået:
 - Markér Rettelse til produkt
 - Anfør rettelser eller beskriv lignende produkt og angiv Mængde/enhed, Valuta samt Forrige og Aktuel pris.
- Anfør Pristype*
- Anfør evt. pris/varespecifikke bemærkninger.
- Anfør evt. generelle bemærkninger i bemærkningsfeltet nederst på siden.

*Den pris, der indberettes, bør så vidt muligt være en markeds-bestemt pris baseret på et faktisk salg. Hvis det ikke er muligt, indberettes en intern afregningspris (transferpris) baseret på et koncern-internt salg.

Importerede varer: De ønskede priser er de faktiske købspriser c.i.f. ekskl. alle skatter og afgifter så vidt muligt den 15. i måneden. Hvis der ikke foreligger prisoplysninger for den 15. i måneden, anvendes sidst kendte pris.

1. → **760120 Ubearbejdede aluminiumslegeringer:**

2. → 1 Gennemsnitspris Rettelse til produkt ← 8.

3. → Mængde/Enhed: Valuta: Forrige pris: ↓ Aktuel pris: ↓ Pris uændret ← 9./10.

4./5. → Eventuel bemærkning til denne vare ← 11.

6. →

7. → **Bemærkninger**

◀ Tilbage Luk og gem **Fortsæt og gem ▶**

Start ▶ Priser ▶ Afslut og indsend

*Guide to the electronic
questionnaire*

1. The assigned HS code and a commodity grouping.
2. The name/description you as a firm have chosen to use for a given commodity. In this example the firm has described the commodity by “Gennemsnitspris” (Average price). A better alternative would be a precise description of the actual commodity or an internally used product code. It is you, the firm, which judges whether there is a quality change in the commodity and that is best facilitated by a precise description. Remember that it is essential for the index that we monitor the same commodity through time.
3. The quantities sold of the commodity in the given unit.
4. Currency for the reported commodity.
5. The previous reported price. It can be used as a check, if the development of the price, you are about to report, is too extreme. It may be an unnoticed quality change or a measurement error.
6. This box is used for explaining; if there is a good reason for the price being extreme or to note if a commodity is discontinued and you have replaced it, through the “Rettelse til produkt” function (see point 8). It is not a box meant for describing your commodity further.
7. Here you are able to give general comments.
8. If you have any corrections concerning the quality of the commodity or it is not representative of your firm, you check off this box. A new box will appear, where you can describe the correction/new commodity. This is an essential part of reporting and we implore you to keep focus on it throughout your reporting. When introducing a new commodity, you are required to report 2 prices, one for the previous month and one for the month you are reporting on, to enable us to make our index calculations.
9. Check off this box if the price hasn’t changed.
10. The actual price for the commodity you are reporting. The price method that was used in previous months is used unless you have another agreement with us.
11. In this box you have to choose whether the price you are reporting is a market price, named “Markedspris”, or a transfer price, named “Transfer pris”.