

## 10. Appendices

### Appendix A: Invitation letter



Llywodraeth Cymru  
Welsh Government

[Contact]  
[Company]  
[Address line 1]  
[Address line 2]  
[Postcode]  
[Date]

#### Help us make Wales a better place to do business

Dear [Contact2],

Your business has been selected to participate in the **Trade Survey for Wales**.

By taking the time to complete the survey you are helping to provide a raft of important insight and information on trade that is not otherwise available.

The data you provide will shape future Welsh Government policies and help to ensure that Welsh businesses can continue to thrive and grow. As Wales faces the unprecedented challenges of a post COVID-19 economy and a future outside of the European Union, the information you provide will be more important than ever.

Thanks to all the businesses who participated in the previous survey, we were able to produce comprehensive statistics detailing the value of trade between Wales and the rest of the UK for the first time, as well gaining deeper insight into Wales' international trade. The full report is available at [www.gov.wales/trade-survey-wales](http://www.gov.wales/trade-survey-wales).

Following on from the success of the 2018 Trade Survey for Wales, we are now working to develop an updated picture.

We appreciate that 2020 has been a challenging year and that businesses are facing more pressures than ever. However, this second trade survey will help us understand any key changes in trade patterns of businesses based, or operating sites, in Wales for the 2019 calendar year. This will ensure a more robust pre-COVID baseline, from which we can design better policies that continue to meet the needs of the Welsh economy. The survey is shorter than last year so should on average take less time to complete.

**You have until 13<sup>th</sup> November 2020 to complete the survey.** The best person to complete this survey is likely to be the Finance Director or Financial Controller at your organisation; if this is not you, please pass this on to the most appropriate individual.

You can access the survey by going to the following website and entering in the unique access code for your business:

**Website:** [www.Gov.wales/TradeSurvey](http://www.Gov.wales/TradeSurvey)

**Access code:** [ID]

We have commissioned IFF Research to conduct this survey on our behalf. If you have any queries about how to fill in the survey, please email [TradeSurveyforWales@IFFResearch.com](mailto:TradeSurveyforWales@IFFResearch.com) or phone the helpline on 0300 0259 000.

Yours faithfully  
**Jonathan Price, Chief Economist**  
**Welsh Government**

**IFF Research guarantees that all the information you provide in this survey will be kept strictly confidential.** The survey is administered in line with the principles of the GDPR, the Market Research Society's Code of Conduct, and UK Government Statistical Service protocols. All names and contact details will be deleted from IFF Research's records three months after completion of this project. You have a right to have a copy of your data, change your data, or withdraw from the research at any point. If you would like to do this, please visit: [iffresearch.com/gdpr](http://iffresearch.com/gdpr). You can also access the privacy notice for this survey on the website in the green box above.

### Step by step guide...

#### Step 1 – What do I need to start?

Your letter, it contains:

Website: [www.Gov.wales/TradeSurvey](http://www.Gov.wales/TradeSurvey)  
Do not use a search engine  
Access code: [ID]

#### Step 2

Type the website into your internet browser address bar, as shown here...

 [www.Gov.wales/TradeSurvey](http://www.Gov.wales/TradeSurvey)

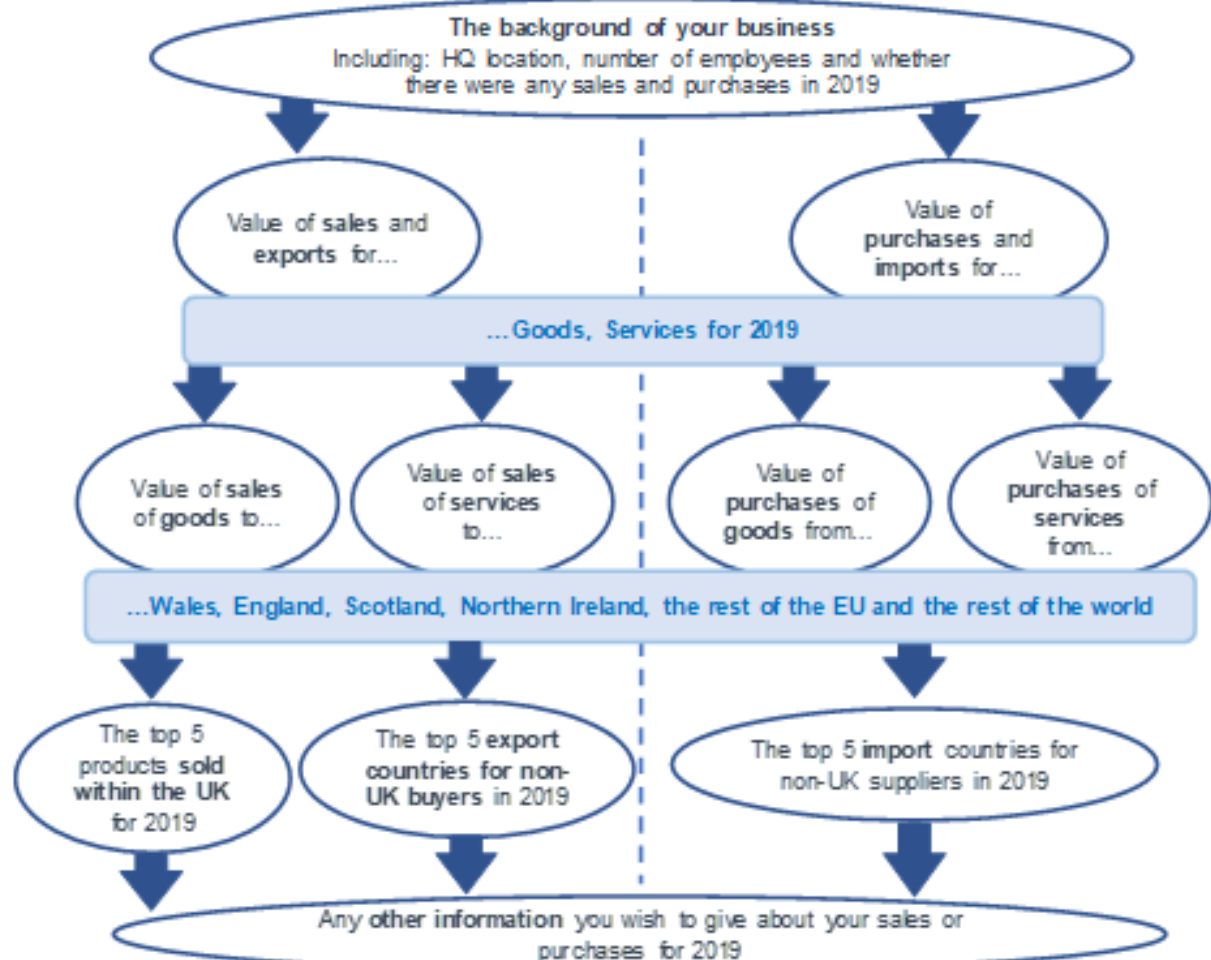
#### Step 3

You should then see a webpage titled 'Welcome to the Trade Survey for Wales'

#### Step 4

Write in the access code found on your invitation letter in the box provided, then you are ready to complete the Trade Survey for Wales!

### What will be asked...



## Appendix B: First reminder letter



Llywodraeth Cymru  
Welsh Government

[Contact]  
[Company]  
[Address]  
[Postcode]  
[Date]

### Help us make Wales a better place to do business

Dear [Contact2],

We wanted to remind you that your business has been selected to participate in the Welsh Government Trade Survey for Wales.

Please join the hundreds of Welsh businesses that have already taken part. By taking the time to complete the survey you are helping to provide a raft of important information on trade that is not otherwise available. As Wales faces the unprecedented challenges of a post COVID-19 economy and a future outside of the European Union, the information you provide will be more important than ever and will help decision makers in Wales continue to support businesses effectively.

Thanks to all the businesses who participated in the previous 2018 survey, we were able to produce comprehensive statistics detailing the value of trade both within Wales and internationally. The full report is available at [www.gov.wales/trade-survey-wales](http://www.gov.wales/trade-survey-wales).

We appreciate that 2020 has been a challenging year and that businesses are facing more pressures than ever. However, this second trade survey will help us understand any key changes in trade patterns of businesses based, or operating sites, in Wales for the 2019 calendar year. The survey is shorter than last year so should, on average, take less time to complete.

**We have extended the deadline for the survey to Friday 11<sup>th</sup> December 2020 and would appreciate it if you could submit your response by then.** The best person to complete this survey is likely to be the Finance Director or Financial Controller at your organisation; if this is not you, please pass this on to the most appropriate individual.

You can access the survey by going to the following website and entering in the unique access code for your business:

Website: [www.Gov.wales/TradeSurvey](http://www.Gov.wales/TradeSurvey)

Access code: [ID]

We have commissioned IFF Research to conduct this survey on our behalf. If you have any queries about how to fill in the survey, please email [TradeSurveyforWales@IFFResearch.com](mailto:TradeSurveyforWales@IFFResearch.com) or phone the helpline on 0300 0259 000.

Yours faithfully

Jonathan Price, Chief Economist  
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### Step by step guide...

#### Step 1 – What do I need to start?

Your letter, it contains:

Website: [www.Gov.wales/TradeSurvey](http://www.Gov.wales/TradeSurvey)  
Do not use a search engine  
Access code: [ID]

#### Step 2

Type the website into your internet browser address bar, as shown here...

 [www.Gov.wales/TradeSurvey](http://www.Gov.wales/TradeSurvey)

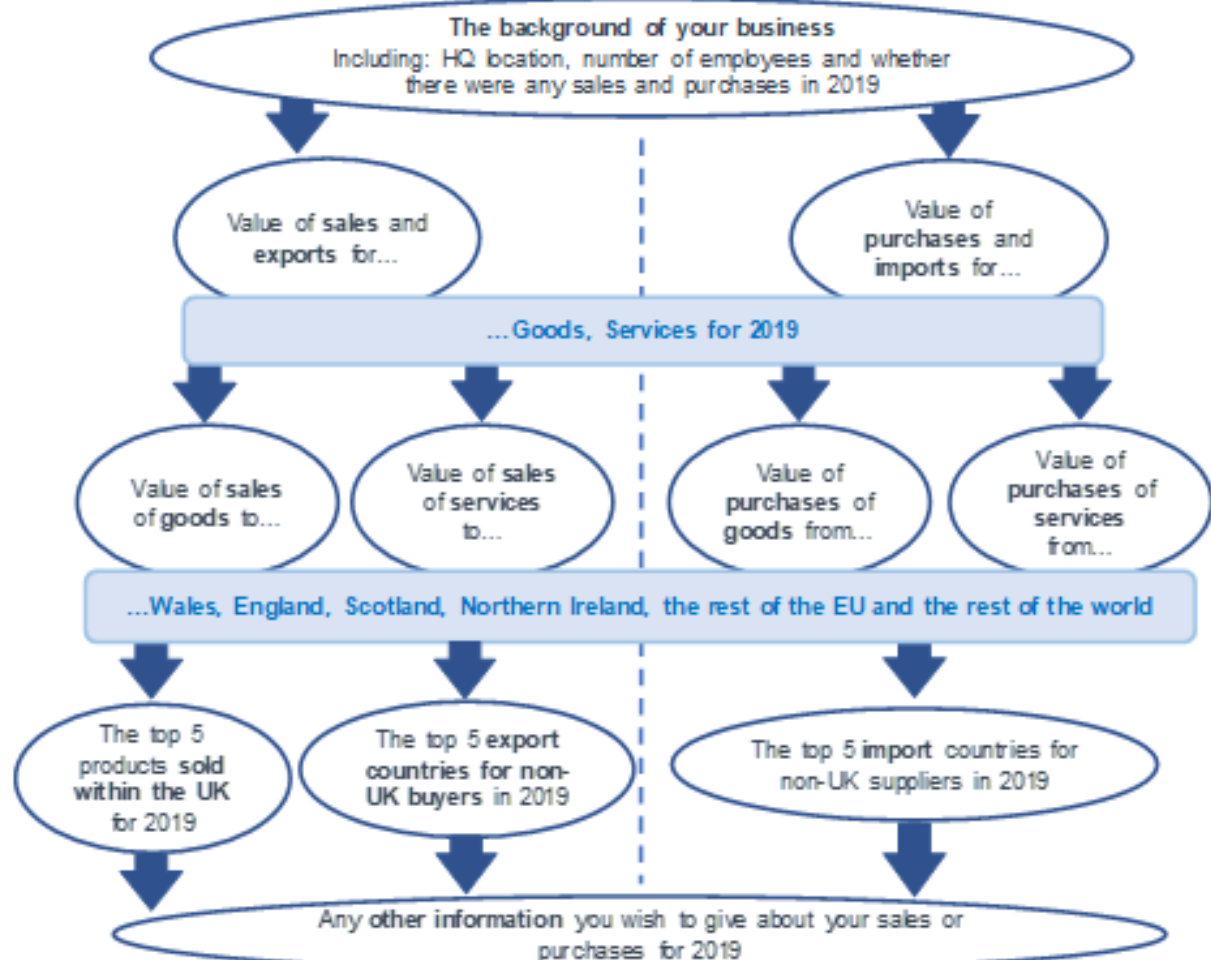
#### Step 3

You should then see a webpage titled 'Welcome to the Trade Survey for Wales'

#### Step 4

Write in the access code found on your invitation letter in the box provided, then you are ready to complete the Trade Survey for Wales!

### What will be asked...



## Appendix C: Reminder email

Dear [CONTACT],

You may recall receiving an invitation to complete a Welsh Government survey about your business.

By taking the time to complete the survey you are helping to provide a raft of important insight and information on trade that is not otherwise available. As Wales faces the unprecedented challenges of a post COVID-19 economy and a future outside of the European Union, the information you provide will be more important than ever.

Thanks to all the businesses who participated in the previous 2018 survey, we were able to produce comprehensive statistics detailing the value of trade both within Wales and internationally. The full report is available at [www.gov.wales/trade-survey-wales](http://www.gov.wales/trade-survey-wales).

We appreciate that 2020 has been a challenging year and that businesses are facing more pressures than ever. However, this second trade survey will help us understand any key changes in trade patterns of businesses based, or operating sites, in Wales for the 2019 calendar year. The survey is shorter than last year so should, on average, take less time to complete.

We have extended the deadline for the survey to 11th December 2020 and would appreciate it if you could submit your response by then. The best person to complete this survey is likely to be the Finance Director or Financial Controller at your organisation; if this is not you, please pass this on to the most appropriate individual.

You can access the survey by going to the following website and entering in the unique access code for your business:

**Website:**

**[www.Gov.wales/TradeSurvey](http://www.Gov.wales/TradeSurvey)**

**Access code: xxxxxxxxxx**

We have commissioned IFF Research to conduct this survey on our behalf. If you have any queries about how to fill in the survey, please email [TradeSurveyforWales@IFFResearch.com](mailto:TradeSurveyforWales@IFFResearch.com) or phone the helpline on 0300 0259 000.

Yours faithfully

Jonathan Price, Chief Economist

Welsh Government

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## Appendix D: Questionnaire Overview

This Appendix contains a simplified overview of the TSW web questionnaire sent to businesses. Appendix F lists the full questionnaire, with routing details.

### Background to the business

State where the business's headquarters are located (Wales / England / Scotland / NI / other)

- Provide the number of employees

The rest of the survey requested data for the Wales-based operations (or branches) of respondents businesses.

### Sales & Exports:

- State if the business made any sales of goods or services in 2019
- Mode 5 services question
- International public sector and /or government contract question
- Enter the value (£) for the sales of goods, the sales of services and total sales in 2019

#### Goods:

- Select the destinations for the sales of goods in 2019 (Wales / Rest of the UK / Rest of the EU / Rest of the world)
- Enter the value (£) for the sales of goods in 2019 for each location selected above (Wales / Rest of the UK / Rest of the EU / Rest of the world)
- If the business had sales of goods to the rest of the UK for 2019, select which UK locations they went to (England / Scotland / Northern Ireland) and the value (£) of sales for each

#### Services:

- Select the destinations for sales of services in 2019 (Wales / Rest of the UK / Rest of the EU / Rest of the world)
- Enter the value (£) for the sales of services 2019 for each location selected above (Wales / Rest of the UK / Rest of the EU / Rest of the World)
- If the business had sales of services to the rest of the UK for 2019, select which UK locations they went to (England / Scotland / Northern Ireland) and the value (£) of sales for each
- Select up to 5 of the top goods or services sold (within the UK) in 2019
- Enter the value (£) for each of the top 5 sales for 2019

#### Exports:

- Select up to 5 of the top non-UK countries for exports in 2019
- Enter the value (£) for each of these export destinations in 2019

### **Purchases & Imports:**

- State if the business made any purchases of goods or services in 2019
- Enter the value (£) for the purchases of goods, purchases of services and total purchases in 2019

#### **Goods:**

- Select the country of origin for goods purchased in 2019 (Wales / Rest of the UK / Rest of the EU / Rest of the world)
- Enter the value (£) for the goods purchased from each location selected above (Wales / Rest of the UK / Rest of the EU / Rest of the World)
- If the business had purchased goods from the rest of the UK for 2019, select which UK locations they came from (England / Scotland / Northern Ireland) and the value (£) of purchases for each

#### **Services:**

- Select the country of origin for services purchased in 2019 (Wales / Rest of the UK / Rest of the EU / Rest of the world)
- Enter the value (£) of services purchased in 2019 for each location selected above (Wales / Rest of the UK / Rest of the EU / Rest of the World)
- If the business had services purchased from the rest of the UK for 2019, select which UK locations they came from (England / Scotland / Northern Ireland) and the value (£) of purchases for each

#### **Imports:**

- Select up to 5 of the top non-UK countries for imports in 2019

### **Final comments and contact details:**

- State any reasons for notable variations between the data reported for 2019
- Enter the time taken to complete the survey and the financial cost of filling out the survey
- Confirm if you are happy to be re-contacted about this study and/ or for any follow up research

## **Appendix F: Survey**

This Appendix contains the full 2019 TSW questionnaire which was presented to businesses online.

### **Filtering and routing of questions**

Some questions only apply to those who have answered in a particular way to an earlier survey question. This filtering information is provided in the questionnaire above each question. For example:

- ASK ALL – Question is asked of all respondents for whom the topic applies.
- ASK THOSE WITH WHO HAVE MADE SALES IN GOODS (A3\_2=1) – Question is asked only of respondents whose answer at the question labelled A3 was response option A3\_2019=1 (“Yes, the business had sales in goods”).

### **Question checks**

A range of checks are built in to the questionnaire to ensure that responses are in a sensible range (for variables like total sales for Wales-based operations) and are consistent with each other (for example, so that respondents can't both give an answer to a question and also say they don't know the answer). These checks are listed in the questionnaire below.



## Trade Survey for Wales

### About completing the survey:

- click 'Save and complete later' and the survey will save your data if you want to complete on your return later
- if you run into any difficulties, you can call our helpline or E-mail us Click 'Contact us' at the bottom of the page for these details
- for more information you can refer to the FAQs found at the bottom of the page
- complete this questionnaire on an accruals accounting basis (invoices raised), rather than a cash accounting basis
- you can complete the survey in English or Welsh. Please use the [x] button to toggle between these if you would like to change language.

### Welsh-based operations

- You will be asked to provide data for the Welsh-based operations (or branches) of the business.
- If the business has multiple branches across the UK, **only provide the aggregated data for the Welsh branches that report to you.**
- If you have multiple Welsh operations, then the information you provide should cover all of those that report to you.

Trade of goods or services with **other parts of your business** which are outside of the Welsh based operations covered by this survey should be calculated as sales/purchases to an independent customer and valued accordingly. If you are unable to supply figures on this basis, please value them at transfer cost.

### You will be asked to provide information for the Welsh-based operations of the business, including:

- value of sales/exports for 2019
- value of purchases for 2019
- for each of the above:
  - the value by geographic area (Wales, Scotland, England, Northern Ireland, EU countries in total, non-EU countries in total)
  - the top 5 goods / services traded
  - the top 5 non-UK countries traded with

**Where exact information is not readily available please provide your best estimate.**

The survey will ask for 2019 data. For this, we would prefer data for the calendar year to be reported:

- 1 January 2019 to 31 December 2019

If this information is difficult to access, please provide data for the relevant financial year.

The survey is administered in line with the principles of the General Data Protection Regulation (GDPR), the Data Protection Act 2018, and the Market Research Society's Code of Conduct. Welsh Government adheres to the UK Statistics Authority Code of Practice, which states that Organisations should look after people's information securely and manage data in ways that are consistent with relevant legislation and serve the public good. Therefore, all names and contact details will be deleted from IFF's records 6 months after completion of this project. You have a right to have a copy of your data, change your data, or withdraw from the research at any point. If you'd like to do this, you can consult our website at: [iffresearch.com/gdpr](http://iffresearch.com/gdpr).

You can read more on the privacy notice for this survey here: [[LINK TO PRIVACY NOTICE](#)]

## A Background to the business

ASK ALL

### A1 Where are your headquarters located?

PLEASE SELECT ONE ANSWER

Wales	1	
England	2	
Scotland	3	
Northern Ireland	4	
Other (please specify)	5	

ASK ALL

### A2 On January 31 2019 what was the number of employees for the following?

Include

- all workers paid directly from this business's payroll(s)
- those temporarily absent but still being paid, for example on maternity leave

Exclude

- working owners who are not paid via PAYE.
- voluntary workers
- self-employed workers
- agency workers paid directly from an external agency payroll

PLEASE WRITE IN A NUMBER

_1 The entire business	WRITE IN
_2 The business in Wales	WRITE IN

**ERROR MESSAGE:** You previously told us that your business headquarters is not in Wales, but have said below that all your employees are based in Wales. Please review your figures

**ERROR MESSAGE:** The number of employees you have provided for Wales can not be greater than the number of employees you have provided for the entire business.

ASK ALL

**A3 In 2019, did the Welsh-based operation of the business make any SALES (including EXPORTS) of GOODS OR SERVICES?**

More information about what sales should INCLUDE

More information about what sales should EXCLUDE

*MULTICODE:*

		A3_2019
Yes, the business had sales in goods		1
Yes, the business had sales in services		2
No, the business did not make any sales [DS – SINGLECODE]		3

ASK THOSE WITH WHO HAVE MADE SALES IN GOODS (A3\_2=1)

**A3\_2019\_1 In the process of selling those goods, are there any service inputs embedded in the overall product or offered as part of the sale of the good?**

**More information about what embedded services would include**

*SINGLECODE.*

Yes	1
No	2
Not sure	3

ASK THOSE WITH WHO HAVE NOT MADE ANY SALES (A3\_2=3)

**A3a Why did the Welsh-based operation of the business not make any sales in 2019?**

*SINGLECODE.*

The business ceased trading	1	STATUS=CEASED TRADING
The business was dormant	2	STATUS=DORMANT
The business was active but did not make any sales (e.g. because it was in a start-up phase)	3	
The outputs were internally transferred to a part(s) of the business located outside of Wales	4	
Other (please specify)  GUIDANCE TEXT: This information will help us to validate your data and should reduce the need for us to call you to query any figures	5	FAIL– MANUAL REVIEW NEEDED

ASK THOSE WHO HAVE OUTPUTS INTERNALLY TRANSFERRED OUTSIDE OF WALES (A3A = 4)

**A3atext Throughout the survey, please include any outputs that were internally transferred to part(s) of the business located outside of Wales in your sales values. If you are unable to value them in this way, please provide the internal transfer costs within your business. ROUTE BACK TO A3**

IF A3A = 3 (BUSINESS ACTIVE BUT DID NOT GENERATE SALES)

**A3b Why did the business not make any sales in 2019?**

*SINGLECODE*

The business made no sales during the period	1	
The business was in a setup or research and development phase	2	
The business started trading after 2019	3	
[SINGLECODE] Other (please specify) GUIDANCE TEXT: This information will help us to validate your data and should reduce the need for us to call you to query any figures	4	

## B 2019 SALES (including EXPORTS) from your Welsh operations

ASK ALL THOSE WHO HAD EXPORTS/SALES IN 2019 (A3\_2=1 OR 2))

**B1 What was the overall value of SALES (including EXPORTS) from your Welsh-based operations for 2019? Please include outputs that were internally transferred to part(s) of the business located outside of Wales.**

Where sales involve a combination of goods and services that cannot be separately valued please classify as either goods or services based on where the majority of the value lies. If exact values are not known (or information is not readily available), please provide your best estimate. If you have no information to provide goods and services separately, please enter as '£0' and provide a total figure only.

More information about what sales should INCLUDE

More information about what sales should EXCLUDE

Additional guidance for sales from specific sectors

**ONLY DISPLAY WRITE-IN BOXES FOR CODES WHICH HAVE BEEN SELECTED AT A3**

*PLEASE PROVIDE VALUE IN POUNDS, EXCLUDING VAT*

		SALES 2019
Goods		£
Services		£
Total sales		£

**B1a DELETED question**

B1b DELETED QUESTION

IF B1 'TOTAL SALES' ≠ 'GOODS' + 'SERVICES' FOR 2019 AND ('GOODS' > 0 AND 'SERVICES' > 0 FOR 2019)

**B1c The sales of your goods and services do not amount to the value in 'total sales' for 2019. Are these figures correct?**

**– INSERT FIGURES FROM B1**

Total sales for 2019: £ X BILLION, X MILLION, X THOUSAND

Total sales of goods for 2019: £ X BILLION, X MILLION, X THOUSAND

Total sales of services for 2019: £ X BILLION, X MILLION, X THOUSAND

Yes	1	
No	2	RETURN TO B1 TO RE-ENTER FIGURES

IF 2019 FIGURES CORRECT (B1c = 1)

**B1d Can you explain why the total sales of good and services do not add up to the total for 2019?**

<b>WRITE IN</b>
-----------------

ASK ALL THOSE WHO HAD EXPORTS/SALES IN 2019 (A3 =1)

**B2 Are the total SALES figures you entered correct?**

Total sales for 2019: £ X BILLION, X MILLION, X THOUSAND

Total sales of goods for 2019: £ X BILLION, X MILLION, X THOUSAND

Total sales of services for 2019: £ X BILLION, X MILLION, X THOUSAND

Yes	1	
No	2	SHOW TEXT: Thanks, please could you enter them again [THEN GO BACK TO B1]

IF (ENTIRELY WELSH = Y) FROM SAMPLE AND ((2019 TOTAL SALES DIFFERS FROM IDBR TURNOVER (BY MORE THAN +/- 25%) 9)

**B2A Have there been any significant changes to the total SALES for the business over the last 2 years?**

Yes	1	
No	2	

IF THERE WAS A SIGNIFICANT CHANGE (B2A=1)

**B2b Please describe the changes in total SALES for the business in more detail**

<b>WRITE IN</b>
-----------------

IF IN SAMPLE (ENTIRELY WELSH = N) AND ((2019 TOTAL SALES SIMILAR TO IDBR TURNOVER (DIFFERS BY LESS THAN +/- 25%) OR

**B2C We are interested in the SALES for your Welsh-based operations only, rather than UK-wide. Are the values you've provided for the Welsh-based operations only?**

Yes	1	
No	2	RETURN TO B1 AND ADD MESSAGE at top of screen 'Please amend your values to show sales for your Welsh-based operations only'

IF SOLD GOODS IN 2019 ( (A3\_2/1 OR 2)

**B3 For SALES of GOODS from your Welsh-based operations, please select which of the following locations they went to**

More information about what export goods should INCLUDE

More information about what export goods should EXCLUDE

*PLEASE SELECT ALL THAT APPLY*

**DS – ONLY DISPLAY YEARS SELECTED AT A3**

		GOODS SALES 2019
Wales		1
Rest of the UK (excluding Wales)  GUIDANCE TEXT: Goods sold to the rest of the UK include transactions with businesses (or branches of your own business) and individuals in the rest of the UK		2
Rest of the EU (excluding the UK)  GUIDANCE TEXT: Goods sold to the rest of the EU include transactions with businesses (or branches of your own business) and individuals in the rest of the EU  For a full list of EU members (excluding the UK) please click here		3
Rest of the world (excluding the EU and UK)  GUIDANCE TEXT: Goods sold to the rest of the world include transactions with businesses (or branches of your own business) and individuals in the rest of the world (excluding EU and UK)		4

ASK ALL ENTERING VALUE FOR "GOODS" AT B1 FOR 2019

**B4 For total SALES of GOODS from the Welsh based operations, what value was to customers in the following locations? If you do not have exact values, please provide your best estimate.**

If you have no information to provide a value for each location separately, please enter as '£0' for each.

More information about what export goods should INCLUDE

More information about what export goods should EXCLUDE

A calculations grid is provided at the bottom of the screen; this will automatically sum your sales as you enter values, and show you how much of your total sales are left to allocate.

*PLEASE PROVIDE VALUE IN POUNDS, EXCLUDING VAT*

**ONLY DISPLAY CODES WHICH HAVE BEEN SELECTED AT B3.**

**IF ONLY ONE CODE WAS SELECTED AT B3 PER YEAR, DO NOT ASK THIS QUESTION AND FORCE THROUGH RESPONSES FROM B1 GOODS (IF >0)**

		GOODS SALES 2019
Wales		£
Rest of the UK (excluding Wales)  GUIDANCE TEXT: Goods sold to the rest of the UK include transactions with businesses (or branches of your own business) and individuals in the rest of the UK		£
Rest of the EU (excluding the UK)  GUIDANCE TEXT: Goods sold to the rest of the EU include transactions with businesses (or branches of your own business) and individuals in the rest of the EU  For a full list of EU members (excluding the UK) please click here		£
Rest of the world (excluding the EU and UK)  GUIDANCE TEXT: Goods sold to the rest of the world include transactions with businesses (or branches of your own business) and individuals in the rest of the world (excluding EU and UK)		£

		2019
<b>Sum: sales of goods from cells filled in above</b>		<b>[SUM OF ABOVE]</b>



<b>Sum: sales of goods not yet allocated</b>		<b>[RUNNING TOTAL OF SALES NOT YET ALLOCATED]</b>
<b>Total sum: sales of goods that you gave previously</b>		<b>TOTAL GIVEN AT B1</b>

**DS NOTE: FULL LIST OF EU MEMBERS TO SHOW ON LINK ARE:**

Austria	France	Malta
Belgium	Germany	Netherlands
Bulgaria	Greece	Poland
Croatia	Hungary	Portugal
Republic of Cyprus	Ireland	Romania
Czech Republic	Italy	Slovakia
Denmark	Latvia	Slovenia
Estonia	Lithuania	Spain
Finland	Luxembourg	Sweden

B4b DELETE QUESTION

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IF B4 'TOTAL SUM' ≠ 'SUM' FOR 2019

**B4c The total of all the locations for SALES of GOODS does not add up to the total value previously provided for 2019. Are these figures correct?**

**INSERT FIGURES FROM B4**

Total SALES of GOODS for 9 £ X BILLION, X MILLION, X THOUSAND

SALES of GOODS for 2019 for Wales: £ X BILLION, X MILLION, X THOUSAND

SALES of GOODS for 2019 for Rest of UK: £ X BILLION, X MILLION, X THOUSAND

SALES of GOODS for 2019 for Rest of EU: £ X BILLION, X MILLION, X THOUSAND

SALES of GOODS for 2019 for Rest of world: £ X BILLION, X MILLION, X THOUSAND

Yes	1	
No	2	RETURN TO B4 TO RE-ENTER FIGURES

IF 2018 FIGURES CORRECT (B4c = 1)

**B4d For SALES of GOODS, can you explain why the total of all the locations does not add up to the total value previously provided for 2019?**

<b>WRITE IN</b>
-----------------

IF SALES IN 2019 FOR "REST OF THE UK" AT B3

**B5 For SALES of GOODS from your Welsh-based operations, please select which of the following UK locations they went to**

		GOODS SALES 2019
England		1
Scotland		2
Northern Ireland		3

ASK ALL ENTERING VALUE FOR "REST OF THE UK" AT B4 FOR 2019

**B6 For total SALES of GOODS from the Welsh based operations, what value was to customers in the following locations? If you do not have exact values, please provide your best estimate.**

If you have no information to provide a value for each location separately, please enter as '£0' for each.

A calculations grid is provided at the bottom of the screen; this will automatically sum your sales values as you enter them, and show you how much of your total sales are left to allocate.

*PLEASE PROVIDE VALUE IN POUNDS, EXCLUDING VAT*

**ONLY DISPLAY CODES WHICH HAVE BEEN SELECTED AT B5.**

**IF ONLY ONE CODE WAS SELECTED AT B5 PER YEAR, DO NOT ASK THIS QUESTION AND FORCE THROUGH RESPONSES FROM B4\_REST OF UK (IF >0)**

		GOODS SALES 2019
England	£	£
Scotland	£	£
Northern Ireland	£	£

	9	2019
<b>Sum: sales of goods to the rest of the UK from cells filled in above</b>	9	<b>[SUM OF ABOVE]</b>
<b>Sum: sales of goods to the rest of the UK not yet allocated</b>	9	<b>[RUNNING TOTAL OF SALES NOT YET ALLOCATED]</b>
<b>Total sum: sales of goods to the rest of the UK that you gave previously</b>	9	<b>TOTAL GIVEN AT B4_2</b>

IF SOLD SERVICES IN 9 2019 (A3\_2/2)

**B7 For SALES of SERVICES from your Welsh-based operations, please select which of the following locations they went to**

More information about what export services should INCLUDE

More information about what export services should EXCLUDE

*PLEASE SELECT ALL THAT APPLY.*

**ONLY DISPLAY YEARS SELECTED AT A3**

		SERVICES SALES 2019
Wales		1
Rest of the UK (excluding Wales)  GUIDANCE TEXT: Services sold to the rest of the UK include transactions with businesses (or branches of your own business) and individuals in the rest of the UK		2
Rest of the EU (excluding the UK)  GUIDANCE TEXT: Services sold to the rest of the EU include transactions with businesses (or branches of your own business) and individuals in the rest of the EU  For a full list of EU members (excluding the UK) please click here		3
Rest of the world (excluding the EU and UK)  GUIDANCE TEXT: Services sold to the rest of the world include transactions with businesses (or branches of your own business) and individuals in the rest of the world (excluding EU and UK)		4

Ask all entering value for "SERVICES" at b1 for 2019

**B8 For total SALES of SERVICES from the Welsh based operations, what value was to customers in the following locations? If you do not have exact values, please provide your best estimate.**

If you have no information to provide a value for each location separately, please enter as '£0' for each.

More information about what export services should INCLUDE

More information about what export services should EXCLUDE

A calculations grid is provided at the bottom of the screen; this will automatically sum the values of your sales as you enter them, and show you how much of your total sales are left to allocate.

*PLEASE PROVIDE VALUE IN POUNDS, EXCLUDING VAT*

**ONLY DISPLAY CODES WHICH HAVE BEEN SELECTED AT B7.**

**IF ONLY ONE CODE WAS SELECTED AT B7 PER YEAR, DO NOT ASK THIS QUESTION AND FORCE THROUGH RESPONSES FROM B1\_SERVICES (IF >0)**

		SERVICES SALES 2019
Wales		£
Rest of the UK (excluding Wales)  GUIDANCE TEXT: Services sold to the rest of the UK include transactions with businesses (or branches of your own business) and individuals in the rest of the UK		£
Rest of the EU (excluding the UK)  GUIDANCE TEXT: Services sold to the rest of the EU include transactions with businesses (or branches of your own business) and individuals in the rest of the EU  For a full list of EU members (excluding the UK) please click here		£
Rest of the world (excluding the EU and UK)  GUIDANCE TEXT: Services sold to the rest of the world include transactions with businesses (or branches of your own business) and individuals in the rest of the world (excluding EU and UK)		£

	2017	2019
<b>Sum: sales of services from cells filled in above</b>		<b>[SUM OF ABOVE]</b>
<b>Sum: sales of services not yet allocated</b>		<b>[RUNNING TOTAL OF SALES NOT YET ALLOCATED]</b>

<b>Total sum: sales of services that you gave previously</b>		<b>TOTAL GIVEN AT B1</b>
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IF THEY HAVE HAD SALES OUTSIDE UK IN 2019 (B3\_2019 = 3 / 4 OR B7\_2019 = 3/4)

**B8\_2019\_1** Have you ever bid for, or won, public sector and/or government funded contracts to deliver goods or services either in the European Union or in overseas markets outside of Europe (RoW)?

*SINGLECODE.*

Yes	1	
No	2	
Not sure	3	

IF B8 'TOTAL SUM' ≠ 'SUM' FOR 2019

**B8c** The total of all the locations for SALES of SERVICES does not add up to the total value previously provided for 2019. Are these figures correct?

**INSERT FIGURES FROM B8**

Total SALES of SERVICES for 2019: £ X BILLION, X MILLION, X THOUSAND

SALES of SERVICES for 2019 for Wales: £ X BILLION, X MILLION, X THOUSAND

SALES of SERVICES for 2019 for Rest of UK: £ X BILLION, X MILLION, X THOUSAND

SALES of SERVICES for 2019 for Rest of EU: £ X BILLION, X MILLION, X THOUSAND

SALES of SERVICES for 2019 for Rest of world: £ X BILLION, X MILLION, X THOUSAND

Yes	1	
No	2	RETURN TO B8 TO RE-ENTER FIGURES

IF 2018 FIGURES CORRECT (B8c = 1)

**B8d** For SALES of SERVICES, can you explain why the total of all the locations does not add up to the total value previously provided for 2019?

<b>WRITE IN</b>
-----------------

IF SALES IN 2019 FOR "REST OF THE UK" AT B7

**B9** For SALES of SERVICES from your Welsh-based operations, please select which of the following UK locations they went to

		SERVICES SALES 2019
England		1
Scotland		2
Northern Ireland		3

ask all entering value for "rest of the uk" at b8 for 2019

**B10 For total SALES of SERVICES from the Welsh based operations, what value was to customers in the following locations? If you do not have exact values, please provide your best estimate.**

If you have no information to provide a value for each location separately, please enter as '£0' for each.

A calculations grid is provided at the bottom of the screen; this will automatically sum the value of your sales as you enter them, and show you how much of your total sales are left to allocate.

*PLEASE PROVIDE VALUE IN POUNDS, EXCLUDING VAT*

**ONLY DISPLAY CODES WHICH HAVE BEEN SELECTED AT B7**

**IF ONLY ONE CODE WAS SELECTED AT B9 PER YEAR, DO NOT ASK THIS QUESTION AND FORCE THROUGH RESPONSES FROM B8\_REST OF UK (IF >0)**

		SERVICES SALES 2019
England		£
Scotland		£
Northern Ireland		£

		<b>2019</b>
<b>Sum: sales of services to the rest of the UK from cells filled in above</b>		<b>[SUM OF ABOVE]</b>
<b>Sum: sales of services to the rest of the UK not yet allocated</b>		<b>[RUNNING TOTAL OF SALES NOT YET ALLOCATED]</b>
<b>Total sum: sales of services to the rest of the UK that you gave previously</b>		<b>TOTAL GIVEN AT B8_2</b>

**ASK ALL THOSE WHO HAD EXPORTS/SALES OF GOODS AND SERVICES IN 2018 within THE UK (B3\_2019 = 1/2 OR B7\_2019 = 1/2)**

**B11 Please select the top 5 GOODS OR SERVICES you sold WITHIN THE UK (including both Wales and Rest of UK) for the year 2019 from the below list. Please select the ones that most closely match the business activity.**

Please select up to 5 codes

**INSERT PRODUCT LIST. DISPLAY HEADINGS WHICH EXPAND TO REVEAL RELEVANT CODES WHEN SELECTED. REMAIN EXPANDED IF 5 OR MORE CODES ARE SELECTED.**

**ERROR MESSAGE IF MORE THAN 5 CODES ARE SELECTED: Please only select 5 codes.**

ASK ALL THOSE WHO HAD ENTERED FIGURES FOR EXPORTS/SALES OF GOODS AND SERVICES IN 2019 WITHIN THE UK (B4\_01\_2019>0 OR B4\_02\_2019>0 OR B8\_\_01\_2019>0 OR B8\_02\_2019>0)

**B12 Of these top GOODS OR SERVICES you sold WITHIN THE UK (including both Wales and Rest of UK), please provide the approximate value of these SALES in 2019. Provide your best estimate if you do not have exact figures.**

If you have no information to provide a value for each good or service separately, please enter as '£0' for each.

For reference, you said earlier:

Your total SALES for 2019 was: [TEXT FROM B1]

Your SALES WITHIN THE UK (including Wales and the Rest of UK) for 2019 was: [£s FROM B4 + B8 for Wales and UK]

	Good / service	Approximate total sales in £s	Percentage of total sales within wales and Rest of UK
1.	INSERT CODES SELECTED AT B11	£	[B12 / sales within wales and Rest of UK *100]
2.		£	[B12 / sales within wales and Rest of UK *100]
3.		£	[B12 / sales within wales and Rest of UK *100]
4.		£	[B12 / sales within wales and Rest of UK *100]
5.		£	[B12 / sales within wales and Rest of UK *100]

<b>TOTAL</b>	<b>Top good / service</b>	<b>[total of above]</b>	<b>[total of above]</b>
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IF PERCENTAGE OF TOTAL SALES IS OVER 100% AT B12

**B12a** The sum of SALES for these GOODS/SERVICES is greater than the total SALES you gave earlier. Are these figures correct for 2019?

[INSERT GOOD / SERVICE FROM B12]	Approximate total sales in £s [INSERT FROM B12]	Percentage of export total sales
1		
2		
3		
4		
5		

Yes	1	
No	2	RETURN TO B12 TO RE-ENTER FIGURES

**B13 DELETE**  
SINGLE CODE

Yes	1	
No	2	
Don't know	3	

**B14 DELETE**

**B15a DELETE**

[INSERT GOOD / SERVICE FROM B15]	Approximate total sales in £s [INSERT FROM B15]	Percentage of export total sales
1		
2		
3		
4		
5		

Yes	1	
No	2	RETURN TO B15 TO RE-ENTER FIGURES

ASK ALL THOSE WHO HAD EXPORTS/SALES OF GOODS AND SERVICES IN 2019 OUTSIDE OF THE UK  
(B3\_2019 = 3/4 OR B7\_2019 = 3/4)

**B15 Please select the top 5 non-UK destination countries for EXPORTS of any GOODS OR SERVICES ) from your Welsh based operations in 2019.**

**Please state to the best of your knowledge the immediate destination of the good / service. We are aware that these products may go to a further/final destination which may differ from the response you give below.**

Please select the country from the drop-down list.

**PLEASE USE THE AUTOFILL FOR COUNTRIES. PLEASE ALLOW NULL RESPONSES AT CODES 2-5**

	Country
1.	
2.	
3.	
4.	
5.	

ASK ALL THOSE WHO GAVE FIGURES FOR EXPORTS/SALES OF GOODS AND SERVICES IN 2018 OUTSIDE OF THE UK (B3B4\_03\_2019>0 OR B3\_04\_2019>0 = 3/4 OR B7B8\_\_03\_2019>0 OR B8\_04\_2019>0 = 3/4)

**B16** Of these top non-UK destination countries for exports of GOODS / SERVICES please provide the approximate value of your total SALES they accounted for in 2019.

If you have no information to provide a value for each country separately, please enter as '£0' for each.

For reference, you said earlier:

Your export SALES for 2019 was: [£s FROM B4 + B8 for EU and ROW]

	Country	Approximate total sales in £s	Percentage of total export sales
1.	INSERT CODES GIVEN AT B16	£	[B17 / exports *100]
2.		£	[B17 / exports *100]
3.		£	[B17 / exports *100]
4.		£	[B17 / exports *100]
5.		£	[B17 / exports *100]

<b>TOTAL</b>	<b>Top good / service</b>	<b>[total of above]</b>	<b>[total of above]</b>
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IF PERCENTAGE OF TOTAL SALES IS OVER 100% AT B17

**B17a** The sum of these SALES by country for 2019 is greater than the total EXPORT SALES you gave earlier. Are these figures correct?

[INSERT COUNTRIES FROM B14]	Approximate total sales in £s [INSERT FROM B17]	Percentage of total export sales
1		
2		
3		
4		
5		

Yes	1	
No	2	RETURN TO B17 TO RE-ENTER FIGURES

## C 2019 PURCHASES (including IMPORTS) by your Welsh operations

ASK ALL

**C1 In 2019, did the Welsh-based operation of the business make any PURCHASES (including IMPORTS) of GOODS OR SERVICES? Please include any inputs that were internally transferred from part(s) of the business located outside of Wales.**

Purchases include;

- The purchase of all goods, services and materials related to your core sales and/or manufacturing production.
- Purchases from the UK and abroad (imports).

More information about what purchase should INCLUDE

More information about what purchases should EXCLUDE

multicode:

		2019
Yes, the business made purchases of goods		1
Yes, the business made purchases of services		2
No, the business did not make any purchases [DS – SINGLECODE]		3

ASK ALL THOSE WHO HAD PURCHASES / IMPORTS IN 2019(C1\_2/ 1 OR 2)

**C2 What was the overall value of PURCHASES including international IMPORTS by your Welsh-based operations for the calendar years 2019?**

More information about what purchase should INCLUDE

More information about what purchases should EXCLUDE

Where purchases / imports involve a combination of goods and services that cannot be separately valued please classify as either goods or services based on where the majority of the value lies. If exact values are not known (or information is not readily available), please provide your best estimate. If you have no information to provide goods and services separately, please enter as '£0' and provide a total figure only.

**ONLY DISPLAY WRITE-IN BOXES FOR CODES WHICH HAVE BEEN SELECTED AT C1**

*PLEASE PROVIDE VALUE IN POUNDS, EXCLUDING VAT*

		PURCHASES 2019
Goods		£
Services		£
Total purchases		£

Yes	1	
No	2	RETURN TO C2 TO RE-ENTER FIGURES

**WRITE IN**

IF C1 'TOTAL PURCHASES' ≠ 'GOODS' + 'SERVICES' FOR 2019 AND ('GOODS' > 0 AND 'SERVICES' > 0 FOR 2019)

**C2c The purchases of your goods and services do not add to the value in 'total purchases' for 2019. Are these figures correct?**

**INSERT FIGURES FROM C2**

Total purchases for 2019: £ X BILLION, X MILLION, X THOUSAND

Total purchases of goods for 2019: £ X BILLION, X MILLION, X THOUSAND

Total purchases of services for 2019: £ X BILLION, X MILLION, X THOUSAND

Yes	1	
No	2	RETURN TO C2 TO RE-ENTER FIGURES

IF 2018 FIGURES CORRECT (C1C = 1)

**C2d Can you explain why the total purchases of goods and services do not add up to the total for 2019?**

**WRITE IN**

ASK ALL THOSE WHO HAD PURCHASES / IMPORTS IN 2019 (C1\_2/1 OR 2)

**C3 Are the total PURCHASES figures you entered correct?**

Total purchases for 2019: £ X BILLION, X MILLION, X THOUSAND

Total purchases of goods for 2019: £ X BILLION, X MILLION, X THOUSAND

Total purchases of services for 2019: £ X BILLION, X MILLION, X THOUSAND

Yes	1	
No	2	SHOW TEXT: Thanks, please could you enter them again [THEN GO BACK TO C2]

**WRITE IN**

IF PURCHASED GOODS IN 2019 (C1\_2/1)

**C4 For GOODS PURCHASED (including IMPORTS) by your Welsh-based operations, please select which of the following locations they came from**

More information about what goods imported should INCLUDE

More information about what goods imported should EXCLUDE

*PLEASE PROVIDE VALUE IN POUNDS, EXCLUDING VAT*

**ONLY DISPLAY YEARS WHICH HAVE A VALUE FOR GOODS AT C1**

		GOODS PURCHASES 2019
Wales		1
Rest of the UK (excluding Wales)  GUIDANCE TEXT: Goods purchased from the rest of the UK include transactions with businesses (or branches of your own business) and individuals from across the rest of the UK (excluding Wales).		2
Rest of the EU (excluding the UK)  GUIDANCE TEXT: Goods purchased from the rest of the EU include transactions with businesses (or branches of your own business) excluding those in the UK.  For a full list of EU members (excluding the UK) please click here		3
Rest of the world (excluding the EU and UK)  GUIDANCE TEXT: Goods purchased from the rest of the world include transactions with businesses (or branches of your own business) excluding those in the EU and UK.		4

ASK ALL ENTERING VALUE FOR "GOODS" AT C1 FOR 2019

**C5 For total GOODS PURCHASED (including IMPORTS) by the Welsh based operations, what value was from suppliers in the following locations? If you do not have exact values, please provide your best estimate.**

If you have no information to provide a value for each location separately, please enter as '£0' for each.

More information about what goods imported should INCLUDE

More information about what goods imported should EXCLUDE

A calculations grid is provided at the bottom of the screen; this will automatically sum your purchases as you enter them, and show you how much of your total purchases are left to allocate.

*PLEASE PROVIDE VALUE IN POUNDS, EXCLUDING VAT*

**ONLY DISPLAY CODES WHICH HAVE BEEN SELECTED AT C4**

**IF ONLY ONE CODE WAS SELECTED AT C4 PER YEAR, DO NOT ASK THIS QUESTION AND FORCE THROUGH RESPONSES FROM C2\_GOODS (IF >0)**

		GOODS PURCHASES 2019
Wales		£
Rest of the UK (excluding Wales)  GUIDANCE TEXT: Goods purchased from the rest of the UK include transactions with businesses (or branches of your own business) and individuals from across the rest of the UK (excluding Wales).		£
Rest of the EU (excluding the UK)  GUIDANCE TEXT: Goods purchased from the rest of the EU include transactions with businesses (or branches of your own business) excluding those in the UK.  For a full list of EU members (excluding the UK) please click here		£
Rest of the world (excluding the EU and UK)  GUIDANCE TEXT: Goods purchased from the rest of the world include transactions with businesses (or branches of your own business) excluding those in the EU and UK.		£

		<b>2019</b>
--	--	-------------

Sum: purchases of goods from cells filled in above		[SUM OF ABOVE]
Sum: purchases of goods not yet allocated		[RUNNING TOTAL OF SALES NOT YET ALLOCATED]
Total sum: purchases of goods that you gave previously		TOTAL GIVEN AT C2

**C5a DELETE**

Yes	1	
No	2	RETURN TO C5 TO RE-ENTER FIGURES

IF 2017 FIGURES CORRECT (C5a = 1)

**C5b DELETE**

<b>WRITE IN</b>
-----------------

IF C5 'TOTAL SUM' ≠ 'SUM' FOR 2018

**C5c The total of all the locations for GOODS PURCHASED does not add up to the total value previously provided for 2019. Are these figures correct?**

**INSERT FIGURES FROM C5**

Total PURCHASES of GOODS for 2019: £ X BILLION, X MILLION, X THOUSAND

PURCHASES of GOODS for 2019 for Wales: £ X BILLION, X MILLION, X THOUSAND

PURCHASES of GOODS for 2019 for Rest of UK: £ X BILLION, X MILLION, X THOUSAND

PURCHASES of GOODS for 2019 for Rest of EU: £ X BILLION, X MILLION, X THOUSAND

PURCHASES of GOODS for 2019 for Rest of world: £ X BILLION, X MILLION, X THOUSAND

Yes	1	
No	2	RETURN TO C5 TO RE-ENTER FIGURES

IF 2017 FIGURES CORRECT (C5c = 1)

**C5d For GOODS PURCHASED, can you explain why the total of all the locations does not add up to the total value previously provided for 2019?**

<b>WRITE IN</b>
-----------------

IF PURCHASES IN 2019 FOR "REST OF THE UK" AT C4



**C6 For GOODS PURCHASED by your Welsh-based operations, please select which of the following UK locations they came from**

		GOODS PURCHASES 2019
England		1
Scotland		2
Northern Ireland		3

ASK ALL ENTERING VALUE FOR "REST OF THE UK" AT C5 FOR 2017 AND/OR 2018

**C7 For total GOODS PURCHASED (including IMPORTS) by the Welsh based operations, what value was from suppliers in the following locations? If you do not have exact values, please provide your best estimate.**

If you have no information to provide a value for each location separately, please enter as '£0' for each.

A calculations grid is provided at the bottom of the screen; this will automatically sum the value of your purchases as you enter them, and show you how much of your total purchases are left to allocate.

*PLEASE PROVIDE VALUE IN POUNDS, EXCLUDING VAT*

**ONLY DISPLAY CODES WHICH HAVE BEEN SELECTED AT C4**

**- IF ONLY ONE CODE WAS SELECTED AT C6 PER YEAR, DO NOT ASK THIS QUESTION AND FORCE THROUGH RESPONSES FROM C5\_REST OF UK (IF >0)**

		GOODS PURCHASES 2019
England		£
Scotland		£
Northern Ireland		£

		2019
<b>Sum: purchases of goods to the rest of the UK from cells filled in above</b>		<b>[SUM OF ABOVE]</b>
<b>Sum: purchases of goods to the rest of the UK not yet allocated</b>		<b>[RUNNING TOTAL OF PRUCHASES NOT YET ALLOCATED]</b>
<b>Total sum: purchases of goods to the rest of the UK that you gave previously</b>		<b>TOTAL GIVEN AT C5</b>

IF PURCHASED SERVICES IN 2019 (C1\_2/2)

**C8 For SERVICES PURCHASED by your Welsh-based operations, please select which of the following locations they came from**

More information about what services imported should INCLUDE

More information about what services imported should EXCLUDE

*PLEASE PROVIDE VALUE IN POUNDS, EXCLUDING VAT*

**ONLY DISPLAY YEARS WHICH HAVE SERVICES AT C1**

		SERVICES PURCHASES 2019
Wales		1
Rest of the UK (excluding Wales)  GUIDANCE TEXT: Services purchased from the rest of the UK include transactions with businesses (or branches of your own business) and individuals in the rest of the UK (excluding Wales)		2
Rest of the EU (excluding the UK)  GUIDANCE TEXT: Services purchased from the rest of the EU include transactions with businesses (or branches of your own business) and individuals in the rest of the EU (excluding the UK)  For a full list of EU members (excluding the UK) please click here		3
Rest of the world (excluding the EU and UK)  GUIDANCE TEXT: Services purchased from the rest of the world include transactions with businesses (or branches of your own business) and individuals in the rest of the world (excluding the EU and UK)		4

ASK ALL ENTERING VALUE FOR "SERVICES" AT C2 FOR 2019

**C9 For total SERVICES PURCHASED (including IMPORTS) by the Welsh based operations, what value was from suppliers in the following locations? If you do not have exact values, please provide your best estimate.**

If you have no information to provide a value for each location separately, please enter as '£0' for each.

More information about what services imported should INCLUDE

More information about what services imported should EXCLUDE

A calculations grid is provided at the bottom of the screen; this will automatically sum the value of your purchases as you enter them, and show you how much of your total purchases are left to allocate.

*PLEASE PROVIDE VALUE IN POUNDS, EXCLUDING VAT*

**ONLY DISPLAY CODES WHICH SELECTED AT C8**

**IF ONLY ONE CODE WAS SELECTED AT B8 PER YEAR, DO NOT ASK THIS QUESTION AND FORCE THROUGH RESPONSES FROM C2\_SERVICES (IF >0)**

		SERVICES PURCHASES 2019
Wales		£
Rest of the UK (excluding Wales)  GUIDANCE TEXT: Services purchased from the rest of the UK include transactions with businesses (or branches of your own business) and individuals in the rest of the UK (excluding Wales)		£
Rest of the EU (excluding the UK) GUIDANCE TEXT: Services purchased from the rest of the EU include transactions with businesses (or branches of your own business) and individuals in the rest of the EU (excluding he UK)  For a full list of EU members (excluding the UK) please click here		£
Rest of the world (excluding the EU and UK)  GUIDANCE TEXT: Services purchased from the rest of the world include transactions with businesses (or branches of your own business) and individuals in the rest of the world (excluding the EU and UK).		£

		<b>2019</b>
<b>Sum: purchases of services from cells filled in above</b>		<b>[SUM OF ABOVE]</b>
<b>Sum: purchases of services not yet allocated</b>		<b>[RUNNING TOTAL OF SALES NOT YET ALLOCATED]</b>
<b>Total sum: purchases of services that you gave previously</b>		<b>TOTAL GIVEN AT C2</b>

**C9a DELETE**

**INSERT FIGURES FROM C9**

Total PURCHASES of SERVICES for 2017: £ X BILLION, X MILLION, X THOUSAND

PURCHASES of SERVICES for 2017 for Wales: £ X BILLION, X MILLION, X THOUSAND

PURCHASES of SERVICES for 2017 for Rest of UK: £ X BILLION, X MILLION, X THOUSAND

PURCHASES of SERVICES for 2017 for Rest of EU: £ X BILLION, X MILLION, X THOUSAND

PURCHASES of SERVICES for 2017 for Rest of world: £ X BILLION, X MILLION, X THOUSAND

Yes	1	
No	2	RETURN TO C9 TO RE-ENTER FIGURES

IF 2017 FIGURES CORRECT (C9a = 1)

**C9b DELETE**

<b>WRITE IN</b>
-----------------

IF C2 'TOTAL SUM' ≠ 'SUM' FOR 2019

**C9c The total of all the locations for SERVICES PURCHASED does not add up to the total value previously provided for 2019. Are these figures correct?**

**INSERT FIGURES FROM C9**

Total PURCHASES of SERVICES for 2019: £ X BILLION, X MILLION, X THOUSAND

PURCHASES of SERVICES for 2019 for Wales: £ X BILLION, X MILLION, X THOUSAND

PURCHASES of SERVICES for 2019 for Rest of UK: £ X BILLION, X MILLION, X THOUSAND

PURCHASES of SERVICES for 2019 for Rest of EU: £ X BILLION, X MILLION, X THOUSAND

PURCHASES of SERVICES for 2019 for Rest of world: £ X BILLION, X MILLION, X THOUSAND

Yes	1	
No	2	RETURN TO C9 TO RE-ENTER FIGURES

IF 2019 FIGURES CORRECT (C9C = 1)

**C9d For SERVICES PURCHASED, can you explain why the total of all the locations does not add up to the total value previously provided for 2019?**

<b>WRITE IN</b>
-----------------

ASK ALL PURCHASING FROM 'REST OF UK' IN 2019 (C4\_2/2)

**C10 For SERVICES PURCHASED by your Welsh-based operations, please select which of the following locations they came from**

		SERVICES PURCHASES 2019
England		1
Scotland		2
Northern Ireland		3

ASK ALL ENTERING VALUE FOR "REST OF THE UK" AT C5 FOR 2019

**C11 For total SERVICES PURCHASED (including IMPORTS) by the Welsh based operations, what value was from suppliers in the following locations? If you do not have exact values, please provide your best estimate.**

If you have no information to provide a value for each location separately, please enter as '£0' for each.

*PLEASE PROVIDE VALUE IN POUNDS, EXCLUDING VAT*

A calculations grid is provided at the bottom of the screen; this will automatically sum the value of your purchases as you enter them, and show you how much of your purchases are left to allocate.

		SERVICES PURCHASES 2019
England		£
Scotland		£
Northern Ireland		£

		2019
<b>Sum: purchases of services from the rest of the UK from cells filled in above</b>		<b>[SUM OF ABOVE]</b>
<b>Sum: purchases of services from the rest of the UK not yet allocated</b>		<b>[RUNNING TOTAL OF PURCHASES NOT YET ALLOCATED]</b>
<b>Total sum: purchases of services from the rest of the UK that you gave previously</b>		<b>TOTAL GIVEN AT C5</b>

ASK ALL THOSE WHO HAD PURCHASES / IMPORTS OF GOODS AND SERVICES IN 2019 OUTSIDE OF THE UK (C4\_2019 = 3/4 OR C8\_2019 = 3/4)

**C12 Please select the top 5 countries where your non-UK suppliers to your Welsh based operations were based in 2019.**

Please select the country from the drop-down list.

	Country
1.	
2.	
3.	
4.	
5.	

## D Final questions

ASK ALL EXCEPT THOSE WITH WHO HAVE NOT MADE ANY SALES (A3\_2=3)

**D1 Would you like to add any information explaining your 2019 reported data or any comments on the questionnaire?**

Any additional information you can give about your sales or purchases figures will help us to validate your data and should reduce the need for us to contact you to query any figures.

Additional information about data	1	IF SELECTED SHOW WRITE IN BOX BENEATH
Comments on the questionnaire	2	IF SELECTED SHOW WRITE IN BOX BENEATH
No comments	3	SINGLE CODE

ASK ALL

**D2 Please help us monitor how long this survey has taken you to complete.**

We are conscious that surveys can be time consuming. Under the Code of Practice for Statistics, we have a duty to balance the needs of the data users against the burden of the data providers. Please include:

- Time taken to become familiar with the questionnaire
- Time of everyone who helped you complete the questionnaire
- Time spent extracting and preparing information from your systems
- Any other time spent in relation to the questionnaire

If the survey took you an hour and five minutes to complete, please enter 1 in the hour box and 5 minutes in the minutes box.

<input type="text"/>	HOURS	<input type="text"/>	MINUTES
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**D3 How much would you estimate it has cost you to fill in? Please only include any costs incurred to the business, including an estimate based on the time of anyone involved in filling out this survey.**

WRITE IN POUNDS (£)
---------------------

**D4 The survey you have just completed is in its early stages of development. Any comments you have that can help us improve the survey would be really useful to know. Please provide any feedback on the survey below:**

WRITE IN
----------

ASK ALL

**D5 Would you be willing...**

*SINGLECODE*

	YES	NO
_1 for us to call you back regarding this study, if we need to clarify any of the information you have given today?	1	2
_2 for Welsh Government researchers to contact you if they undertake some follow up research related to trade?	1	2

**D6 DELETED**

IF ANY DETAILS ARE NOT CORRECT OR BLANK

**D7 Please can you give us the correct details?**

Contact name	
Job title	
Business name	
Telephone number	
Email address	

SHOW TO ALL

**D8 You have now reached the end of the survey. Please click the button below to submit your answers.**

After clicking 'submit answers', show:

**Thank you. Your data return has been submitted successfully. Representatives from IFF Research may call you back within the next few weeks to clarify your responses if you gave permission for re-contact.**

**The information you have provided will be used by Welsh Government for statistical and research purposes only. The analysis will include the production of Wales trade estimates which will be published on the Welsh Government website. No information that allows individual businesses to be identified will be made public.**

**The Welsh Government provides support for businesses to grow, including tailored support for exporters. If you would like to discuss how your business can benefit from this support, please contact Business Wales: <https://businesswales.gov.wales/contact-us>**



## Appendix E: Pre-coded product list used within survey

Number	Product
<b>Food, live animals, products of agriculture, forestry and fishing</b>	
1	Live animals, other than fish
2	Preserved meat and meat products
3	Raw dairy products
4	Eggs
5	Dairy products, manufactured
6	Fish (not marine mammals), crustaceans, molluscs and aquatic invertebrates
7	Processed and preserved fish, crustaceans, molluscs
8	Cereals (unprepared)
9	Grain mill products, starches and starch products
10	Vegetables and fruit
11	Processed and preserved fruit and vegetables
12	Sugar cane
13	Sugar products, manufactured
14	Natural honey
15	Coffee, tea, cocoa and spice crops
16	Prepared animal feeds
17	Bakery and farinaceous products
18	Vegetable and animal oils and fats
19	Other manufactured food products
20	Other agriculture products
21	Agriculture related services
22	Products of forestry and logging
23	Forestry and logging related services
24	Other Fish and fishing products; aquaculture products;
25	Fishing support services
<b>Beverages and tobacco</b>	
26	Tea and coffee, processed and manufactures thereof
27	Alcoholic beverages
28	Soft drinks
29	Tobacco products
<b>Mining, quarrying, minerals and fuels</b>	
30	Coal and lignite
31	Crude Petroleum and Natural Gas
32	Metal ores
33	Other mining and quarrying products

<b>Number</b>	<b>Product</b>
34	Mining support services
35	Coke and refined petroleum products
<b>Chemicals and related products</b>	
36	Paints, varnishes and similar coatings, printing ink and mastics
37	Soap and detergents, cleaning and polishing preparations, perfumes and toilet preparations
38	Other chemical products
39	Industrial gases, inorganics and fertilisers (all inorganic chemicals)
40	Petrochemicals
41	Dyestuffs, agro-chemicals
42	Basic pharmaceutical products and pharmaceutical preparations
<b>Other manufactured products and goods classified chiefly by material</b>	
43	Textiles
44	Wearing apparel
45	Weapons and ammunition
46	Furniture
47	Rubber and plastic products
48	Manufacture of cement, lime, plaster and articles of concrete, cement and plaster
49	Glass, refractory, clay, other porcelain and ceramic, stone and abrasive products
50	Basic iron and steel
51	Other basic metals and casting
52	Leather and related products
53	Manufactured wood and products of wood and cork, except furniture; articles of straw and plaiting materials
54	Paper and paper products
55	Fabricated metal products, excl. machinery and equipment and weapons & ammunition
56	Jewellery, bijouterie and related articles
57	Coins
58	Musical instruments
59	Sports goods
60	Games and toys
61	Medical and dental instruments and supplies
62	Other manufactured goods
<b>Machinery and transport equipment incl. repair and maintenance</b>	
63	Computer, electronic and optical products
64	Electrical equipment
65	Machinery and equipment n.e.c.
66	Motor vehicles, trailers and semi-trailers
67	Ships and boats

<b>Number</b>	<b>Product</b>
68	Air and spacecraft and related machinery
69	Other transport equipment
70	Repair and maintenance of ships and boats
71	Repair and maintenance of aircraft and spacecraft
72	Rest of repair; Installation
<b>Electricity, gas, steam and air conditioning supply</b>	
73	Electricity, transmission and distribution
74	Gas; distribution of gaseous fuels through mains; steam and air conditioning supply
<b>Water supply; sewerage, waste management and remediation services</b>	
75	Natural water; water treatment and supply services
76	Sewerage services; sewage sludge
77	Waste collection, treatment and disposal services; materials recovery services
78	Remediation services and other waste management services
<b>Constructions and construction works</b>	
79	Buildings and building construction works
80	Constructions and construction works for civil engineering
81	Specialised construction works
<b>Wholesale and retail trade and repair services of motor vehicles and motorcycles</b>	
82	Trade services of motor vehicles
83	Maintenance and repair services of motor vehicles
84	Trade services of motor vehicle parts and accessories
85	Trade, maintenance and repair services of motorcycles and related parts and accessories
<b>Wholesale trade services, except of motor vehicles and motorcycles</b>	
86	Wholesale trade services on a fee or contract basis
87	Wholesale trade services of agricultural raw materials and live animals
88	Wholesale trade services of food, beverages and tobacco
89	Wholesale trade services of household goods
90	Wholesale trade services of information and communication equipment
91	Wholesale trade services of other machinery, equipment and supplies
92	Other specialised wholesale trade services
93	Non-specialised wholesale trade services
<b>Retail trade services</b>	
94	Retail trade services, except of motor vehicles and motorcycles
<b>Transportation and storage services</b>	
95	Rail transport services
96	Land transport services and transport services via pipelines, excluding rail transport
97	Water transport services
98	Air transport services

<b>Number</b>	<b>Product</b>
99	Warehousing and support services for transportation
100	Postal and courier services
<b>Accommodation and food services</b>	
101	Hotel and similar accommodation services
102	Holiday and other short stay accommodation services
103	Camping ground, recreational and vacation camp services
104	Other accommodation services
105	Restaurant and mobile food serving services
106	Event catering services and other food serving services
107	Beverage serving services
<b>Information and communication services</b>	
108	Publishing services
109	Motion picture, video and television programme production services, sound recording and music publishing
110	Programming and broadcasting services
111	Telecommunications services
112	Computer programming, consultancy and related services
113	Information services
<b>Financial and insurance services</b>	
114	Financial services, except insurance and pension funding
115	Insurance and reinsurance, except compulsory social security & Pension funding
116	Services auxiliary to financial services and insurance services
<b>Real estate services</b>	
117	Real estate services, excluding on a fee or contract basis and imputed rent
118	Real estate activities on a fee or contract basis
<b>Professional, scientific and technical services</b>	
119	Legal services
120	Accounting, bookkeeping and auditing services; tax consulting services
121	Services of head offices; management consulting services
122	Architectural and engineering services; technical testing and analysis services
123	Scientific research and development services
124	Advertising and market research services
125	Other professional, scientific and technical services
126	Veterinary services
<b>Administrative and support services</b>	
127	Rental and leasing services
128	Employment services
129	Travel agency, tour operator and other reservation services and related services

<b>Number</b>	<b>Product</b>
130	Security and investigation services
131	Services to buildings and landscape
132	Office administrative, office support and other business support services
<b>Education services</b>	
133	Education services
<b>Human health and social work services</b>	
134	Human health services
135	Residential care services
136	Social work services without accommodation
<b>Arts, entertainment and recreation services</b>	
137	Creative, arts and entertainment services
138	Libraries, archives, museums and other cultural services
139	Gambling and betting services
140	Sports services and amusement and recreation services
<b>Other services</b>	
141	Repair services of computers and personal and household goods
142	Printing and recording services
143	Washing and (dry-)cleaning services of textile and fur products
144	Hairdressing and other beauty treatment services
145	Funeral and related services
146	Physical well-being services
147	Other personal services