

National Administrative Department of Statistics



Methodology and Statistical Production Division - DIMPE

**Annual Trade Survey
Methodology “EAC”**

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NATIONAL ADMINISTRATIVE DEPARTMENT OF STATISTICS

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PRESENTATION

The National Administrative Department of Statistics, DANE, in its role as coordinating entity of the National Statistical System (NSS), works towards the latter's strengthening and consolidation within the framework of the "Statistical Planning and Harmonization" project. This is carried out through several processes, such as: The production of strategic statistics; the generation, adaptation, adoption and dissemination of standards; the consolidation and harmonization of statistical information; and the connection of instruments, stakeholders, initiatives and products. These actions are aimed at improving the quality of strategic statistical information, its availability, timeliness and accessibility, in order to respond to an ever-increasing demand of statistical information.

In this context and being aware of the need and obligation to provide better products for its users, DANE developed standard guidelines for the presentation of methodologies that contribute to the visualization and understanding of the statistical process. By means of this instrument the entity prepared methodological documents on its operations and statistical research, which are made available to specialized users and the general public. These documents present the main technical characteristics involved in the processes and sub-processes of each research in a standard, easy-to-read and comprehensive manner, thus enabling further analysis, control, replication and assessment.

These series of documents promote transparency, trust and credibility of the institution's technical expertise, for a better understanding, comprehension and use of the statistical information that is produced in accordance with the principles of coherence, comparability, integrality and quality of statistics.

INTRODUCTION

The National Administrative Department of Statistics (DANE), meeting the institutional mission of providing reliable and timely statistics for the country, periodically carries out the Annual Trade Survey (EAC by its initials in Spanish).

Given the importance of the trade sector in Colombia and their needs for obtaining strategic statistical information, it is necessary to provide periodic and continuous nationwide statistics, which enable different state entities to perform monitoring, evolution, evaluation and reformulation of policies, programs and projects based on the analysis of the sectoral behavior.

In the same way, unions, associations, research centers, universities, private investigators and people in general require the statistical information that allows quantifying the principal variations of macroeconomic aggregations such as: Gross production, intermediate consumption, value added, employed personnel, wages and salaries, and social benefits.

The EAC is supported by the background of both the Economic Census performed in 1990 and the pilot test carried out in 1994. The first research supported the EAC frame definition; meanwhile the second exercise supported the definition of methodological aspects and the design of questionnaires.

Since 1996, the EAC is being developed in a continuous way, thus providing information about the structure and the development of the domestic trade, by quantifying the most representative variables of macroeconomic aggregates related to the commerce sector.

The following methodology presents the most important elements concerning the design processes, production, analysis, statistical dissemination, and their respective sub processes. In the same way, it compiles the information taken from both publications related with the survey and persons who have been directly committed to this project.

This methodological document is divided into three sections: The first part presents the research design, taking into account the scope, objectives conceptual base, among others. The second part presents the elements of the statistical production, describing processes such as preparation activities, data collection, critique, codification, supervision and consolidation of data concerning the Annual Trade Survey are. Finally, the third part is focused on the activities related to dissemination of statistical information obtained in the normal development of this research.

1. BACKGROUND

The EAC was created as a further complement of the Multisectoral Economic Census (CEM) carried out in 1990, in response to the need for obtaining specific information from the Colombian trade sector. The first purpose of EAC was to compensate the lack of knowledge of the structure and the evolution of this sector.

The first survey carried out in 1994 was a pilot test which allowed to refine both the EAC design and its form. In 1996, the first release of information was carried out; since then, this survey has been continuously applied.

The EAC was an important advance in the knowledge of structural characteristics of the trade sector; bearing in mind that until its creation, DANE only developed temporal measurements of this sector. It is relevant to point out that EAC, in the design of their questionnaires, takes into account the international standards and recommendations regarding the trade sector measurement.

In 2006 an annex related to the generation and publication of data regarding the Information and Communication Technologies (ICT) was included, meeting the needs for information, derived from its mass use and strategic importance.

In terms of information release, different schemes have been applied. Initially, the information from forced inclusion enterprises “the biggest and most important companies” was published. Since 2005, a releasing process of information from all kind of enterprises was started, by covering the total of enterprises that belong to the EAC research framework. In order to arrange the releasing of preliminary figures in 2008, the generation and publication of figures concerning the sector evolution was developed by carrying out a *panel-shaped* exercise.

DANE, as the most important entity in terms of statistical production, has been certified since 2002 with the ISO 9001:2000 standard, being approved by the Colombian Institute of Technical Standards and Certification (ICONTEC by its acronyms in Spanish) in August 2004; thus expanding the inclusion of other methodologies, from the framework of the Certification of Quality Management, to a higher quality framework, based on the Quality Management System (SGC), covering certain investigations, among others, the EAC. This is the result of a continuous effort DANE has been making, to apply all the SGC guidelines.

In order to perform a continuous evaluation and update of the EAC 2007 methodology, a commission of independent experts carried out a revision by qualifying qualitatively different survey processes, giving some recommendations and suggestions such as: 1) To release the figures more timely, 2) to create an updated and complete database of enterprises 3) to develop activities enabling the generation of information in a regional scope and 4) to cover segments, currently non concerned in the survey. These recommendations have been taken into account as challenges to be overcome in a near future. In order to do this, DANE has worked on the following aspects: The analysis of the respondent sources database, the creation of a data capture web form, the analysis of schemes that enable to obtain regional information for the EAC research, among other measures.

2. DESIGN

2.1 Conceptual framework

2.1.1 Objectives

General Objective

To define the structure and behavior of the trade sector, nationwide and by groups of trade activity, enabling both the analysis of this sector and the conformation of economic aggregates, whereby determining the structure of each of the trade economic activities and carrying out a sectoral analysis.

Specific Objective

To generate basic statistics in order to calculate the economic aggregates of the trade sector, for the use of National Accounts.

To obtain the basic information in order to create the database of enterprises from each of the economic activities surveyed, as an input to be used by other investigations and measures.

To quantify the main macroeconomic aggregates such as: Gross production, intermediate consumption, value added, employed personnel, wages and salaries, and social benefits; taking into account trade activity, Personnel scales of personnel, sales scales and legal organization.

2.1.2 Reference framework

Conceptual base

The EAC conceptual framework is based on concepts applied in the trade sector by supranational entities such as: United Nations Organization (UN) and the Andean Community of Nations (CAN), as well as organizations in charge of regulating and standardizing criteria.

This research is developed in order to obtain the information required for calculating the main economic aggregates (production, intermediate consumption, value added, employment and compensations) and their composition, enabling the analysis of both behavior and structure of the internal trade activities.

The EAC gathers information through the application of a single form, where enterprises are taken as the observation unit. In specific cases where such enterprises develop their activities in more than one economic sector (multiactivity), information is generated only for the trade activity.

The variables surveyed are based on both main components of trade sector and those used in the process of decision making by political, economic and social agents like: The government, unions, and public or private entities.

Based on the experience in implementation of economic censuses, DANE has developed necessary adjustments in order to optimize: the tools, collection processes and procedures, analysis, and dissemination of trade information.

One of the most important references for the EAC development has been the International Standard Industrial Classification of All Economic Activities Revision 3 Adopted for Colombia (ISIC Rev. 3 A.C.), used to establish the base structure in order to present the statistics obtained from the EAC research.

According to this classification, trade is defined as “the resale (with no transformation) of new or used merchandise or products, both wholesale and retail resale“. To clarify this and other concepts, a glossary of terms can be found at the end of this document.

Legal and institutional framework

The legal support to carry out the Economic Censuses and the EAC is determined by different type of acts, issued with that purpose. A summary of these acts is given bellow:

The creation of economic censuses is supported by the Law 2nd 1962, which allowed the development of national surveys, more specifically industry, trade and service surveys; supporting their origin and creation by the entity in charge.

The Law 0079 October 20/1993 consolidates the information presented in the Decree 1633/1960, Articles 74 and 75, which states that that all natural persons or legal entities settled in the national territory, as well as all public employees of each level are obliged to provide information to DANE, meeting the established deadlines. Moreover, the data provided to this entity is confidential and can only be released to t public as numeric summaries. Article 6 of the same law adds that the entity is able to impose fines to persons or legal entities that fail to complete this act.

Thematic content

EAC research enables to obtain information from the trade sector structure, bearing in mind the following aspects:

- Principal variables, according to the trade activity
- Personnel scale
- Sales scale
- Legal organization

According to this classification, the main variables correspond to: Number of enterprises, value of sales, cost of merchandise, gross production, intermediate consumption, value added, accrued wages and salaries, social benefits, compensations, employed personnel, paid staff, payroll staff, and partners, among others.

The research, tabulation and analysis of main variables define the trade sector's structure in the following way :

- Classification variables: Scale of sales, scale of both personnel and legal organization, and ISIC Rev. 3. A.C.
- Research variables: Incomes per sales, personnel expenditures (wages and social benefits) costs of sold merchandise, operating expenditures, employed personnel, inventories, fixed assets movements.
- Calculated variables: Gross production, intermediate consumption, value added and net investment.

The guidelines applied to identify the main variables correspond to:

- **Employed personnel**

This information presents the average of employed personnel during one year by the Enterprise in its trade activity, according to the type of contract, i.e.; owners, partners and their relatives without any compensation, payroll personnel, temporal personnel directly hired by the enterprise, temporal personnel hired through other enterprises, and apprentices.

The following cases are not included in this category: Workers with unlimited license and non-remunerated, persons undertaking military service, retired, board members of the enterprise who are paid only for attending to meetings, owners, partners and their relatives who do not develop any function inside the enterprise, and door to door salesmen or agents who are not employees from the company.

- **Accrued wages and salaries**

Wages and salaries are considered as fixed or ordinary compensations periodically or deferred paid to employees in money or in kind, as retribution for the services provided to the commercial enterprise, before deducting the discounts concerning withholding tax and contributions to social security, trade unions, and employee cooperatives or funds.

- **Accrued social benefits**

Include the value (in thousands of pesos) accrued in the year due to severance pay and their interests, holidays, bonuses, legal and extralegal allowances (half-year, holiday, Christmas, etc), and all payments established as social benefit in the Substantive Labour Code and the Colombian Labor Regime.

- **Sales**

This category seeks to investigate the value of normal sales (in thousands of pesos) without

including indirect taxes (Value Added Tax and Consumption Tax) for each group of marketed merchandise, taking into account both its group according to the questionnaire and the wholesale and retail concepts. In the same way, all Internet sales during the survey year are recorded.

- **Gross production**

Category intended to obtain the trade margin, which is defined as the sales minus the cost of sold merchandise.

- **Intermediate consumption (marketing expenditures)**

It is defined as the sum of both the expenditures (without including indirect taxes or inflation adjustments) reported by the enterprise to develop its trade activity and all expenditures in general imputed to this.

- **Value added**

It corresponds to the value of incomes obtained due to the use of productive factors regarding the marketing process during the surveyed period. The value added is obtained by deducting the value of intermediate consumption, from the value of gross production or trade margin.

- **Net investment**

It corresponds to the value of investments carried out by the Enterprise concerning fixed assets (new or used) even if these are not depreciable (lands, ongoing constructions, machinery and equipment in assembling) or depreciable (buildings and structures, machinery and equipment, transport equipment, office and computer equipment)

The net investment shall correspond to the sum of the value of acquisitions of new goods plus improvements and changes plus the sales profit of fixed assets minus the sales loss of fixed assets plus the adjustment of depreciation by sales.

The values corresponding to valuations, devaluations and inflation adjustments should not be taken into account for the net investment calculation.

International Benchmarks

The EAC follows the recommendations given by supranational organizations like UN, which has been the most important reference in terms of trade sector in different technical documents such as International Recommendations for Distributive Trade and Services Statistics 1976¹, where some recommendations about trade of distribution and services have been proposed. These were corrected in a declaration released on November 8th 2006, showing the importance of evaluating and updating the recommendations previously proposed.

In the same way, the EAC takes into account the suggestions proposed by CAN, regarding topics such as: The measurement of micro, small and medium enterprises (MYpimes by their acronym in

¹ International Recommendations for Distributive Trade and Services Statistics – Series M No 57. New York. Statistics Office (1976). UN. Economic and Social Council. Statistics Commission. 38th period of sessions.(2006) Distributive Trade Statistics. Report from the General Secretary. E/CN.3/2007/19. December 8th

Spanish)², the recommendations from UNCTAD related to ICT, and other suggestions offered by the International Experts Commission (IEC), entity that have evaluated the results from this investigation. The recommendations suggested by these international organizations were applied in all EAC methodologies.

The recommendations present definitions, concepts and guidelines, at the same time, these address issues related to the consistency required to generate information from the trade sector.

The following correspond to the most important recommendations applied to EAC methodology:

- Enterprise is considered as the observation unit, in which the information about establishments shall be included
- The comparability between the information generated in the country and information produced in other countries.
- The application of the principle of absolute statistical confidentiality, thus avoiding the dissemination of information, with a disaggregation level which enables to identify the enterprises that have provided information.
- The implementation of international classifications such as the International Standard Classification of All Economic Activities (ISIC) adapted for Colombia.

Aspects such as: description of “trade”, classification of wholesale and retail trade, as well as other basic definitions regarding the difference between formal and informal trade are contributions from international recommendations to the EAC research. This survey will only take into account the formally established enterprises, since DANE carries out other research which aims to develop the measurement of the informal sector.

2.2 Statistical Design

2.2.1 Basic components

Type of statistical operation

The statistical operation applied to EAC corresponds to the probabilistic sampling, in other words, a representative sample of enterprises is randomly selected from a database (list of enterprises), so that the questionnaire can be applied, aiming to represent the trade sector behavior.

² Report of the Second Meeting of Government Experts on SMEs Statistics in the Andean Community – Andean Community – SG/REG. EPYMES/II/INFORME, May 6th 2005 – 4.27.63.

Universe

Correspond to economic units formally established nationwide, whose principal activity is the trade (wholesale and retail), except those intended to carry on activities like: Repair and maintenance, sale and purchase in second hand stores, lotteries and raffles, telemarketing or mail order trade. Trade of used merchandise is not included, except for vehicles trade.

Target population

The target population comprises all formally established trade (wholesale and retail) enterprises nationwide, which meet with the defined standards to apply the forced and probabilistic inclusion. Enterprises intended to carry out activities like: Repair and maintenance, sale and purchase in second hand stores, lotteries and raffles, telemarketing or mail order trade are excluded from this category.

Coverage and geographical disaggregation

The EAC survey has a nationwide coverage.

Results disaggregation

The release of information is generated for the principal variables, each one of them described in the thematic content as:

- Principal variables, according to the trade activity
- Personnel scale
- Legal organization

Statistical units

Observation unit: Commercial enterprises is the observation unit to which all data requested by the EAC is referred.

Analysis unit: Comprised by the enterprises with legal capacity, intended to carry out internal trade activities, identified by the employee's ID and the Tax Identification Number –NIT- of enterprises

Sampling units: Establishments with legal capacity, engaged in carrying out internal trade activities, identified by the Tax Identification Number –NIT-

Nomenclatures and classifications

In order to develop the EAC research, it was applied the ISIC Rev. 3 A.C. which presents a codification based on four digits corresponding to: Section, Division, Group and Class respectively. The following table shows the 21 groups of merchandise comprising the EAC, with the codification to be assigned, according to the corresponding features and activities of the marketed merchandise.

Table 1. Trade activity classification (Divisions 50, 51 and 52)

No.	Code	Merchandise groups
1	501	Trade of motor vehicles
2	503	Trade of motor vehicle parts and accessories
3	504	Sale, maintenance and repair of motorcycles and related parts and accessories
4	505	Retail sale of automotive fuel, lubricants, additives and cleaning products
5	512	Wholesale of agricultural raw materials, live animals, food, beverages and tobacco
6	513	Wholesale of household goods
7	514	Wholesale of building materials, glass and plumbing equipment and materials
8	515	Wholesale of non-agricultural intermediate products, waste and scrap
9	516	Wholesale of machinery and equipment, except trade of motor vehicles
10	5211 - 5219	Retail sale in non-specialized stores, mainly of food (groceries in general), beverages and tobacco
11	522	Retail sale of food (groceries in general), beverages and tobacco in specialized stores
12	5231	Retail sale of pharmaceutical and medical goods, cosmetic and toilet articles, in specialized stores
13	5232	Retail sale of textiles in specialized stores
14	5233	Retail sale of clothing and accessories (including leather goods), in specialized stores
15	5234	Retail sale of all types of footwear, leather goods and leather substitutes, in specialized stores
16	5235-36-37	Retail sale of household appliances, house furniture and others, in specialized stores
17	5239	Retail sale of new products for domestic use n.e.c, in specialized stores
18	5241	Retail sale of construction materials, hardware, locksmithing and glass except paint, in specialized stores
19	5242	Retail sale of paint in specialized stores
20	5244	Retail sale of books, newspapers, stationery and desk accessories and paper goods, in specialized stores
21	5249	Retail sale of other new consumer products n.e.c in specialized stores

Reference Period

The reference period for EAC correspond to the year in which the information is requested. That means, one year immediately before the data collection year.

Data collection period

The EAC data collection period covers a period of five months each year.

2.2.2 Design of indicators

The calculation of most of the indicators generated in the survey is based on the sum of the information reported by the enterprises, taking into account the variable in process, according to the domain of publication and/or processing. For instance: Sales by principal economic activity – ISIC Rev. 3, personnel scales and legal organization will correspond to the sum of sales from enterprises classified on that economic activity, personnel scale or legal organization.

For some indicators, it is required to undertake special calculations such as:

- **Gross production:** Defined as the total value of sales - the cost of sold merchandise - the costs of inputs and materials to provide installation, repair and maintenance services.
- **Intermediate consumption:** Defined as personnel expenditures + other expenditures (packaging products, fees, rentals, insurances, security and cleaning services, electricity utility, communications, other public utilities, transport, freights and hauls, advertisement, maintenance, repairs, alterations) + the expenditures of agencies.
- **Total of social benefits accrued in the year:** Social benefits of payroll personnel + 30% of full salary + 30% of wages, salaries and social benefits from the temporal personnel hired directly by the enterprise + Obligatory employer’s contributions+ payroll contributions.
- **Total of wages and salaries accrued in the year:** Wages and salaries of payroll personnel + 70% of full salary + 70% of wages, salaries and social benefits from the temporal personnel hired directly by the enterprise+ stipend to apprentices.

- **Total of personnel:** Owners, partners and their relatives who do not receive any type of compensation + payroll personnel + temporal personnel hired directly by the enterprise + Temporal personnel hired through other enterprises + apprentices.
- **Total of compensation:** Payroll employees compensation + Obligatory employer's contributions accrued in the year + Temporal employees compensation.
- **Technical coefficient:** Intermediate consumption / Gross production.
- **Cost / Sales relation:** Cost of sold merchandise / Sales revenue.

Generation of the Evolution Figures – EAC Panel

In 2007, the need for generating information regarding the evolution of the nationwide trade sector emerged, not only based on the Monthly Retail Trade Sample (MMCM), but also on the EAC through the calculation of principal variables and their variations. In 2011 different technical committees gathered, where it was concluded that publication of such variations was not relevant, since the continuous changes in the sampling framework complicate information comparability.

In 2009, this need for having the comparability of information, led to the generation of the dissemination documents of EAC 2008 preliminary figures, developing different exercises intended to eliminate the non comparability factor of universe in different years, deciding to use the panel-type base generation methodology in order to calculate the year to year variations.

The description of the technical specifications of the panel generation process, focused on measuring annual evolution of the trade sector is presented as follows.

General aspects:

Periods to be compared

With the purpose of having a representative number of enterprises to undertake longer comparisons of historical series, the information from the last year processed or current year (n) is matched with the information obtained from the previous year (n-1)

EAC Sources of information

The EAC sample is obtained through a random selection done by stratified probabilistic sampling, which is a result of the statistical design. At this point are identified two types of sources: Enterprises of forced inclusion and Enterprises of probabilistic inclusion, defined as follows.

Enterprises of forced inclusion: This category comprises the biggest and most representative enterprises from the trade sector, therefore, each of these enterprises represents itself in the sample and is processed with an expansion factor equal to (1), obliged to meet the sales and personnel parameters established for the year of the survey as follows:

Table 2. Parameters for Enterprises of forced inclusion:

Year	Value of sales in the year*	Number of persons
2003	2055	20 or more
2004	2055	20 or more
2005	2055	20 or more
2006	2372	20 or more
2007	2372	20 or more
2008	2459	20 or more
2009	2582	20 or more
2010	2763	20 or more
2011	2818	20 or more

* Millions of pesos

With the enterprises of forced inclusion, an unbalanced panel is developed. In this balance not all the enterprises from the previous year are necessarily found, due to the act that novelties this enterprises present in each period are recorded. ³Furthermore, the enterprises that report information in the previous year and present the following novelties by operative process in the current year can be found in the panel as liquefied, inactive, change of sector, etc; not reporting information for the current period or (n).

Enterprises of probabilistic inclusion: The enterprises that are classified below the parameters established to consider them as forced inclusion by sales or employed personnel.

³ Novelty: Situation presented by the enterprise during the survey process. See table 6 and EAC Novelties operation Manual.

The sample of these enterprises is selected through a simple random sampling, taking into account each ISIC Rev 3 A.C. economic activity under research. Each enterprise represents to others, following characteristics such as similar activity and size. This representation is given by an expansion factor greater than (1)

The inclusion of enterprises of probabilistic inclusion can also be carried out with a set of novelties, described in the table 5. It is necessary to recalculate the expansion factors in particular cases such as: Changes of activity due to the wrong directory classification, changes in the type of inclusion by growth of sales and personnel, change of priority, etc; to keep with the representation of the total universe.

Disaggregation level of results.

The EAC panel intends to measure the evolution of trade sector through the generation of annual variations from their principal variables such as: Employed personnel, sales, gross production, intermediate consumption, value added, etc, which are grouped by classes and groups (economic activities) equal to the 21 ISIC Rev 3 A.C. domains. Also, output tables classified by scales of personnel and legal organization are generated.

Procedure to generate the EAC panel

Step 0. Development of bases.

The generation of data in the panel is a process which is carried out based on the production of preliminary or final figures of the survey. At this point, data have already been subject of intelligent capture filters, filtering processes, and analysis of information as well as of the EAC directory variables. At the same time, a consistency process applied to the general information and a final filtering are performed in order to start with the next step.

The result of the previous step consists of a file available for year (n) and (n-1), which contains the principal variables generated, based on the information by enterprise; as well as other characterization fields required to carry out the information processing, such as: Novelty, priority, expansion factors, amongst others. This file is called ***Varcua***

Step 1. Checking and updating the data bases

The checking process of data bases with respect to the changes occurred in the processing year, in relation to the previous year can be presented by :

- Activity
- Priority
- Novelty

These change should be checked, adjusted or validated, aiming at the coherence and the updating of information.

Changes of activity: Forced and/or probabilistic enterprises are detected in the moment of carrying out the information checking. Adjustments in the ISIC Rev. 3 A.C activity code (or principal economic activity) are done in two cases: When changes in the operative process of these enterprises occur or when errors are found in both the sampling framework or the assignment in previous EAC researches. In such cases, a monitoring process regarding the behavior of the enterprise activity should be engaged.

When enterprises with different activity are found in the current year (n), in relation to the previous one (n-1), there are various alternatives to handle to panel , specifically in the following cases:

- Error in the classification of the original framework: Activities in both years should be standardized, assigning the activity of (n) year to the (n-1) year. This adjustment should be done only for the enterprises that were verified during the EAC process that presented errors due to the wrong classification of the original framework .
- Changes of activity due to the enterprise's operative process: A three years monitoring of the research unit is carried out. In the third year, the decision of changing the activity for the three years period is taken, so that the panel shows the real behavior of the analysis unit.

Change of priority: This change happens when one enterprise is classified in the data base as a probabilistic inclusion unit, whilst in the field operation or subsequent processes is confirmed that the source has features of a forced inclusion enterprise, due to the significant increasing in its sales and employed personnel,so that after a statistical analysis on the sector evolution and on the enterprise, it is determined that this unit should be classified as a forced inclusion unit. Some situations concerning the change of priority are presented bellow:

Statistical unit enters the EAC directory with the wrong priority: Statistical unit priority is assigned in the moment of the field operation, according to the information from the statistical framework. Wrong priority is given when this statistical unit provides information with a different priority due to the changes in its income per sales and/or employed personnel. Once this case is detected, it is necessary to develop special monitoring to decide which of both priorities should the enterprise keep in the processing stage. However, if its sales and/or personnel reports are two or three times greater than the limit that determines the forced inclusion, it is necessary to

change the priority from probabilistic to forced, since this kind of sampling accidents affect the parameters estimations.

Statistical unit provides information for the first time and has operated less than twelve (12) months in the survey year: Enterprise can be classified as probabilistic due to its income per sales or employed personnel. However, when in the following year such enterprise provides information and it is detected that it meets parameters to be classified as forced inclusion, then the equivalence for the parameter of annual sales is calculated according to the calculation of the income proportional to the operating time. If the statistical unit meets the forced inclusion parameters, priority 1 (forced) is assigned.

Statistical unit represents the increase or decrease of the income per sales or of the employed personnel, which implies a change of priority in relation to the previous period, according to the parameters of each year. When such changes are presented, historical data should be checked, as well as the magnitude to determine if these are generated due to both circumstantial situations such as: temporal inactivity, special businesses; or ever lasting situations such as: acquisition and sales of new establishments, new labour capital, etc. In both cases, it should be assessed and determined whether a procedure of three years monitoring could be applied, or a change of priority can be applied only for the current period.

Important: Enterprises have an expansion factor assigned according to the economic activity with which these were selected. In cases when changes of probabilistic inclusion strata are applied to forced inclusion, it is required to adjust such factor.

Changes of novelty: In the EAC figures production, it is important to carry out the checking of novelty codes, assigned by the operative staff from this survey. Such checking process is engaged taking into account the information provided by the source in the last three years. However, in cases of enterprises which haven't completed the period, it is necessary to analyse the available periods, taking into account the novelty and the income per sales reported each year.

With this information and the match with other sources such as: the Unique Business Registry (RUE by its acronyms in Spanish) and different websites, the novelty originally assigned is evaluated or the novelty code is changed to show the situation that the enterprise presented during the survey period. It implies to give special direction to each novelty code; for instance, those enterprises that were being classified with novelty 99 (provides information) in a year, and in an operative are detected with a novelty 19 (Wrong original codification), the information collected from those must be erased from all EAC historical bases because these enterprises did not belong to the trade sector. Each particular case should be checked, supported on the processes established by the Novelties Operative Manual.

Step 2. Identifying the enterprises that will enter to the panel

Different meetings and committees were carried out in 2011 in order to define the novelties concerning the EAC panel, for which it was concluded that these shall be taken into account for enterprises of forced and probabilistic inclusion stratum as follows:

n-1	n
Provide	Provide
Inactive	Novelties
	New, starting year n

Forced Inclusion enterprises

Previous year (n-1): All forced inclusion enterprises that entered to the processing stage are selected, in other words, those that presented novelties such as: 3 (Inactive), 8 (Out due to transfer), 9 (New establishment), 98 (imputed) and 99 (provide information).

The enterprises from the forced inclusion database that present the novelties 3 (inactive) or 98 (imputed) and that in the matching moment with the current year (n) are not registered in the directory without novelty, are excluded. In that case, the reason why they are not recorded in the current year directory should be checked. The methodology defines that the enterprises removed from the data base are those that have presented Novelty 3 or 98 during 3 consecutive years.

Moreover, the enterprises that present the novelty 98 in the previous year and that in the current year present the novelty 41 (non located with high closing probability) should be taken into account. These cases should be carefully evaluated in order to determine whether or not they should be included into the EAC panel.

Current year (n): Once the forced enterprises from the previous year that entered to the panel are identified, these should be filtered for the current year by listing the enterprises that presented the following novelties: 3 (inactive), 8 (Out due to transfer), 98 (imputed) and 99 (provide information). Also, the forced enterprises that in the current year or in the release processing year presented both the novelty 9 (New establishment) and started operations in such year (Variable “IDAIO” = current year of processing) are added to the panel; in other words, the enterprises that are new in the trade sector. Remaining novelties are processed in the panel according to the table 3.

In order to create the current panel, it is necessary to identify the enterprises that presented the novelties 10 (Merged), 12 (Scission) or 13 (Absorption) for the current processing year, checking that the enterprises product of these merges, absorptions or scissions are providing information for the EAC for such year. In this case, if an enterprise that is not proving information is detected, it should be included in the panel, in current year list.

Do not enter:

- The enterprises imputed for three years, which for the year **n** are not taken into account for the EAC operation.
- The enterprises with novelty 19 (Wrong original codification) are excluded from the entire series.

Probabilistic inclusion enterprises

The information of probabilistic enterprises is taken from the universe of study each year. The panel processing should include the enterprises which recorded the novelties 3 (inactive), 8 (out due to transfer), 98 (imputed) and 99 (provide information) in the year, regardless whether or not these have reported information in the previous year. In other words, it is not required to carry out additional filter processes to select the probabilistic enterprises that enter the panel, considering that the novelties are adjusted with the expansion factors.

Table 3 Forced and probabilistic enterprises to be included in the panel – Novelties to be included

NOVELTY	Novelty in the starting year		Novelty in the final year		included in the starting year	included in the final year		
included in the panel according to their novelty	Inactive	3	liquidated	1				
			Change of sector	2				
			Inactive	3				
			Non located - closed	41				
			Merger	10				
			Scission	12				
			Absorption	13				
			Imputed	98				
			Provide information	99				
			not located - transfer	4				
	New establishment	9	liquidated	1	Yes	Yes		
			Inactive	3				
			Not located - closed	41				
			Liquidated – Partially	97				
			Imputed	98				
	new establishment	9	Change of sector	2	Yes	No		
			Merger	10				
			Scission	12				
	Provide information	99	Absorption	13				
	Merger	10	Provide information	99	No	Yes		
							Scission	12
	Not located - closed	41	Liquidated	1	Yes	Yes		

		non located - closed	41	
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Source : DANE Annual Economic Surveys

Step 3. To generate the files “Varcua” with the enterprises panel for each survey year, including forced and probabilistic enterprises.

A base for each year (n and n-1) is generated once the probabilistic inclusion enterprises have been identified, in the cases where a re-calculation of expansion factor is required and the base of the forced inclusion enterprises that shall be included in the panel is obtained.

Step 4. Output tables creation and analysis of results.

The verification of enterprises that enter to the panel is carried out through the generation of a summary table presented abellow:

A. Dynamic of forced enterprises novelties

Match between the previous year enterprises that will enter to the panel with their corresponding novelties, and the novelties that these present in the current year. Example Table 4

Table 4 Dynamic of forced enterprises novelties EAC n-1 year / n year - Example

2007 \ 2008		1	2	13	41	3	98	99	Out of the EAC	TOTAL 2007
		Liquidated	Change of sector	Merger Absorption	Non located Closed	Inactive	Imputed	Provide information	2008 panel by methodology	
3	Inactive					103		6	92	201
9	New establishment					2		71		73
98	Imputed					15	27	29	53	124
99	Provide Information	17	12	15	4	39	45	3461		3593
TOTAL 2008		17	12	15	4	159	72	3567	145	3991

Source: DANE – EAC 2007 – 2008 – “Varcua” file novelty field.

Once different filters for the enterprises are undertaken, the distribution tables of novelties for each survey period are created with the purpose of analysing the behavior of novelties by type of inclusion (forced, probabilistic) Table 5.

Table 5 Dynamic novelties – EAC enterprises panel – year n-1 / year n - Example.

NOVELTY	FORCED		PROBABILISTIC		TOTAL EXPANDED	
	2007	2008	2007	2008	2007	2008
3 Non operating	109	159	2.007	2.008	7.302	7.879
9 New establishments (Operating since 2008 and fusion)	73	7	144	177	73	
98 Imputed	71	72		2	9.742	2.913
99 Provides information	3.593	3.563	247	105	108.980	115.082
TOTAL	3.846	3.801	3.000	3.230	126.097	125.937
EXPANDS TO	3.846	3.801	3.391	3.514		

Source: DANE – EAC - Calculations

B. Generation of output tables and consistency analysis

Having checked the frequency and adjustments of novelties, the adjustment of activity etc, panel tables with the principal variables for the two research years are created, which are used as a base to calculate the annual variations. This behavior is checked with the MMCM variation trend, with the variation of released figures and with the sector context.

The main causes that generate certain differences between the released figures and the panel figures are:

- New enterprises (Novelty 9) which have an operating year different from the current year (year n).
- Enterprises that changed their activity. In this case, the published series should be re-processed with the purpose of correcting the information of such enterprises that changed their activity due to **a wrong directory classification**.
- Enterprises that changed the priority due to their behavior in sales and/or personnel in the year n.

In order to compare the information from EAC with the MMCM, two procedures are carried out:

Total comparison of EAC Panel with the released variations from MMCM

Variations generated from the EAC panel are analyzed in comparison with the current prices released in the MMCM, year to date from the processing year.

Comparison of forced inclusion enterprises from the EAC panel with the expanded information of enterprises in the MMCM

Given that the MMCM expands the EAC forced enterprises, it is necessary to take into account the following:

- To take both the expanded information for each year from MMCM and the information from EAC of forced inclusion enterprises which are entered in the panel each year.
- A special care should be taken with the enterprises engaged in vehicles and fuels market, considering that the maintenance and repair value must be discounted in the EAC.

In addition, it is necessary to compare the panel variations with both the figures to be released in the n year and with the figures released in n-1 or re processed, by generating files that explain the reasons why the differences between both exercises occur.

Consistency: comparing panel and non-panel variations

This is a basic check up applied on the analysis of the outputs from the panel at the moment of comparing the variations generated in the panel, with the variations calculated with the total of enterprises processed. It should be checked if the enterprises that enter as a result of both processes are the same and keep the same condition, considering that differences between the two variations should not occur. In the case some difference occurs, the enterprises that generate these differences must be detected either for:

- a. New enterprises (novelty 99) which enter processing stage and not the panel due to the fact that their operating year differs from the n year.
- b. Enterprises presenting a change in real activity for non panel variations in relation to panel variations, although the previous year figures haven't still been re-processed..
- c. Changes of priority which have not been standardized in both processes, for not having reprocessed the n-1 year figures.

In all the previously mentioned cases, it is important to detect the enterprises and generate the summary tables, calculating the weight of these enterprises in the principal variables of the n year, considering that such enterprises show differences between variations.

Table 6 EAC Field novelties

Table 6: Types of novelty	
TYPE OF NOVELTY	CODE
Liquidated	1
Change of activity	2
Inactive	3
Unlocated - non imputed	4
Unlocated - imputed (98)	4
Debt - non imputed	5
Debt - imputed (98)	5
Duplicated record	6
Exits due to transfer to another regional branch	7
Enters due to transfer to another regional branch	8
New establishment	9
Merger	10
Scission	12
Absorption	13
Dwelling with economic activity	18
Wrong original classification	19
Liquidated - Partial period of operations.	97
Imputed enterprises	98
Provides information	99

Source: DANE - EAC Novelties Manual

2.2.3 Design of instruments

A questionnaire was designed for the EAC with the required thematic contents, which shall be filled out by the management division of each enterprise included in the sample, with the assistance of a DANE employee, if required.

Review of the form’s structure is carried out annually by the EAC thematic and logistics self-filling out staff, with the purpose of determining the relevant adjustments according to the sector’s dynamic, underutilized information⁵ and newly released legislations.

The current form’s basic scheme corresponds to:

Header:

⁵ Information which is not provided by the respondent unit

	ANNUAL TRADE SURVEY METHODOLOGY “EAC”	CÓDE: TE-EAC-TEM-01 VERSIÓN: 03 PÁGE: 34 DATE: 26-08-11
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Contains control data such as sequence number, activity code, and record number (comes pre-filled out).

MODULE 1: Identification and general information: Module 1: Identification and general information.

This module includes:

Single Enterprise Cover (Caratula Única Empresarial): With the purpose of optimizing the information requests, data bases matching, and promoting a more efficient relationship among sources. DANE and the government entities in charge of recording and formalizing the creation of enterprises developed this single format, where data regarding the enterprise identification is requested. Such information contributes to both locating the respondent sources and the periodic updating of directories.

Information on the commercial activity performance and the enterprise organization during the survey year: Contains specific data concerning months in which the enterprise operates in the survey year, observations required when such period was shorter than 12 months, as well as the information about modifications made inside the enterprise organization.

In addition, the information of the enterprise’s legal representative and the person who filled out the questionnaire is requested.

Also, information on the sales area in square meters is requested, with the purpose of determining changes in the area structure dedicated to the display and trade of goods. Concessions, storage, offices, parking zones, cafeterias, restaurants, bathrooms and other service areas are not included.

Module 2 – Net incomes generated due to the trade of merchandise in the year.

In this module, merchandise groups are described, wholesale and retail sales percentage is investigated, and the sales value as well as the percentage of internet sales is recorded.

Also, sales incomes (in thousands of pesos), for the 33 merchandise groups, as well as the information from both operating net incomes and incomes from the services provision of repair and maintenance by the enterprise are requested, with the purpose of knowing these disaggregated headings.

Finally, the groups with the highest volume of sales as well as the causes of the sales variations are found in this chapter.

Module 3 – Personnel and remuneration

The information requested in this module corresponds to the number of employed persons, according to the type of contract and classified by gender. In the Line 5 from the module, the option “apprentices” is either requested.

Moreover, module 3 intends to obtain information on the remuneration, salaries and social benefits generated by the employed personnel, taking into account different types of contract.

Module 4- Costs and expenditures, inventories and assets

This module enables establishing the intermediate consumption value and the non operating expenditures shown in thousands of pesos.

Since the gathering of information performed in 2006, costs and expenditures generated by outsourcing activities have been included, with the purpose of measuring this new service contract method. Also, it is possible to find information about purchases and merchandise inventory(in relation with the net value from the purchase of merchandise carried out by enterprise during the year in order to perform its commercial activity). In this module, the total value of purchased merchandise is requested (in thousands of pesos), as well as the percentage corresponding the origin of merchandise (national or foreign). Likewise, inventories (initial and final) are identified for determining the enterprise’s stock value.

As far as the issues such as investment and fixed assets, information on the value of all physical goods with a useful life greater than one year, expansions, additions, transformations and improvements to extend the normal economic life or enhance the assets productivity and therefore, their value recorded in ledgers are either requested in this module.

Module 5 – Information by cities, other incomes and foreign trade

This module intends to gather information from the activity on a territorial level. The purpose is to collect information from those enterprises that have more than one local trade unit, located in the different cities of Colombia.

In addition, the information of incomes generated due to activities different from the commercial sector is investigated, bearing in mind the growing number of enterprises that develop additional activities, like the case of those that carry out productive, financial or real state activities.

Finally, the information that helps to determine whether the enterprise performs international transaction due to the purchase or sale of goods or services abroad is also required.

Module 6 Information and Communication Technologies (ICT)

This module was included in all structural economic surveys, with the purpose of gathering information which enables to measure the progress in the use of information and communication technologies for the three economic sectors (industry, trade and services). Both the design and the analysis of results are carried out based on the international standards in such a way that the released information is compatible with the information from other countries.

Observations

Finally, the physical form contains observation field , which can complement or clarify data provided by the enterprise; therefore, these are of great importance for the survey.

As the system performs a consistency check, observations are being added to the electronic form. In the same way, once previous modules have been already filled out, a new module that contains the consistency checkups that involves the variables located in these modules is activated. Finally, the web electronic form generates a report showing the enterprise’s main economic indicators, in which, the respondent source should provide the observations, when the variations in these indicators are relevant.

Starting from the 2007 EAC form, the section regarding depreciations was removed, since it was determined that filling out this part generates a waste in terms or collection, filling out and critique of the information. This current form inquires just the basic information.

2.2.4 Sampling design

Sampling framework

In order to create the EAC sampling framework, a list framework was created based on the files from the Chamber of Commerce, Confecamaras, EAC and Services research of 1994, and the results obtained in the Trade minisurvey carried out by DANE. The files provided from some associations and also the results obtained in the trade minisurvey carried out on July 1996 were included with the purpose of completing the framework and guaranteeing the needed coverage.

The files from the Chamber of Commerce and Confecamaras should be checked for updating the information, checking the economic establishments’ operating, address, phone number, name of the person in charge of providing information and fax number.

Moreover, the lists are filtered, by removing the duplicated records, checking the phone numbers and the addressees of some enterprises from the phone guide and specialized magazines to update data.

Type of sampling

Given the nature of economic units, a stratified probabilistic design of elements is defined. The universe is organized by strata, according to the enterprise’s principal economic activity, following the ISIC Rev. 3 A.C classification, thus forming 21 groups. Inside such strata, the economic units are classified by forced inclusion enterprises or probabilistic inclusion enterprises, according to the criteria previously mentioned.

Sampling size definition

The sample size inside the economic activity groups is defined as:

$$n(t) = N - \frac{(N_a - t)c^2 Y_a^2}{Y_a^2 + (N_a - t)S_{(N-t)}^2}$$

Where

$n(t)$ = Total sample Size

t = Number of forced inclusion elements

N_a = Strata Size (Activity)

C = Expected coefficient of variation

Y_a = Total of the variable incomes in each activity

$S^2_{[N-t]}$ = Variance of the variable income in each of the activity, excluding the t element in the forced inclusion stratum.

Procedure of estimation, estimators and expansion factors.

Given that the information obtained from this survey correspond to a sampling type, expansions and inferences should be carried out to determine the universe of study. The procedures for this are described below:

Expansion factors

This factor enables the expansion of sampling data in order to obtain the parameter estimation in the population. It is necessary to adjust the expansion factor according to the novelties found in the information, which are presented at the moment of gathering the estimation (liquidated enterprises, change of sector, inactive, unlocated, in debt, etc.).

Considering that this design is based on a simple stratified random sampling (E.S.T.M.A.S by its acronym in Spanish), the expansion factor is calculated as:

$$F_{ih} = \frac{N_h}{n_h}$$

Where F_{ih} = Expansion factor of unit i from the stratum $h=1,2,..,n_h$, $h=1,2,...,28$. This factor is equal for all the elements of the stratum h .

The expansion factor adjustment in the stratum h is given by:

$$F_{ajust} = F_h * \frac{UE_h}{UE_h - UENR}$$

Where:

F_{ih} = Expansion factor of the unit i of the stratum $h=1,2,\dots,nh, h=1,2,\dots,28$. This factor is equal for all the elements of the stratum h .

UE_h = Economic Units expected in the stratum h .

$UENR_h$ = Economic units that did not provide information in the stratum h .

Estimations

Estimation of a total

EAC was designed with the purpose of estimating totals from the variables of interest, and so analyzing the retail trade economic structure

The estimation of a total is defined as :

$$\hat{t} = \sum_{k=1}^{23} y * F_{ajustat_h}$$

Where:

Y = Variable of interest

$F_{ajustat_h}$ = Expansion factor adjusted in the stratum h , taking into account that this expansion factor is represented by the unit, only for Forced economic units.

Variance estimation

The variance of the total is given by:

$$V(t) = \sum_{h=1}^H N_h^2 \frac{1-f_h}{n_h} S_{y^d U_h}^2$$

Where:

$$f_h = \frac{n_h}{N_h}$$

Is the sampling fraction in the stratum h

$$S_{y^d U_h}^2 = \frac{1}{N_h - 1} \sum U_h (y_{dk} - \bar{y}^d u_h)^2$$

Is the variance of the variable y for the domain d in the stratum h

An unbiased estimator of the variance is:

$$\hat{V}(t) = \sum_{h=1}^H N_h^2 \frac{1-f_h}{n_h} S_{y^d m_h}^2$$

Where the sampling or estimated variance of the variable y for the domain d in the stratum h is:

$$S_{y^d m_h}^2 = \frac{1}{n_h - 1} \sum m_h (y_{dk} - \bar{y}^d m_h)^2$$

The sampling design was carried out in order to obtain high-precision estimations nationwide by economic activity, for the variables “income and employed personnel”. Any other disaggregation level or estimated parameter could lead to not necessarily high precision and thus, not reliable data.

Sampling errors

The estimations quality is measured through the variability magnitude of the indicator of interest in a probabilistic sampling. The lower the variability is, the higher the precision of the indicator estimation will be. This estimator variability is given as hard-handling units, for this reason, a relative measurement based on percentage values, denominated coefficient of variation or relative error of the estimator, is used.

The coefficient of variation is a standard indicator used for determining the precision of an estimator, which is defined as the quotient between the estimator's standard error and the estimator in percentage terms.

The estimated coefficient of variation is given by:

$$c\hat{v} = \frac{\sqrt{\hat{v}(\hat{t})}}{(\hat{t})} * 100$$

Where

$\sqrt{\hat{v}(\hat{t})}$: Square root of variance estimated from the total of variables of interest.
 (\hat{t}) : Total of variables of interest.

When the variability magnitude of the estimated parameters is very large, it loses its utility. In other words, the true value of the parameter in the universe can be in a wide-range interval, and therefore does not provide useful information.

The sample design is developed in order to obtain estimations with established precisions, according to the domains of study; therefore, any other disaggregation level or estimated parameter could lead to not necessarily high precision and thus, not reliable data.

Precision calculation of results

This is measured through the coefficient of variation or relative error of the estimator (cv), based on the standard deviation proportion (standard error) and the parameter estimation; in other words, the total of each of the variables of study.

3 STATISTICAL PRODUCTION

3.1 Preparatory activities

3.1.1 Awareness-raising

The awareness raising process is carried out through a notification given to the respondent sources, which consist of delivering a written communication comprising the survey's general aspects. Such written communication is specially addressed to the enterprises' general management division. As a complement of the data collection operative, the use of the data provided by the enterprise is notified to the employees with the purpose of raising awareness of businessmen about the importance of the information provided for the country and either the sector.

3.1.2 Training

The EAC research requires that the training process provides enough criteria to apply the Technical concepts of such survey.

As additional activity, training process is carried out, made up of the following steps:

- Continuous discussion meetings among EAC work groups, taking advantage of both the atypical cases that occur during the information collection operative and the knowledge of EAC employees about similar cases.
- Training courses taken at territorial branches.

In each of the DANE Territorial Directions, the EAC technical assistant is the person in charge of giving detailed instructions enabling:

- To know the research objectives, the survey's stages and data collection instruments.
- To obtain knowledge and handle well not only the questionnaires but also the manuals ; in particular, handle well of each one of the surveyed variables.
- To know the laws enabling DANE to request information and fine the sources which are not providing information. These include methodological standards that support the EAC research, and which the sources and the personnel who assess and critique the questionnaire should follow.
- To know thoroughly the critique manual as well as understand each of the instructions given, in such a way that the information inconsistencies can be easily detected.
- To understand the existing relationship between different form's chapters and the importance of carrying out consistency checkups proposed in the manuals.

- To analyze the most common situations that occur during the EAC process, implementing the experience acquired in previous surveys.
- To teach and train the personnel to advise the sources in the form’s filling out process, if needed.
- To train future personnel how to handle the cases when enterprises report any type of novelty on the field.

3.1.2.1 Training reinforcement

Finally, feedback courses are undertaken aiming:

- To clarify concepts and doubts.
- To detect gaps and deepen specific issues.
- To emphasize the critique and codification process.
- To show the collection process and teach on the software application handling.
- To give train on the analysis process immersed in the critique-filtering stage.

3.1.3 Selection of personnel

The personnel selection for the EAC operative is performed in each of DANE’s territorial divisions. Initially, resumes from all the candidates interested in developing field duties are gathered. Subsequently, it is necessary to determine whether the candidates fulfill minimum requirements according to the defined profile. Next, the introductory training takes place, where the survey’s general aspects are discussed. Final stage of the selection process is the selection test. The selected candidates are then contracted at territorial branches and auxiliary offices in order to carry out the notification, advisory, gathering, critique, filtering and capture activities.

The operative team of monitors is led by technical assistant at each of the territorial directions. In case of auxiliary offices, this role is given to the chief of the office, who is the direct responsible for the EAC operative. Monitoring team at auxiliary office is also supported by the assistance of the Coordinator.

3.2 Collection of information

3.2.1 Operational organization chart

The EAC research has an operational and administrative structure, which in general aspects comprises a set of basic activities⁶, ensuring the project development.

⁶ The EAC functional model shows the work teams’ interrelationships that work together

3.2.2 Operational scheme, method and processing for the collection process

3.2.2.1 To plan and coordinate

3.2.2.1.1 Survey preparation

- Technical assessment of the previous survey by the EAC technical staff.
- Study and analysis of reports, proposals and suggestions by the different work teams and users, in order to determine improvements which should be applied in the survey.
- Budget development and activities scheduling, carried out by the EAC technical staff.

3.2.2.1.2 Design and development of the questionnaire and manuals

- Updating and development of the EAC form.
- Updating and development of information filling out, critique and codification manuals.
- Adjustment of validation and consistency specifications in the information capture and processing system.

3.2.2.1.3 Beginning of the EAC operation

- Loading of the sources directory to be surveyed, in the EAC capture software application and pre filling out of the documents required for the process.
- Organization and sending of manuals, pre filled out material and minisurvey questionnaires to 9 territorial directions.

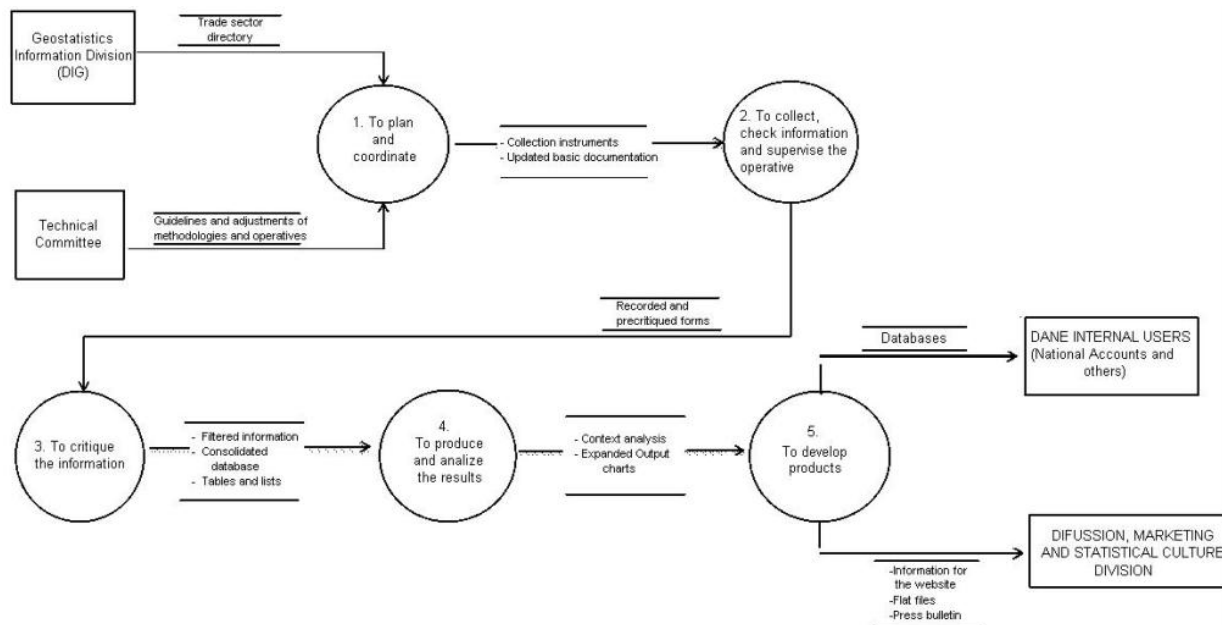
3.2.2.1.4 Opening of the survey operative through DANE’S website

Table 7. EAC basic activities

EXECUTIVE DIVISION	ACTIVITY
Economic thematic DIMPE	Project Coordination, contextualization and general Technical assistance
Directories	Maintenance and updating of the trade sector’s statistical directory
Self filling out and Records Logistics	EAC operative coordination, support and control
Territorial Directions (territorial branches and auxiliary offices)	Notification, collection, advisory to sources, pre critique, critique, codification and interactive filtering of questionnaires.
Self filling out and Records Logistics of Enterprises	Consolidation and filtering of information
LAR systems and Economic thematic.	Support to the EAC general processing of information
Sampling designs	To guarantee the maintenance and representativeness of the survey framework. To generate the expansion factors, calculate the coefficients of variation, and the figures processing
Economic thematic	Economic statistical analysis of both the context and the sector structure. Preparation of publications
Marketing and Editions	Edition and printing of the collection instruments and the EAC publications
Data Bank and Press	Distribution and releasing of results

Source: DANE

Diagram 1. EAC Level 0 diagram



3.2.2.2 Survey development process

3.2.2.2.1 DANE Central undertakes the following activities

- Permanent support to the operative staff at territorial branches.
- Development of weekly and quarterly monitoring reports.
- Generating warnings and suggesting alternative actions to improve the EAC performance.
- Carrying out the operative and methodological supervision during the EAC development at territorial branches.
- Rendering permanent supervision of the information quality.
- Reporting the most frequent errors to the EAC operative staff and sending the monitoring reports regarding these errors, for meetings at territorial branches and auxiliary offices.
- Supporting the EAC operative staff's training sessions at territorial branches and auxiliary offices.

3.2.2.2.1.2 Territorial directions and auxiliary offices are in charge out of performing the following activities:

- Developing the material preparation required by the EAC respondent sources.
- Notifying the respondent sources (enterprises) about the EAC project development.
- Gathering the material and the user / password data required for accessing the EAC capture software.
- Providing permanent advisory regarding the form's filling out process to the information sources.
- Guaranteeing the information consistency through the implementation of critique and filtering activities.
- Undertaking information codification.
- Carrying out the monitoring process of the enterprises assigned to territorial branches and auxiliary offices, which do not report the information requested by the survey due to different causes.
- Developing the results report.
- Establishing the visits required by the sources, which are derived by the inconsistencies found in the information reported by them.
- Carrying out both the coverage and advance controls in each of the different processes.
- Rendering all required actions intended to meet the scheduled deadlines.

3.2.2.2.2 Collection method

The EAC information collection is developed through the self filling out of information done by the sources, using the online capture software. During the information collection process, the operative staff from territorial branches and auxiliary offices supports the sources through activities namely:

- Visits carried out by the EAC monitor in charge of gathering of the enterprise's information operative. This assistance is rendered free of charges.
- Advisory to the enterprise's employee in charge of filling out the EAC form, in each one of the territorial branches.

3.2.2.2.3 Collection procedure

The collection procedure is has the following steps:

- Pre-critique of the form: Consists of the initial and agile review of data provided by the source. The monitor in charge of this process has the online capture software option, enabling him to consult the filled out information simultaneously as the source is performing such process. This option is only for consulting purposes and not for modifying the data provided.
- At this stage, the enterprise's identification data (Single Enterprise Cover /Caratula Única Empresarial) as well as the main matches among modules, carrying out the respective comparison with the previous year information, are confirmed.
- If inconsistencies are detected, these are reported to the source.
- Changes done by the sources are validated.

3.2.2.2.4 Critique and codification procedure.

The objective of this stage is to guarantee the information consistency, according with the parameters established in the EAC critique manual.

The critique and codification processes are in charge of:

- Validating the observations which justify the pre filled out information changes.
- Examining the checkups and completing the information omitted, as well as the missing justifications, before consulting the source.
- Checking the annual variations and consulting the enterprise in the cases when these are out of the range.
- Assigning the codes that were not pre filled out.

When initiating this process, the monitor shall consult the previous year form, enabling to establish a comparison and analyze both the annual variations and the source’s behavior in general.

The critique and codification process will be carried out in two consecutive phases, which will be implemented in the following order:

3.2.2.2.4.1 General critique and codification

Comprises the entire EAC form’s analysis and correction with the purpose of having verified by the information consistency by the monitor. In this stage, the guidelines established in the critique and codification manual shall be followed.

3.2.2.2.4.2 Critique and codification supervision

Comprises a strict quality control of the critique and codification process, by means of the EAC responsible at territorial branches and auxiliary offices.

The information from the previous year is taken into account for the critique and codification stage. Nowadays, the web application gives the possibility to consult all information gathered since 2007. With this data, the monitor can observe and compare behaviors or atypical variations, which are consulted, corrected or justified through the direct source’s consultation.

- The EAC critique manual contains the methodological norms and dispositions through which data consistency is established.
- The International Standard Industrial Classification (ISIC, Rev. 3 A.C.) is the nomenclature used to check the assigned codes and determine the codes corresponding to both new enterprises and the module of sales reported by the source.

3.2.2.2.4.2.1 Codification

On the WEB application, team of monitors should only codify the two most important merchandise groups traded by the enterprise, according to the ISIC Rev 3 A.C. and taking into account, the type of sales modality (wholesale and retail sale).

Due to the already existing tables conveying information to the system, the rest of the code fields are automatically assigned by the collection software, thus enabling automatic codification to be carried out during the filling-out-process.

3.3. Data transmission and processing

3.3.1 Data transmission to DANE Central

The capture and validation software developed in Java and the data bases developed in Oracle® enable both the simultaneous connection of all users of this software and at the same time, the information transmission in a real time.

3.3.2 Data processing

3.3.2.1 Verification of the internal consistency of data and adjustments

Once the information is filtered by the operative staff from territorial branches and auxiliary offices, the basic reports to carry out both the coverage control and the information consistency are generated, and the lists and reports are downloaded, in order to:

- Check and validate the changes regarding the type of legal organization, identification and location data, and the main groups of marketed merchandise as well as their coherence with the enterprise’s principal activity, in relation to the previous year.
- Analyze the variations behavior on the level of economic activity, as well as to identify both the enterprises that report the highest variations and their consistency among the different modules and the form’s observations.
- Verify that the checked enterprises are recorded with their principal observations inside the capture software.
- Verify that during each of the previously mentioned steps; data correction can be possible to carry out, always taking into account the respondent source’s participation, who is the person that really knows the enterprise’s behavior.
- Determine potential extreme values according to the conceptualization and define the importance and interrelation of variables, the analysis processes are applied, and exercises as well as the comparisons with the information from previous years, with other investigations and with the economic context of the country are carried out.

In addition, preliminary version of documents containing annual results are reviewed by the EAC coordinator, the Methodological and Statistical Production Division (DIMPE by its acronym in Spanish) and by the advisers from Direction and Deputy Direction.

Table 8. Classification of principal activities according to the ISIC (Divisions 50, 51 and 52)

No.	Code	Merchandise groups
1	501	Trade of motor vehicles
2	503	Trade of motor vehicle parts and accessories
3	504	Sale, maintenance and repair of motorcycles and related parts and accessories
4	505	Retail sale of automotive fuel, lubricants, additives and cleaning products
5	512	Wholesale of agricultural raw materials, live animals, food, beverages and tobacco
6	513	Wholesale of household goods
7	514	Wholesale of building materials, glass and plumbing equipment and materials
8	515	Wholesale of non-agricultural intermediate products, waste and scrap
9	516	Wholesale of machinery and equipment, except trade of motor vehicles
10	5211 - 5219	Retail sale in non-specialized stores, mainly of food (groceries in general), beverages and tobacco
11	522	Retail sale of food (groceries in general), beverages and tobacco in specialized stores
12	5231	Retail sale of pharmaceutical and medical goods, cosmetic and toilet articles, in specialized stores
13	5232	Retail sale of textiles in specialized stores
14	5233	Retail sale of clothing and accessories (including leather goods), in specialized stores
15	5234	Retail sale of all types of footwear, leather goods and leather substitutes, in specialized stores
16	5235-36-37	Retail sale of household appliances, house furniture and others, in specialized stores
17	5239	Retail sale of new products for domestic use n.e.c, in specialized stores
18	5241	Retail sale of construction materials, hardware, locksmithing and glass except paint, in specialized stores
19	5242	Retail sale of paint in specialized stores
20	5244	Retail sale of books, newspapers, stationery and desk accessories and paper goods, in specialized stores
21	5249	Retail sale of other new consumer products n.e.c in specialized stores

Source: DANE. ISIC Rev 3 A.C.

3.3.2.2 Imputation and/or coverage adjustments

One of the problems presented in the processes of statistical analysis is the lack of information, due to the fact that some of the enterprises are difficult to locate due to the change of address or simply because they refuse to provide any type of economic information.

These situations lead to missing information, thus increasing the variance error. For this reason, estimation methods for missing data should not be implemented.

This imputation methodology (missing data Methodology) is only applied for the 2% of data maximum, as one of the Logistics staff's duties corresponds to avoiding that the missing data exceed this margin, by carrying out the respective direct source consultations, in order to complete the information.

The imputation is done by using reliable auxiliary information taken from other sources such as: Supersociedades, Chamber of Commerce and the Unique Business Registry (Registro Unico Empresarial RUE), among other entities.

For the imputation of recordings with debt of information, either the data growth ratio in the series or the data variation explained in the imputation methodology from Andres Lozano, titled Estimation of Novelties in debt status (Estimacion de novedades en estado de deuda) can be used, which is defined as follows:

$$\text{Variación} = \frac{X_t}{X_{t-1}} \quad \text{Variation} = \frac{X_t}{X_{t-1}}$$

Where:

X_t = Data in the t period

X_{t-1} = Data in the previous period $t-1$

Consequently, the variation with the missing data in relation with the previous data period will be estimated first, taking into account the historical behavior from the variation series in each enterprise. Therefore, the missing data will be generated from this estimation.

The variation of the imputed data is obtained in terms of the average historical variation in both the enterprise and the activity.

$$\text{Vart} = \beta_1 \text{Vac} + \beta_2 \text{Vem}$$

Where

Vart = Variation that is imputed in the t period.

Vac = Average historical variation inside the activity.

Vem = Average historical variation by enterprise.

β_i = for $i=1,2$ are weighting coefficients.

Whose total should be equal to one, in order to have convergence in the imputation.

The model describes the variation imputation of the missing data as a weighted average of data variations in both the establishment and the activity, where the β_i corresponds to the weighted coefficient of variance.

3.3.2.3 Generation of output tables

The EAC output tables are a result of the work done by each of the EAC staff teams involved in the process. Generation of the output tables starts with the microdata consistency in the capture and critique processes, subsequently, the revision and analysis is carried out to start the production of consolidated tables. Finally, the output tables required to release the figures are generated and analyzed.

The information typed in the online capture software by the sources is then critiqued (analyzed) and filtered through the same software by the EAC operative staff at territorial branches and auxiliary offices. Then, the consistency is checked and the files relevant for the generation of output tables, required for the analysis and dissemination of results, are produced at DANE Central. The information is released to users in Microsoft Excel® format, in order to facilitate the access and use.

3.4 Quality control methods and mechanisms

3.4.1 Rules to validate consistency

The development of the EAC capture software is based on the application of validation and consistency specifications. The validation specifications refer to the characteristics that data captured in each of the form's fields must have; namely: Type of characters (numeric, alphanumeric or character), the length and the possible variables.

The consistency specifications contain the checkups required to carry out the capture and critique of information. Its basic content corresponds to: Variable name and /or identification, the condition this variable shall fulfill, the message that the application should show and the type of error (Justify and correct the information).

The existence of these specifications, at the moment of the data capture process, is the first

quality control which is applied to all information provided by the sources.

3.4.2 Control instruments for supervision

The Annual Trade Survey relies on a system of information which integrates both the operative control and updating in a real time. Therefore, it enables the monitoring of the assigned activities and enterprises to each of the users.

Since the moment in which the EAC collection operative is started, the persons in charge of this project at territorial branches and auxiliary offices carry out the enterprises' assignment, as well as monitor the state of each of the forms assigned to the work staff. These states correspond to: Notified, under source's typing or monitor's typing, sent to DANE by the source, under critique, critiqued, filtered, possible novelties, and checked novelties. The EAC reports' consultation can be done by monitor, by territorial branch or auxiliary office, and by territorial direction.

Moreover, the EAC counts with a series of reports, enabling to develop the quality consistency of some fields in the form. These lists are generated by territorial branch or auxiliary office or national total.

3.4.3. Indicators for the quality control of the EAC processes.

Critique quality index: This indicator is the result of monitoring the quality of the critique process. In order to obtain this index, grading on previously scheduled dates during the EAC operative at territorial branches and auxiliary offices is . The person in charge of grading is also responsible for the survey in each territorial branch or auxiliary office.

The EAC capture software counts with a module through which, the random selection of 3% of the critiqued forms in the closing date of this process is carried out. A 95% of reliability and a sample error of 2% are obtained from this sample.

The EAC responsible in each territorial branch or auxiliary office carries out an exhaustive revision of the critique process. After this step, the person in charge evaluates the process by writing a report similar to the variation tab⁷, where the codification Zero (0) corresponds to “Approved” and One (1) to “Not approved”.

The indicator total is the result of multiplying the weight of each variable with the value of approval or disapproval. . The critique indicator result corresponds to the difference between 100 and the enterprise's quality indicator.

⁷ Report released by the capture software in which variations in relation the last year are shown.

Once the grading of the assigned enterprises is finished, the capture software calculates the closing quality indicator, by means of the arithmetic average of the scores of each of the graded forms. The indicator results can be consulted by monitor, closing date and territorial branch.

Formulas to calculate the indicator

Critique quality index by Territorial Direction. (IC)

- $(I)_i$ = Score for the i-th form⁸ checked. /
- n = Number of checked enterprises

$$IC = \frac{\sum_{i=1}^n (I)_i}{n}$$

Therefore, the quality indicator (IC) for the Territorial Direction is calculated as the average of the graded forms' indicators.

Reliability indicator (ICFA): Simple average of all indicators of the EAC chain processes which enable to produce the research results; as the ones calculated at Territorial Directions as the ones calculated at DANE Central.

The calculation method for the ICFA index corresponds to:

$$ICFA = (TRF + INIC + IDCL + IDCC) / 4$$

Where:

TRF = Response or coverage rate.

INIC = Non central imputation index.

IDCL = Local quality index (applies in each virtual closing carried out by territorial branches and auxiliary offices).

IDCC = Central quality index.

Response rate per source (TRF):

⁸ Last questionnaire from the 13% of the sample selected.

This is the number of collected enterprises including: The enterprises that provide information and the checked novelties, different from the enterprises with debt of information (Novelty 5); divided into the total of enterprises sent to field.

$$\%TRF = [(TD-FD) / TD] * 100 \%$$

TD = Total from the directory of enterprises to be surveyed.

FD = Sources with debt of information.

This rate Intends to find the coverage rate in terms of the surveyed sources, against the number of effective sources.

Non central imputation index (INIC)

Intends to determine the Non imputation level which the EAC is subjected to. Its mathematic expression corresponds to:

$$INIC = (TD - FNC) / TD * 100\%$$

Where:

TD = Total of the directory or expected sources to be surveyed

FNC = Non coverage sources (Total sources with information imputed because of debt)

Local quality index (IDCL)

This indicator enables the filtering of information generated by the Territorial Directions in the critique stage. Its purpose is to verify the quality of information.

For the EAC purposes, the IDCL will be assimilated to the critique quality index calculated at Territorial Directions (ICC).

$$IDCL = ICC$$

This index determines the quality level both of the critique process and the EAC information analysis

Central quality index (IDCC)

The quality indicator is the result of the sum of errors and omissions detected on the central level. Its corresponding mathematic expression is:

$$\text{IDCC} = [(\text{ES} - \text{PNC}) / \text{ES}] * 100\%$$

Where

ES = Expected enterprises (Number of enterprises in the directory minus the imputed enterprises)

PNC = Non-approved product: Enterprises that were subject of information adjustments at DANE Central.

It determines the quality level of the EAC production process, in order to establish the grade in which the non approved product affects their results. In addition, since 2010, the Non-Approved Product Treatment (TPNC) indicator is generated, which is a quotient between the number of enterprises that were subject of information adjustments at DANE Central and the number of expected enterprises.

$$\text{TPNC} = (\text{PNC} / \text{ES}) * 100$$

This indicator intends to measure the level of productivity and noncompliance of requirements in the product, according to the production volume in a specific period of time.

4. RESULTS ANALYSIS AND DISCUSSION

4.1 Statistical analysis

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Once the information is gathered at DANE Central, statistical analysis of databases is carried out, to confirm their validity and consistency. Having concluded this stage, both the economic and structure analysis to the consolidated information are initiated. This process consists of the following the stages :

- Estimation of establishments in debt.
- Consistency checking
- Required inconsistency corrections
- Calculation of expansion factors for probabilistic inclusion enterprises
- Calculation of personnel and production scales
- Analysis of information on general variables at the level of groups
- Analysis of the evolution and development of the domestic sectoral structure, at the level of groups.
- Comparison of results in relation to other survey investigations.
- Selection of the data that will feed the output tables.
- Preparation of documents in order to release the information.
- Observation of indicators per study domains, for averages and variances.
- Analysis of the population structure based on the distribution of frequencies and t detection of atypical values.
- Awareness-raising analysis for statistical processes such as the imputation process.

Coherence analysis

In order to develop the macroeconomic analysis, the Economic Thematic staff checks the following aspects: The coefficient of variation (cv) ranges, the variation among principal variables, the participation of both variables and technical coefficients, as well as the consistency with the historical results. When atypical behaviors are found, a revision by the Self Filling out and Records Logistics staff (Logística de Autodiligencimiento y Registros LAR) is requested, which determines the need for adjustments or justifications for the previously given data. Once the revision is concluded, the output tables are generated.

Analysis of produced statistics

The progress report presents in general terms the behavior of: The wholesale and retail trade, the trade of automotive vehicles, fuels and lubricants, the number of surveyed enterprises, and the principal variables observed by the EAC. These variables correspond to: sales and sales cost, job and remuneration, gross production, intermediate consumption, value added and productivity.

4.2 Context analysis

In order to analyze the economy behavior for the EAC study period, a technical document is annually developed in which, the behavior of principal variables is analyzed. In such analysis, the information generated by the following aspects is processed:

- Other investigations performed by DANE
- Educational institutes that carry out investigations related with this issue.
- Government entities
- International organizations, entities, etc.

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5. DISSEMINATION

5.1 Data repository management

Since the EAC 2008, data collection is performed through a web application, enabling to carry out the capture, critique, consolidation and analysis of information; therefore, there is no need for the territorial branches and auxiliary offices to send information to DANE Central, since the data inputted by both the source and the EAC field personnel is stored in a unique database, developed in ORACLE® platform, and stored in a server located in the DANE Central facilities.

The Self filling out and Records Logistics Staff (LAR by its acronym in Spanish) generates the reports on information from the web database, gathering the files required for: Consolidating and analyzing the information, as well as monitoring both the EAC operative and the flat files to be brought to the other staffs involved.

The web application has controls not only for the system access (usernames and passwords), but also for technical specifications for the access of information, taking into account each of the EAC user profiles (coordinator, logistic, critique staff etc).Furthermore, it has checkups and validations which take care of the information quality.

Once the LAR staff has finished their processes, they give both the tables and the tabulated data required for the final processing phase to the other staffs involved in the data processing stage. In this phase, both teams Sampling Design (DM) and Economic Thematic (TE), carry out their corresponding data processing, out of the web application supported by the specialized software *Statistical Analysis System (SAS) version 9.2 and Enterprise*.

The releases of information resulted from the intermediate information processing procedures are stored in the computers of each of the EAC technical staff integrants, according to their profiles, as well as in servers provided by the IT area to generate the backup of basic information.

The final information releases are provided, stored and disseminated by DANE’S Marketing and Statistical Diffusion Division.

5.2 Dissemination products and instruments

Output tables are presented in the EAC as dissemination products (Annex B):

- Summary of the principal variables, according to the commercial activity
- Scale of personnel

- Scale of sales.
- Legal organization

In all cases, information is published as national total. The results from this research can be consulted through DANE`s data bank and the website.

DANE has the following publications intended to present:

- Press bulletin, since 1996 to the present date, with their respective annexes
- Website (www.dane.gov.co – updated principal variables)
- Reprocessed series years 2003 - 2005

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6. RELATED DOCUMENTATION

The following documents and forms were designed for the Annual Trade Survey.

6.1 Thematic design

EAC Thematic Design Methodology: Describes the EAC methodological process. It shows the procedures regarding the production, analysis and dissemination as well as their sub processes. This methodology is the result of the compilation of existing publications and the knowledge of persons directly involved in the survey.

EAC Methodological Card: Presents a summary on the descriptive and methodological aspects relevant for the EAC research. This is available to the public on the DANE’s website

Validation and Consistency Specifications: Gives the basic technical specifications for the capture application design applied in the EAC research.

Output Tables’ Specifications: This document comprises the requirements for the development of the EAC output tables. These specifications summarize the information gathered in the capture process and present the aggregates for each variable. Moreover, these help to prepare the information which will be presented to the public in the press bulletin.

6.2 Critique, codification, capture and system manuals

EAC Filling out Manual: Contains the basic guidelines for the filling out of the EAC form.

EAC Critique and Codification Manual: This document contains the standards to be followed for a correct critique and codification of the EAC. In this manual, the standards for the correct completion of the form` out and for the development of the first filtering of the information revision are found, applying the consistency and validation specifications established so that in the end, it is possible to count rely on a consistent, coherent and consolidated database. This is available in the processes documentary system on the DANE’S intranet.

EAC Novelties Handling Manual: In order to unify the criteria in terms of the handling of novelties and the updating of frameworks and directories, teams from economic investigations together with sampling designs have carried out a study of cases, which are presented with certain frequency during the forms` distribution and collection in the surveyed statistical units. These are contemplated and codified in this manual.

EAC Single Cover filling out manual: Contains basic guidelines on how to fill out the Unique

Cover (see annex A)

EAC Installation Manual: This manual presents the instructions on how to install the capture software which is applied in both the field process and the information analysis and filtering process.

EAC 2004 System Manual: Its objective is to give technical knowledge on the functioning of the EAC information system. It contains the description of tables, screens, indices, etc., in order to be used as reference and support for adjustments, modifications and maintenance. The manual should be updated to the extent that both new tables are included or change the relation of the study variables.

Manual for the assignment of commercial activity: Presents the basic conceptual elements that contextualize and sustain the standards for a precise determination of the commercial activity carried out by the surveyed statistical units. In this document, the methodology for the assignment of the economic activity, as well as examples for the correct assignment of the ISIC 4 digits code are included, taking into account the type of merchandise mainly traded by enterprises.

6.3 Methodology for the design of indicators

Guide to obtain the Quality Indicators at territorial branches and auxiliary offices: It contains the guidelines to calculate the quality indicators.

Guide to obtain the Reliability Indicator: Presents the steps and the technical characteristics suitable for the reliability indicator calculation.

6.4 IT methodological documents

Systems Specifications: Presents the technological platform used for the electronic processing and systematization of information and the processes involved the EAC

Systems Design Methodology: Contains basic definitions, the capture and processing systems' scope, the areas involved in the project and the capture menu.

6.5 Methodology and specification of the statistical design

Sampling design methodology: Presents the type of design to be used, the sample selection procedure, the calculation formulas for the expansion factors, the estimation methodology, the calculation of sampling errors, the treatment of novelties and the updating of the framework and the sample.

Novelties imputation specifications: Contains the conceptual framework and the general methodology for the missing data imputation.

Estimation and variance specifications: Contains information related with the parameters to be estimated, study domains and the type of estimations performed in the EAC.

6.6 Functional Model

Development of processes: Present different diagrams designed for the EAC processes known as: Functional hierarchical diagram, context diagram, level 0 diagram, level 1 diagram.

Functional model: Presents the scheme of each of the processes, the division in charge of these and the products obtained as a result of the EAC production chain.

6.7 Procedures

Procedure to produce and analyze results: The main objective of this procedure is to provide general vision of the production and analysis of the EAC results, which is performed by means of the consolidation, validation, filtering, revision and analysis of EAC information.

Procedure to plan and coordinate: Its objective is to plan and coordinate different methodological and operational activities carried out in both DANE Central and Territorial Directions to obtain an optimal development and functioning in the EAC, taking into account the dynamic shown in the economic sector; especially in the services sector. This procedure intends that this investigation effectively meets the needs for information.

Procedure to create products: It specifies the process to be carried out in order to obtain different products through which dissemination of the results obtained by the EAC can be done.

Procedure for the thematic analysis and the press bulletin generation: Provides a general vision on the analysis and generation of the EAC press bulletin.

Context analysis procedure: Its objective is to provide the guidelines for contextualizing the Annual Trade Survey results, taking into account economic, political, social and other conditions, from the national and international economy.

GLOSSARY

Apprenticeship contract: According to the Labor Law, this is a special type of contract whose purpose is to provide a natural person (apprentice- student) with training in a legal entity, supported by an enterprise (Natural or legal employer).

Codification: Assignment of alphanumeric symbols to identify different classification categories. For the Annual Trade Survey, a four digits classification is used, where each of the digits corresponds to: Section, division, group and class respectively.

Commercial enterprise: Corresponds to the statistical unit which all data requested by the trade sector investigations is referred to. Commercial enterprise defined as any economic unit or combination of economic units, owned or managed, under a single legal denomination. This covers and controls directly or indirectly all the functions and activities required for the development and performance of the economic purpose for which it was created.

Operatively, it is defined as “the combination of activities and resources performed independently by an enterprise or by part of an enterprise, for the re-sale process (sale without transformation) of the most possible homogeneous group of new or used goods in an emplacement, or from an emplacement or a geographical zone. Independent records on purchases and sales of merchandise, costs and expenditures, remunerations, employed personnel, fixed assets investments and other physical resources used in the marketing process and in auxiliary or complementary activities are carried out. Auxiliary activities are defined as those that provide services to the enterprise and are taken as part of its duties and resources.

Classification: Group of objects in homogeneous sets, according to both pre established criteria and the use that the classification will have. The formed sets: are exhaustive, cover the total elements in the universe, are mutually exclusive, and one object from these corresponds to one and only one same level category.

Directory: Electronic file containing: ID (NIT “Tax Identification Number”, trade name, corporate name), geographical location (department, municipality, address, telephone number, e-mail), other additional variables (economic activity, sales, employed personnel) and economic establishments (industrial, commercial or services) that DANE registered through different media: Confecámaras, surveys, mini-surveys, data collection by telephone, guilds directories, magazines, etc.

Economic entity’s principal activity: Defined as the activity that contributes most to the value added of the entity or the activity whose value added exceeds that of any other activity in the entity. The products resulting from the principal activity are known as principal or associated products.

Emplacement: Physical place or a group of non-adjacent places that belong to an enterprise, in a geographical area.

Employed personnel: Corresponds to the average of the personnel employed (men and women) contracted directly by the enterprise or by means of employment agencies. Proprietors, partners and relatives without fixed remuneration, door to door salesmen and commissioners who are not part of the enterprise are excluded from this category. The EAC requests this type information, bearing in mind the type of contract as follows:

1. Proprietors, partners and relatives without remuneration.
2. Permanently employed personnel.
3. Temporary personnel hired directly by the enterprise.
4. Temporary personnel hired through employment agencies.

Employer’s contributions: Payments not classified as wages and salaries made by the establishment during the month. This value corresponds to the employer’s obligation in term of the social security and compensation funds.

Establishment: Enterprise or part of an enterprise dedicated exclusively to one type of economic activity in an emplacement, from an emplacement or within a geographical zone, performing its activity independently. As an observation statistical unit, data from these enterprises exist or can be gathered with some accuracy in order to calculate the production and their costs.

Estimation: Procedure whereby, from a sample selected by a probabilistic procedure and using statistical techniques, the information on the population from which the sample was taken, is obtained.

Imputation: Statistical process used to assign any value to the variables of records that have incomplete information in the applied surveys and was not possible to obtain it directly from respondent sources. This procedure is applied in few cases, inferior to 2% and taking into account the specific methodologies for each case.

ISIC Rev. 3 A.C.: International Standard Industrial Classification of All Economic Activities, revision 3, adapted to Colombia.

ISIC Rev 3 A.C. activity: This classification is in charge of establishing a structure within which, the economic statistics from different country's production sectors should be presented. The term activity used in this context refers to a production process; in other words, to the combination of actions that lead to obtain a given set of goods or services.

ISIC Rev 3 Activity / Division 50⁹: This division includes the wholesale and retail trade of motor vehicles, motorbikes, new or second hand motor snowmobiles, as well as their maintenance and repair, the sale of parts, pieces (car parts), and accessories (luxuries) for motor vehicles, the activities of commission agents involved in the sale of the vehicles, washing, polishing and towing of vehicles, etc.

Also included is the retail sale of automotive fuel and lubricating or cooling products.

ISIC Rev 3 Activity / Division 51¹⁰: This division includes the re-sale (sale without transformation) of new and used goods to retailers, to industrial, commercial, institutional or professional users; or to other wholesalers; or acting as agents or brokers in buying merchandise for, or selling merchandise to, such persons or companies. The principal types of businesses included are merchant wholesalers, i.e. wholesalers who take title to the goods they sell, such as wholesale merchants or jobbers, industrial distributors, exporters, importers, terminal elevators, and co-operative buying associations, sales branches and sales offices (but not retail stores) which are maintained by manufacturing or mining units apart from their plants or mines for the purpose of marketing their products and which do not merely take orders to be filled by direct shipments from the plants or mines. Also included are merchandise and commodity brokers, commission merchants and agents and assemblers, buyers and co-operative associations engaged in the marketing of farm products.

Wholesalers frequently physically assemble sort and grade goods in large lots, break bulk, re-pack, redistribute in smaller lots, e.g. pharmaceuticals; store, refrigerate, deliver and install goods, engage in sales promotion for their customers and label design.

ISIC Rev 3 Activity / Division 52¹¹: This division includes the re-sale (sale without transformation) of new and used goods to the general public for personal or household consumption or utilization, by shops, department stores, stalls, mail-order houses, hawkers and peddlers, consumer co-operatives, auction houses, etc. Most retailers take title to the goods they sell, but some act as agents for a principal and sell either on consignment or on a commission basis.

⁹ Taken from the ISIC Rev 3. / code 50 definition established in the United Nations Statistics Division.

¹⁰ Ibid

¹¹ Ibid

Establishments generally engaged in selling displayed merchandise to public, products such as typewriters, stationery, paint or lumber, are classified in this division though these sales may not be for personal or household consumption or use only.

The goods sold in this division are for obvious reasons limited to so called consumer goods. Accordingly, examples of goods which do not usually fall under the retail trade include cereal grains, ores, crude petroleum, industrial chemicals, iron and steel and industrial machinery and equipment.

In some instances some processing of the goods may be involved, but this should be only incidental to selling.

Repair and installation of personal and household goods are also included in this division, combination with or without relation with the retail sale.

The establishments included in this division are classified as specialized and non- specialized.

Non specialized establishments: Those which trade with a heterogenous range of merchandise, corresponding to the classes described in the ISIC Rev 3 adapted to Colombia.

Novelties: Novelties are states reported by the economic units during the information collection process, which can affect the estimations of parameters. Handling novelties should be taken into account at two points: In the procedure of estimations (continuously) and in the procedure of the sample maintenance.

Probabilistic sample: It is part of the universe, obtained by random selection, using a sampling design $p(.)$, which guarantees that each and every of the elements has a known probability, greater than zero, that they will be included in the sample.

The objective of a sample selection is to determine and collect information about the unknown characteristics of the population, such as: frequencies of occurrence of an event, averages, totals, proportions, etc.

Reference year: Period of time in which the information is expected to be collected. It refers to the year surveyed.

Respondent unit: The respondent unit is the commercial enterprise, defined as "the economic unit which under a single legal denomination, in one or more establishments, covers and controls directly or indirectly the set of activities and proper resources required for the development of the economic purpose or social object for which it was created".

Retail Trade: Defined as the re-sale economic activity (purchase and sale without transformation) of new or used products to the public in general, destined for personal or household use.

Sales: The exchange of goods or services for a monetary value established according to the characteristics of those. For the EAC, total sales by commercial group done by the establishments during the year without taking into account the terms and the form of payment (credit / in cash / check or credit card), and without including indirect taxes (VAT and consumption) are investigated.

Sample: Population`s subgroup whose objective is to observe some characteristics in the units from such population.

Sample addition: Referred to the statistical units selected after the initial selection, by means of a probabilistic selection method used for keeping the accuracy levels required for the original sample.

Sampling framework: Directory`s subgroup from which, the records of the establishments of interest for a specific investigation are extracted. These records form the universe of study. For the Annual Trade Survey, the sampling framework is comprised by the enterprises dedicated to trade, located nationwide.

Sample Maintenance: Procedure that carries out a periodic revision of both the coefficients of variation in the parameters estimated and the sample loss for thus keeping the accuracy of the estimations which are provided in a research. According to the magnitude of these indicators, the corrections required to perform this maintenance are carried out, amongst others, the sample addition.

Single Enterprise Cover: The Single Enterprise Cover (Caratula Única Empresarial) established by means of the resolution No 243 of 2002 from the National Administrative Department of Statistics DANE enables the single identification of Colombian enterprises through a standard instrument of information collection.

Social benefits: Mandatory and/or voluntary remunerations different from wages and salaries, paid by the employer to the employees during the month. These include employer`s contributions to social security and/or compensation funds, legal and extralegal premiums; vacation pay; family, food, and transportation allowances; medical assistance and funeral expenses; travel allowances and occasional commissions; life and risk insurance paid directly by the enterprise; compensation for occupational illness and work dismissal; housing assistance; severance pay; scholarships to children of workers and other scholarships in favor of the employee.

Payments to pensioners and fees paid in exchange for professional services are excluded.

Specialized establishments: Those trading with only one or mainly one homogeneous class of merchandise, corresponding to the classes described in the ISIC Rev 3 adapted to Colombia.

Trade: For the economic investigations carried out by DANE, trade is defined as the “re-sale (sale without transformation) of new or used products. It can be retail or wholesale. Includes agents, traders, auctioneers and commissioners whose task is the sale and purchase of goods for themselves or on behalf of a third party”.

Varcua: Variables for tables.

Wages and salaries: Fixed or standard remuneration an employee receives during the month, in cash or kind, in return for work, excluding deductions such as withholding income tax, social security, and deductions from employee funds, cooperatives and the like.

Wholesale trade: Re-sale economic activity (sale without transformation) of new and used goods to retailers, to industrial, commercial, institutional or professional users; or to other wholesalers; or acting as agents or brokers in buying merchandise for, or selling merchandise to, such persons or companies.

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ANNEXES

Annex A. EAC Data collection form (2010)¹²

ENCUESTA ANUAL DE COMERCIO –EAC– 2010
MÓDULO 1. IDENTIFICACIÓN Y DATOS GENERALES

CARÁTULA ÚNICA EMPRESARIAL

Numeral 1. Identificación

USO EXCLUSIVO DEL DANE	NIT <input type="text" value="1"/> <input type="text" value="1"/>	C.C. <input type="text" value="2"/> <input type="text" value="2"/>	C.E. <input type="text" value="3"/> <input type="text" value="3"/>	Registro mercantil/entidades sin ánimo de lucro/de proponentes Inscripción/matricula <input type="text" value="1"/> <input type="text" value="1"/>	Renovación <input type="text" value="2"/> <input type="text" value="2"/>
	Núm. _____	D.V. _____	Cámara <input type="text" value="1"/> <input type="text" value="1"/>	Matricula/registro _____	

Reporte cualquier cambio que se produzca en los datos prediligenciados

Numeral 2. Ubicación y datos generales

1. Razón social de la empresa: _____ LGGR

2. Nombre comercial: _____ 3. Sigla: _____

4. Domicilio principal o dirección de la gerencia: _____

5. Municipio: 6. Departamento:

7. Teléfono: _____ 8. Fax: _____

9. Correo electrónico: _____ 10. Página web: _____

11. Dirección para notificación: _____ LGPN

12. Municipio: 13. Departamento:

14. Teléfono: _____ 15. Fax: _____

16. Correo electrónico: _____

Numeral 3. Tipo de organización

Sociedad colectiva <input type="text" value="01"/> <input type="text" value="01"/>	Sociedad en comandita simple <input type="text" value="02"/> <input type="text" value="02"/>	Sociedad en comandita por acciones <input type="text" value="03"/> <input type="text" value="03"/>	Sociedad limitada <input type="text" value="04"/> <input type="text" value="04"/>
Sociedad anónima <input type="text" value="05"/> <input type="text" value="05"/>	Sociedad de economía mixta <input type="text" value="06"/> <input type="text" value="06"/>	Sucursal de sociedad extranjera <input type="text" value="07"/> <input type="text" value="07"/>	Empresa industrial y comercial del Estado <input type="text" value="08"/> <input type="text" value="08"/>
Empresa unipersonal <input type="text" value="09"/> <input type="text" value="09"/>	Sociedad de hecho <input type="text" value="10"/> <input type="text" value="10"/>	Persona natural <input type="text" value="11"/> <input type="text" value="11"/>	
Organizaciones de economía solidaria <input type="text" value="12"/> <input type="text" value="12"/>	Cooperativa <input type="text" value="12.1"/> <input type="text" value="12.1"/>	Precooperativa <input type="text" value="12.2"/> <input type="text" value="12.2"/>	Inst. auxiliares de economía solidaria <input type="text" value="12.3"/> <input type="text" value="12.3"/>
	Empresas de servicios en forma administración pública cooperativa <input type="text" value="12.4"/> <input type="text" value="12.4"/>	Fondo de empleados <input type="text" value="12.5"/> <input type="text" value="12.5"/>	Cooperativa de trabajo asociado <input type="text" value="12.6"/> <input type="text" value="12.6"/>
	Asociación mutual <input type="text" value="12.7"/> <input type="text" value="12.7"/>	Empresa solidaria de salud <input type="text" value="12.8"/> <input type="text" value="12.8"/>	Empresa comunitaria <input type="text" value="12.9"/> <input type="text" value="12.9"/>
	Federación y confederación <input type="text" value="12.10"/> <input type="text" value="12.10"/>	Empresa asociativa de trabajo <input type="text" value="12.11"/> <input type="text" value="12.11"/>	
Entidades sin ánimo de lucro <input type="text" value="13"/> <input type="text" value="13"/>	¿Cuál? _____	Sociedad por acciones simplificada <input type="text" value="14"/> <input type="text" value="14"/>	
Otro <input type="text" value="99"/> <input type="text" value="99"/>	¿Cuál? _____		

Numeral 4. Fecha de constitución

Desde

Hasta

Numeral 5. Composición de capital social

1. Nacional <input type="text" value="1"/> <input type="text" value="1"/>	1.1 Público <input type="text" value="1"/> <input type="text" value="1"/> %	2. Extranjero <input type="text" value="2"/> <input type="text" value="2"/>	2.1 Público <input type="text" value="1"/> <input type="text" value="1"/> %
<input type="text" value="1"/> <input type="text" value="1"/> %	1.2 Privado <input type="text" value="1"/> <input type="text" value="1"/> %	<input type="text" value="2"/> <input type="text" value="2"/> %	2.2 Privado <input type="text" value="1"/> <input type="text" value="1"/> %

Numeral 6. Estado actual de la empresa

Activa <input type="text" value="01"/> <input type="text" value="01"/>	Etapa preoperativa <input type="text" value="02"/> <input type="text" value="02"/>	En concordato <input type="text" value="03"/> <input type="text" value="03"/>
Intervenida <input type="text" value="04"/> <input type="text" value="04"/>	En liquidación <input type="text" value="05"/> <input type="text" value="05"/>	Acuerdo de reestructuración <input type="text" value="06"/> <input type="text" value="06"/>
Otro <input type="text" value="07"/> <input type="text" value="07"/>	¿Cuál? _____	

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¹² Form applied during the EAC operative 2011. The information corresponds to 2010 year.

Continues

Numeral 7. Número de establecimientos que conforman la empresa, de acuerdo con la actividad económica que desarrollan _____

1. Agropecuarios _____	5. Construcción y obras civiles _____	9. Comunicación y correo _____
2. Mineros _____	6. Comerciales _____	10. Financieros, seguros e inmobiliarios _____
3. Manufactureros _____	7. Restaurantes y hoteles _____	11. Servicios comunales _____
4. Servicios públicos _____	8. Transporte y almacenamiento _____	12. Unidades auxiliares* _____

*Establecimientos independientes de aquellos en los que se desarrollan las actividades principales o secundarias de la empresa, destinados a apoyar dichas actividades como: bodegas, gerencia general, etc.

Numeral 8. Actividades económicas _____
(describa en orden de importancia las principales actividades económicas desarrolladas por la empresa durante el año)

	CIIU REV. 3 A.C. (4 dígitos)			
1.				
2.				
3.				
4.				
5.				
6.				



ANNUAL TRADE SURVEY METHODOLOGY "EAC"

CÓDE: TE-EAC-TEM-01
VERSIÓN: 03
PÁGE: 72
DATE: 26-08-11

Numeral 9. Funcionamiento de la actividad comercial y organización de la empresa durante el año de la encuesta

1. Año de iniciación de operaciones de la actividad comercial 2. Meses de operación de la actividad comercial en el año

3. Si el periodo de operaciones (ítem 2) es inferior a 12 meses, indique la causa (marque con una X)

Liquidada 1 Por huelga 2 Por ampliación 3 Por traslado 4

Por fusión 5 Otra 6 ¿Cuál? _____

4. Número de ciudades en las que la empresa cuenta con establecimientos comerciales

5. Total de metros cuadrados (m²) dedicados al área de ventas, al cierre del año _____ m² (no incluya concesiones, bodegas, oficinas, zonas de parqueo, restaurantes, baños y demás áreas de servicios)

6. Modificaciones en la organización de la empresa (registre información sobre determinadas situaciones por las que pudo haber pasado la empresa durante el año)

Ha separado alguna parte de la empresa 01 Es el resultado de un proceso de escisión 02 La actividad económica ha sido realizada por una empresa diferente, por tanto el NIT es diferente al del año anterior 03

Ha absorbido a otras empresas 04 Es el resultado de la fusión de varias empresas 05 La empresa no ha experimentado ninguna de las anteriores situaciones 06

Fecha de diligenciamiento			Representante legal o inscrito:		Persona que diligencia:	
Día	Mes	Año	Nombre: _____		Nombre: _____	
<input type="text"/>	<input type="text"/>	<input type="text"/>	Firma _____		Cargo: _____	
					Tel.: _____ Extensión: _____	
					Correo electrónico: _____	
					Celular: _____	
Certifico que los datos suministrados son verdicos y diligenciados de acuerdo con las instrucciones establecidas						

OBSERVACIONES

Continues



ENCUESTA ANUAL DE COMERCIO -EAC- 2010

PARA USO EXCLUSIVO DEL DANE		
Número de orden	Código de actividad	Número de registro
<input type="text"/>	<input type="text"/>	<input type="text"/>

IMPORTANTE: los datos que el DANE solicita en este formulario son estrictamente confidenciales y en ningún caso tienen fines fiscales ni pueden utilizarse como prueba judicial. Ley 079 de 1993, Artículo 5.º.

MÓDULO 2. INGRESOS NETOS CAUSADOS POR EL COMERCIO DE MERCANCÍA EN EL AÑO. Registre los valores en miles de pesos.

Numeral 1. Ingresos netos causados por el comercio de mercancías en el año

Grupos de mercancías comercializadas <small>Para ubicar correctamente los productos comercializados, consulte las instrucciones de diligenciamiento</small>	Valor de ventas (1)	Porcentaje de ventas mayoristas (a usuarios industriales, comerciales, institucionales y profesionales) (2)	Porcentaje de ventas minoristas (al público en general para su consumo personal y uso doméstico) (3)	Porcentaje de ventas utilizando plataforma electrónico - internet (4)
1) Frutas, legumbres, hortalizas, tubérculos y verduras en general (secos y frescos)				
2) Productos lácteos y huevos				
3) Carnes, productos cárnicos, pescados y mariscos				
4) Otros productos alimenticios: harinas, conservas, confitería, panadería y repostería, grasas, aceites y demás alimentos procesados				
5) Bebidas no alcohólicas (gaseosas, jugos, bebidas minerales, etc.)				
6) Bebidas alcohólicas, cigarrillos, cigarrillos y productos del tabaco				
7) Prendas de vestir, sus accesorios y artículos de peluquería				
8) Calzado de todo tipo, incluido el calzado para la práctica de deportes				
9) Artículos de cuero y sucedáneos del cuero. Incluye maletas, carteras, bolsos de cualquier material, productos de taibartería, guarnicionería, etc.				
10) Productos farmacéuticos y medicinales; artículos ortopédicos (férulas, plantillas, tobilleras, etc.); medicamentos y artículos veterinarios				
11) Aseo personal, cosméticos y perfumería				
12) Textiles, artículos confeccionados de uso doméstico, excepto vestuario. Incluye lana, hilos y telas en general, cortinas, ropa de cama, mantelería, etc.				
13) Muebles y mobiliario de todo tipo para uso doméstico. Incluye colchones y somieres				
14) Equipos de radio, televisión, sonido y aparatos telefónicos. Incluye reproductores y grabadores de audio y vídeo; mp3, etc.				
15) Electrodomésticos y gasodomésticos: estufas, neveras, lavadoras, etc.				
16) Computadores, equipo de informática, sus partes, piezas, accesorios. Incluye software, videojuegos y consolas para juegos de vídeo, uso, etc.				
17) Libros, periódicos, revistas, papelería en general, útiles escolares y de escritorio				
18) Productos de entretenimiento y deporte: discos, CD, DVD, cintas y similares, grabados, de audio y vídeo, juegos, juguetes de todo tipo y de cualquier material; incluidas las bicicletas, sus partes, piezas y accesorios.				
19) Menaje doméstico: cristalería, artículos de mesa y cocina, artículos decorativos, lámparas, apliques y similares para el hogar; partituras e instrumentos musicales				
20) Productos para el aseo del hogar				
21) Artículos para el hogar no incluidos previamente: equipo fotográfico, óptico y de precisión, relojes y joyas, flores, plantas ornamentales, mascotas y sus alimentos, artículos religiosos, gas en pipetas, carbón, etc. (relacione en observaciones)				
22) Materiales y equipo de construcción y reparaciones caseras: ferretería y pintura.				
23) Alfombras, tapetes y revestimientos para pisos y paredes: persianas, excepto de tela				
24) Gasolina, lubricantes y aditivos para automotores y motocicletas, combustibles sólidos, líquidos y gaseosos				
25) Motocicletas y similares, sus partes, piezas y accesorios; incluye su mantenimiento y reparación				
26) Vehículos automotores				
27) Repuestos, partes y accesorios para vehículos automotores, excepto para motocicletas				
28) Máquinas y equipos agrícolas, industriales, mineros, de oficina, etc., sus partes y piezas				
29) Equipos, aparatos e instrumentos para cirugía, odontología y ortopedia				
30) Materias primas agropecuarias, cueros, pieles y animales vivos. Incluye madera en bruto				
31) Productos químicos industriales básicos, plástico y caucho en formas primarias y productos químicos agropecuarios				
32) Otras materias primas industriales				
33) Mercancías para uso empresarial no especificadas previamente: maniqués, dotaciones industriales, instrumentos, aparatos y modelos diseñados para demostración, etc. (relacione en observaciones)				
34) Servicios de mantenimiento y reparación de vehículos automotores				
35) Ingresos derivados de la instalación, reparación o mantenimiento de las mercancías comercializadas por la empresa				
36) Otros ingresos netos relacionados con la actividad comercial. Incluye: comisiones por ventas, apoyo publicitario, eventos patrocinados, etc. (relacione en observaciones)				
37) Total (rangiones 1 al 36)				
38) IVA, impuesto global, sobretasa y consumo causados en el año por los ingresos del renglón 37				

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La presentación inoportuna de este informe acarreará las sanciones establecidas en la Ley 079 del 20 de octubre de 1993

Continues

MÓDULO 2. INGRESOS NETOS CAUSADOS POR EL COMERCIO DE MERCANCÍA EN EL AÑO (conclusión)

Numeral 2. Causales de variaciones en ventas. Señale, según corresponda, las razones a las que atribuye el incremento o la disminución en el valor de las ventas respecto a lo informado el año anterior.

1. Causas del incremento

Apertura de nuevos locales comerciales o aumento del área de ventas	1	Publicidad y mercadeo	2	Licitaciones y/o contratos	3	Promociones	4
Nuevas líneas y/o mayor disponibilidad de inventarios	5	Precios	6	Inyección de capital	7	Facilidades de pago y financiación	8
Desarrollo organizacional	9	Otras	10	_____ Especifique			

2. Causas de la disminución

Competencia	1	Cierre de locales o reducción del área de ventas	2	Falta de capital de trabajo	3
Contrabando o comercio ilegal	4	Menor participación en licitaciones y contratos	5	Siniestros (robo, incendios, etc.)	6
Precios	7	Otras (catástrofes naturales, paros, huelgas, embargos, etc.)	8	_____ Especifique	

Numeral 3. Grupos (renglones) con mayores ventas. Describa las mercancías del (los) grupo(s) del numeral 1 con mayores ventas en el año.

Primer grupo (mayores ventas)	Código de la actividad	Porcentaje de ingresos por ventas	Segundo grupo (mayores ventas)	Código de la actividad	Porcentaje de ingresos por ventas
1.			1.		
2.			2.		
3.			3.		
4.			4.		
		100%			100%

MÓDULO 3. PERSONAL Y REMUNERACIÓN

Numeral 1. Personal promedio ocupado por la empresa en desarrollo de la actividad comercial

Tipo de contratación	Mujeres (1)	Hombres (2)	Total (3) = (1+2)
1) Propietarios, socios y familiares sin remuneración			
2) Personal permanente o de planta (contratado a término indefinido)			
3) Personal temporal contratado directamente por la empresa (contratado a término fijo)			
4) Personal temporal contratado a través de empresas			
5) Aprendices (Ley 789 de diciembre de 2002)			
6) Total (renglones 1 a 5)			

Numeral 2. Gastos causados por el personal ocupado en la actividad comercial. Registre los valores en miles de pesos

1) Salario integral para personal permanente	7) Aportes sobre nómina (SENA, cajas de compensación familiar, ICBF)
2) Sueldos y salarios del personal permanente (en dinero y especie, horas extras, dominicales, comisión por ventas, viáticos permanentes)	8) Aportes voluntarios a compañías de seguros de vida o de sistemas de salud prepagada
3) Prestaciones sociales del personal permanente (vacaciones, primas legales y extralegales, cesantías e intereses de cesantías)	9) Gastos causados por el personal temporal contratado a través de empresas
4) Sueldos y salarios causados por el personal temporal contratado directamente por la empresa	10) Apoyo de sostenimiento aprendices (Ley 789 de diciembre de 2002)
5) Prestaciones sociales del personal temporal contratado directamente por la empresa	11) Otros gastos de personal no incluidos antes (incluya auxilio de transporte) (relacione en observaciones)
6) Cotizaciones patronales obligatorias (salud, ARP y pensión) del personal permanente, temporal directo y aprendiz	12) Total (renglones 1 a 11)

Continues

MÓDULO 5. INFORMACIÓN POR CIUDADES, OTROS INGRESOS Y COMERCIO EXTERIOR. En los valores parciales no incluya impuestos indirectos (IVA y consumo), impuesto global ni sobretasa a los combustibles. *Registre los valores en miles de pesos*

Numeral 1. Información de la actividad comercial por ciudades, durante el año

Ciudades con establecimientos comerciales		Número de establecimientos en cada ciudad (1)	Personal promedio ocupado en el año (2)	Ingresos por ventas (3)	Costos y gastos de la actividad comercial	
Departamento	Municipio				Del personal ocupado (4)	Otros gastos (5)
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						
32						
33						
34						
35						
TOTALES						

Columna 1 (debe ser igual a cartafila única numeral 7, ítem 6)
 Columna 2 (debe ser menor o igual a módulo 3, numeral 1, renglón 6, columna 3)
 Columna 3 (debe ser igual a módulo 2, numeral 1, renglón 37)
 Columna 4 (debe ser inferior o igual a módulo 3, numeral 2, renglón 12)
 Columna 5 (debe ser inferior o igual a módulo 4, numeral 1, renglón 19)

Número de orden

MÓDULO 5. INFORMACIÓN POR CIUDADES, OTROS INGRESOS Y COMERCIO EXTERIOR (conclusión)

En los valores parciales no incluya impuestos indirectos (IVA y consumo), impuesto global ni sobretasa a los combustibles. *Registre los valores en miles de pesos*

Numeral 2. Ingresos derivados de actividades diferentes al comercio causados en el año

1) Venta de productos manufacturados por la empresa		8) Construcción y obras civiles	
2) Actividades agropecuarias, silvícolas y piscícolas		9) Transporte, fletes y acarreos	
3) Explotación de minas y canteras		10) Servicios de outsourcing	
4) Hospedaje y expendio de comidas y bebidas		11) Aprovechamientos y recuperaciones	
5) Actividades inmobiliarias. Incluye: alquiler de góndolas, arriendos, subarrendos, arriendo por concesiones, etc.		12) Otras actividades económicas. Incluye: codificación de productos, comisiones por venta de: loterías y pines telefónicos, cobro de servicios públicos, etc. (relacione en observaciones)	
6) Descuentos en compras o por pronto pago			
7) Actividades financieras: intereses causados, diferencia en cambio, utilidad por venta de activos, etc. (relacione en observaciones)		13) Total (renglones 1 a 12)	

Numeral 3. Importaciones y exportaciones realizadas en el año

La empresa efectuó operaciones de compra o venta con otro(s) país(es) de: Bienes 1 Servicios 2 Ninguna 3

MÓDULO 6. TECNOLOGÍAS DE LA INFORMACIÓN Y LA COMUNICACIÓN –TIC– Y COMERCIO ELECTRÓNICO

Diligencie este módulo con la información referente a la actividad comercial de la empresa según la situación presentada a 31 de diciembre de 2010

1. ¿Cuántos computadores tiene en uso la empresa? (incluya propios, alquilados y confirme el cero. Ver instructivo) _____

2. Del total de empleados del módulo 3, numeral 1, renglón 6, columna 3 ¿qué porcentaje utiliza PC para su trabajo? (al menos una vez por semana) _____ %

3. ¿La empresa tiene página web o presencia en un sitio web? Sí 1 No 2 Pase a 4

3.1. ¿La página web es propia? Sí 1 No 2

4. Seleccione los tipos de red utilizados por la empresa (la respuesta puede ser múltiple)

Intranet 4.1 Red de Área Local (LAN) 4.2 Extranet 4.3 Ninguna 4.4

5. ¿La empresa usó internet en el año de referencia? Sí 1 Pase a 5.1 y 5.2 No 2

5.1. ¿En las instalaciones de la empresa? Sí 1 No 2

5.2. ¿Fuera de la empresa? Sí 1 No 2

6. Del total de empleados del módulo 3, numeral 1, renglón 6, columna 3, ¿cuál es el porcentaje que utiliza internet para su trabajo? (al menos una vez por semana) _____ %

7. Seleccione el tipo de conexión utilizado por la empresa para acceder a internet

Módem análogo 7.1 RDSI 7.2 ADSL 7.3

Canal dedicado - Cable / Fibra óptica, Frame Relay 7.4 Inalámbrico (WIFI, Wimax) 7.5 Internet móvil (GPRS, EDGE, GSM, UMTS, HSDPA, HSUPA) 7.6

8. Seleccione el ancho de banda que utiliza la empresa para acceder a internet (en kbps)

De 0 a 256 8.1 De 257 a 1.024 8.2 De 1.025 a 2.048 8.3 Superior o igual a 2.049 8.4

9. ¿En cuáles actividades o servicios la empresa utiliza internet? (la respuesta puede ser múltiple)

Comunicaciones (correo electrónico) 9.1 Búsqueda de información sobre bienes y servicios 9.2 Búsqueda de información de dependencias oficiales y autoridades 9.3

Transacciones con organismos gubernamentales 9.4 Servicio al cliente 9.5 Banca electrónica y otros servicios financieros 9.6

Distribuir productos en línea 9.7 Recibir pedidos a través de internet 9.8 Hacer pedidos a través de internet 9.9

10. ¿La empresa utiliza alguna aplicación o plataforma electrónica para recibir solicitudes de pedidos y/o reservas de bienes o servicios (es decir, para vender sus productos a través de comercio electrónico)? Sí 1 No 2 Si la respuesta es NO, pase a la pregunta 12.

11. Del total de ventas reportado en el módulo 2, numeral 1, renglón 37, ¿qué porcentaje corresponde a solicitudes de pedidos y/o reservas de bienes o servicios, recibidas a través de comercio electrónico? Excluya el IVA. _____ %

12. Del total de compras reportado en el módulo 4, numeral 3, renglón 1, ¿qué porcentaje corresponde a pedidos y/o reservas de bienes o servicios realizados por la empresa a través de comercio electrónico? Excluya el IVA. _____ %

* Se define el comercio electrónico como las transacciones realizadas a través de redes basadas en protocolos de internet (TCP/IP) u otras redes telemáticas. Los bienes o servicios se contratan o reservan a través de estas redes, pero el pago o la entrega del producto puede realizarse en línea o fuera de ella, a través de cualquier otro canal. Se excluyen los pedidos realizados por teléfono, fax o mediante correo electrónico escrito de forma manual.

Annex B. Output tables.

1.1 Summary of principal variables

1.1 Colombia. Summary of principal variables, According to commercial groups and classes
Trade sector
National Total**
Year/Av***

SIC Rev.3 - A.C.

Commercial groups, classes	Description	Values in thousands of pesos			
		Number of enterprises	Sales value	Merchandise cost	
		Partic. in the sector (%)	In the division (%)	Value	Partic. in the sector (%)
				In the division (%)	Value
					Partic. in the sector (%)
					division (%)
					division (%)
NATIONAL TOTAL					
501	Trade of motor vehicles				
503	Trade of motor vehicle parts and accessories				
504	Sale, maintenance and repair of motorcycles and related parts and accessories				
505	Automotive fuel, lubricants, additives and cleaning products				
Subtotal 50	Motor vehicles, fuels and lubricants				
512	Agricultural raw materials, live animals, food, beverages and tobacco				
513	Household goods				
514	Building materials, glass and plumbing equipment and materials				
515	Non-agricultural intermediate products, waste and scrap				
516	Machinery and equipment, except trade of motor vehicles				
Subtotal 51	Wholesale trade				
5211 - 5219	non-specialized stores, mainly of food (groceries in general), beverages and tobacco				
522	Food (groceries in general), beverages and tobacco in specialized stores				
5231	Pharmaceutical and medical goods, cosmetic and toilet articles, in specialized stores				
5232	Textiles in specialized stores				
5233	Clothing and accessories (including leather goods), in specialized stores				
5234	All types of footwear, leather goods and leather substitutes, in specialized stores				
5235 - 36 - 37	Household appliances, house furniture and others, in specialized stores				
5239	New products for domestic use n.e.c. in specialized stores				
5241	Construction materials, hardware, locksmithing and glass except paint, in specialized stores				
5242	Paint in specialized stores				
5244	Books, newspapers, stationery and desk accessories and paper goods, in specialized stores				
5243-45-46-49	Other new consumer products n.e.c in specialized stores				
Subtotal 52	Retail Trade				

Source: DANE. Annual Trade Survey - EAC

SIC Rev 3. A.C. Commercial groups, classes	Employed personnel 2008									Cost/sales Relation	Technical coefficient
	Total Personnel ^a			Total Personnel ^b			Remunerated personnel				
	Number	Partic. In the sector (%)	Partic. in the división (%)	Number	Partic. In the sector (%)	Partic. in the división (%)	Number	Partic. In the sector (%)	Partic. in the división (%)		
501											
503											
504											
505											
Subtotal 50											
512											
513											
514											
515											
516											
Subtotal 51											
5211 - 5219											
522											
5231											
5232											
5233											
5234											
5235 - 36 -37											
5239											
5241											
5242											
5244											
5243-45-46-49											
Subtotal 52											

1.1. a Personnel

Continuation

1.1a Colombia. Summary of principal variables,
According to commercial groups and classes
Trade sector
National Total**
Year/A****

SIC Rev 3. A.C. Commercial groups, classes	Description	Employed personnel					
		Remunerated			Non Remunerated		
		Total remunerated ^c					
Number	Partic. In the sector (%)	Partic. in the división (%)	Number	Partic. In the sector (%)	Partic. in the división (%)	Partners	
NATIONAL TOTAL							
501	Trade of motor vehicles						
503	Trade of motor vehicle parts and accessories						
504	Sale, maintenance and repair of motorcycles and related parts and accessories						
505	Automotive fuel, lubricants, additives and cleaning products						
Subtotal 50	Motor vehicles, fuels and lubricants						
512	Agricultural raw materials, live animals, food, beverages and tobacco						
513	Household goods						
514	Building materials, glass and plumbing equipment and materials						
515	Non-agricultural intermediate products, waste and scrap						
516	Machinery and equipment, except trade of motor vehicles						
Subtotal 51	Wholesale trade						
5211 - 5219	non-specialized stores, mainly of food (groceries in general), beverages and tobacco						
522	Food (groceries in general), beverages and tobacco in specialized stores						
5231	Pharmaceutical and medical goods, cosmetic and toilet articles, in specialized stores						
5232	Textiles in specialized stores						
5233	Clothing and accessories (including leather goods), in specialized stores						
5234	All types of footwear, leather goods and leather substitutes, in specialized stores						
5235 - 36 -37	Household appliances, house furniture and others, in specialized stores						
5239	New products for domestic use n.e.c. in specialized stores						
5241	Construction materials, hardware, locksmithing and glass except paint, in specialized stores						
5242	Paint in specialized stores						
5244	Books, newspapers, stationery and desk accessories and paper goods, in specialized stores						
5243-45-46-49	Other new consumer products n.e.c in specialized stores						
Subtotal 52	Retail Trade						

Source: DANE. Annual Trade Survey - EAC

1.1.b Personnel according to contract modality



**1.1b Colombia. Summary of principal variables,
According to commercial groups and classes
National Total**
Year/Av*****

ISIC Rev 3. A.C.	Description	Employed personnel							
		Remunerated							
		Permanent		Temporal direct		Non remunerated (Partners)		Agencies	
		Number	Partic. In the sector (%)	Number	Partic. In the sector (%)	Number	Partic. In the sector (%)	Number	Partic. In the sector (%)
NATIONAL TOTAL									
Subtotal 50	Motor vehicles, fuels and lubricants								
Subtotal 51	Wholesale trade								
Subtotal 52	Retail Trade								

Source: DANE. Annual Trade Survey - EAC

1.1 b Personnel according to contract modality (Continuation)



**1.1b Colombia. Summary of principal variables,
According to commercial groups and classes
National Total**
Year/Av*****

ISIC Rev 3. A.C.	Description	Employed personnel							
		Remunerated							
		Permanent		Temporal direct		Non remunerated (Partners)		Agencies	
		Number	Partic. In the sector (%)	Number	Partic. In the sector (%)	Number	Partic. In the sector (%)	Number	Partic. In the sector (%)
NATIONAL TOTAL									
Subtotal 50	Motor vehicles, fuels and lubricants								
Subtotal 51	Wholesale trade								
Subtotal 52	Retail Trade								

Source: DANE. Annual Trade Survey - EAC

1.2 Scales of personnel



1.2 Colombia. Summary of principal variables,
According to scales of employed personnel
Trade sector
National Total**
Year/Av***

Values in thousands of pesos (continuation)

Group	Scale of personnel	Remuneration	%	Employed personnel				Employed personnel			
				Total		Total		Remunerated		Partners	
				Total	%	Total	%	Total remunerated	%	Permanent	%
National Total											
1	1-9										
2	10-19										
3	20-49										
4	50-99										
5	100-199										
6	200-499										
7	500 and more										

Source: DANE. Annual Trade Survey - EAC

1.2 Scales of personnel (Continuation)



1.2 Colombia. Summary of principal variables,
According to scales of employed personnel
Trade sector
National Total**
Year/Av***

Values in thousands of pesos

Group	Scale of personnel	Intermediate consumption	%	Value added	%	Accrued wages and salaries	%	Social benefits	%
National Total									
1	1-9								
2	10-19								
3	20-49								
4	50-99								
5	100-199								
6	200-499								
7	500 and more								

Source: DANE. Annual Trade Survey - EAC

1.2 Scales of personnel (Continuation)



1.2 Colombia. Summary of principal variables,
According to scales of employed personnel
Trade sector
National Total**
Year/Av***

Values in thousands of pesos (continuation)

Group	Scale of personnel	Remuneration	%	Employed personnel				Employed personnel			
				Total		%		Remunerated			
				Total	%	Total	%	Total remunerated	%	Permanent	%
NATIONAL TOTAL											
1	1-9										
2	10-19										
3	20-49										
4	50-99										
5	100-199										
6	200-499										
7	500 y más										

Source: DANE. Annual Trade Survey - EAC

1.3 Legal Organization

1.3 Colombia. Summary of the principal variations
According to the legal organization of enterprises
Trade sector
National Total**
Year/Av

Legal organization	Number of enterprises	%	Sales	%	Costs	%	Gross production	%	Intermediate Consumption	%
NATIONAL TOTAL										
2	Limited partnership									
3	Partnership limited by shares									
4	Limited liability Company									
5	Stock corporation									
7	Foreign branch company									
9	Sole proprietorship									
10 - 11	De facto association and Natural person									
12	Precooperative									
13	Non profit organizations									
99	Others ^a									

Source : DANE. Annual Trade Survey - EAC

1.3 Legal organization (Continuation)

1.3 Colombia. Summary of the principal variations
According to the legal organization of enterprises
Trade sector
National Total**
Year/Av

Legal organization	Value added	%	Accrued wages and salaries	%	Social Benefits	%	Remunerations
NATIONAL TOTAL							
2	Limited partnership						
3	Partnership limited by shares						
4	Limited liability Company						
5	Stock corporation						
7	Foreign branch company						
9	Sole proprietorship						
10 - 11	De facto association and Natural person						
12	Precooperative						
13	Non profit organizations						
99	Others ^a						

Source : DANE. Annual Trade Survey - EAC

1.3 Legal organization (Continuation)

1.3 Colombia. Summary of the principal variations
According to the legal organization of enterprises
Trade sector
National Total**
Year/Av

Group	Scale of personnel	Values in thousands of pesos								Conclusion			
		Total with agencies				Total without agencies				Employed personnel			
		Total	%	Total	%	Remunerated				Partners	%		
				Total remunerated	%	Permanent	%						
NATIONAL TOTAL													
1	1-9												
2	10-19												
3	20-49												
4	50-99												
5	100-199												
6	200-499												
7	500 y más												

Source: DANE. Annual Trade Survey - EAC

4. COEFFICIENTS OF VARIATION FOR PRINCIPAL VARIABLES

1.1.c Coefficients of variation according to Commercial Activity and Quality Indicator

1.1.c Coefficients of variation according to Commercial activity and Quality indicator*

National Total

Año/Pr

ISIC Activity Rev 3 A.C.	Description	Sales	Cost of merchandise	Gross Production	Intermediate Consumption	Value Added	Accrued wages and salaries	Accrued Social Benefits
NATIONAL TOTAL								
501	Trade of motor vehicles							
503	Trade of motor vehicle parts and accessories							
504	Sale, maintenance and repair of motorcycles and related parts and accessories							
505	Automotive fuel, lubricants, additives and cleaning products							
Subtotal 50 Motor vehicles, fuels and lubricants								
512	Agricultural raw materials, live animals, food, beverages and tobacco							
513	Household goods							
514	Building materials, glass and plumbing equipment and materials							
515	Non-agricultural intermediate products, waste and scrap							
516	Machinery and equipment, except trade of motor vehicles							
Subtotal 51 Wholesale trade								
5211 - 5219	non-specialized stores, mainly of food (groceries in general), beverages and tobacco							
522	Food (groceries in general), beverages and tobacco in specialized stores							
5231	Pharmaceutical and medical goods, cosmetic and toilet articles, in specialized stores							
5232	Textiles in specialized stores							
5233	Clothing and accessories (including leather goods), in specialized stores							
5234	All types of footwear, leather goods and leather substitutes, in specialized stores							
5235 - 36 -37	Household appliances, house furniture and others, in specialized stores							
5239	New products for domestic use n.e.c. in specialized stores							
5241	Construction materials, hardware, locksmithing and glass except paint, in specialized stores							
5242	Paint in specialized stores							
5244	Books, newspapers, stationery and desk accessories and paper goods, in specialized stores							
5243-45-46-49	Other new consumer products n.e.c in specialized stores							
Subtotal 52 Retail Trade								

Source: DANE. Annual Trade Survey - EAC

1.1.c Coefficients of variation according to Commercial Activity and Quality Indicator (Continuation)

1.1.c Coefficients of variation according to Commercial activity and Quality indicator*

National Total

Año/Pr

ISIC Activity Rev 3 A.C.	Description	Remuneration	Employed personnel (a)	Employed personnel (b)	Permanent personnel	Remunerated personnel	Non remunerated personnel	Partners
NATIONAL TOTAL								
501	Trade of motor vehicles							
503	Trade of motor vehicle parts and accessories							
504	Sale, maintenance and repair of motorcycles and related parts and accessories							
505	Automotive fuel, lubricants, additives and cleaning products							
Subtotal 50 Motor vehicles, fuels and lubricants								
512	Agricultural raw materials, live animals, food, beverages and tobacco							
513	Household goods							
514	Building materials, glass and plumbing equipment and materials							
515	Non-agricultural intermediate products, waste and scrap							
516	Machinery and equipment, except trade of motor vehicles							
Subtotal 51 Wholesale trade								
5211 - 5219	non-specialized stores, mainly of food (groceries in general), beverages and tobacco							
522	Food (groceries in general), beverages and tobacco in specialized stores							
5231	Pharmaceutical and medical goods, cosmetic and toilet articles, in specialized stores							
5232	Textiles in specialized stores							
5233	Clothing and accessories (including leather goods), in specialized stores							
5234	All types of footwear, leather goods and leather substitutes, in specialized stores							
5235 - 36 -37	Household appliances, house furniture and others, in specialized stores							
5239	New products for domestic use n.e.c. in specialized stores							
5241	Construction materials, hardware, locksmithing and glass except paint, in specialized stores							
5242	Paint in specialized stores							
5244	Books, newspapers, stationery and desk accessories and paper goods, in specialized stores							
5243-45-46-49	Other new consumer products n.e.c in specialized stores							
Subtotal 52 Retail Trade								

Source: DANE. Annual Trade Survey - EAC

COEFFICIENTS OF VARIATION FOR SCALES OF PERSONNEL

1.2b. Coefficients of variation according to scale of personnel

**1.2b. Coefficients of variation according to Scales of personnel
National Total
Year/Av**

ISIC Rev 3 A.C.	Activity	Description	Sales	Cost of merchandise	Gross Production	Intermediate Consumption	Value Added	Accrued wages and salaries	Accrued Social Benefits	Remuneration
NATIONAL TOTAL										
1		1-9								
2		10-19								
3		20-49								
4		50-99								
5		100-199								
6		200-499								
7		500 and more								

**1.2b. Coefficients of variation according to scale of personnel
(Continuation)**

**1.2b. Coefficients of variation according to Scales of personnel
National Total
Year/Av**

ISIC Rev 3 A.C.	Activity	Description	Employed personnel a	Employed personnel b	Permanent personnel	Remunerated personnel	Partners
NATIONAL TOTAL							
1		1-9					
2		10-19					
3		20-49					
4		50-99					
5		100-199					
6		200-499					
7		500 and more					

COEFFICIENTS OF VARIATION (LEGAL ORGANIZATION)

1.3b. Coefficients of variation according to legal organization

1.3b Coefficients of variation according to Legal Organization
National Total
Year/Av

Legal organization	Sales	Cost of merchandise	Gross Production	Intermediate Consumption	Value Added	Accrued wages and salaries	Accrued Social Benefits	Remuneration
TOTAL NACIONAL								
2	Limited partnership							
3	Partnership limited by shares							
4	Limited liability Company							
5	Stock corporation							
7	Foreign branch company							
9	Sole propiertorship							
10 - 11	De facto association and Natural person							
12	Precooperative							
13	Non profit organizations							
99	Others ³							

Source : DANE. Annual Trade Survey - EAC

1.3b. Coefficients of variation according to legal organization (continuation)

1.3b Coefficients of variation according to Legal Organization
National Total
Year/Av

Legal organization	Employed personnel a	Employed personnel b	Permanent personnel	Remunerated personnel	Partners
NATIONAL TOTAL					
2	Limited partnership				
3	Partnership limited by shares				
4	Limited liability Company				
5	Stock corporation				
7	Foreign branch company				
9	Sole propiertorship				
10 - 11	De facto association and Natural person				
12	Precooperative				
13	Non profit organizations				
99	Others ³				

Source : DANE. Annual Trade Survey - EAC

EVOLUTION OR PANEL OUTPUT TABLES

1.1 Colombia. Summary of the principal variables – Evolution Year _ n/Year_n-1 - Av



Colombia. Summary of the principal variables
According to commercial groups and classes
Trade sector
National Total
Evolution Year _ n/Year_n-1 - Av

ISIC Activity Rev 3 A.C.	Description	Value of sales	Cost of merchandise	Gross Production	Intermediate Consumption	Value Added	Accrued wages and salaries	Accrued Social Benefits	Remuneration
501	Trade of motor vehicles								
503	Trade of motor vehicle parts and accessories								
504	Sale, maintenance and repair of motorcycles and related parts and accessories								
505	Automotive fuel, lubricants, additives and cleaning products								
Subtotal 50	Motor vehicles, fuels and lubricants								
512	Agricultural raw materials, live animals, food, beverages and tobacco								
513	Household goods								
514	Building materials, glass and plumbing equipment and materials								
515	Non-agricultural intermediate products, waste and scrap								
516	Machinery and equipment, except trade of motor vehicles								
Subtotal 51	Wholesale trade								
5211 - 5219	non-specialized stores, mainly of food (groceries in general), beverages and tobacco								
522	Food (groceries in general), beverages and tobacco in specialized stores								
5231	Pharmaceutical and medical goods, cosmetic and toilet articles, in specialized stores								
5232	Textiles in specialized stores								
5233	Clothing and accessories (including leather goods), in specialized stores								
5234	All types of footwear, leather goods and leather substitutes, in specialized stores								
5235 - 36 -37	Household appliances, house furniture and others, in specialized stores								
5239	New products for domestic use n.e.c. in specialized stores								
5241	Construction materials, hardware, locksmithing and glass except paint, in specialized stores								
5242	Paint in specialized stores								
5244	Books, newspapers, stationery and desk accessories and paper goods, in specialized stores								
5243-45-46-49	Other new consumer products n.e.c in specialized stores								
Subtotal 52	Retail Trade								

Source: DANE. Annual Trade Survey - EAC

1.1 Colombia. Summary of the principal variables – Evolution Year _ n/Year_n-1 - Av (Continuation)



Colombia. Summary of the principal variables
According to commercial groups and classes
Trade sector
National Total
Evolution Year _ n/Year_n-1 - Av

ISIC Activity Rev 3 A.C.	Description	Technical coefficient	Technical coefficient	Employed personnel		Remunerated personnel	Permanent personnel	Temporal direct	Partners	Agencies
		Year n-1 Intermediate consumption / Production	Year n Intermediate consumption / gross production	Total personnel (a)	Total personnel (b)					
501	Trade of motor vehicles									
503	Trade of motor vehicle parts and accessories									
504	Sale, maintenance and repair of motorcycles and related parts and accessories									
505	Automotive fuel, lubricants, additives and cleaning products									
Subtotal 50	Motor vehicles, fuels and lubricants									
512	Agricultural raw materials, live animals, food, beverages and tobacco									
513	Household goods									
514	Building materials, glass and plumbing equipment and materials									
515	Non-agricultural intermediate products, waste and scrap									
516	Machinery and equipment, except trade of motor vehicles									
Subtotal 51	Wholesale trade									
5211 - 5219	non-specialized stores, mainly of food (groceries in general), beverages and tobacco									
522	Food (groceries in general), beverages and tobacco in specialized stores									
5231	Pharmaceutical and medical goods, cosmetic and toilet articles, in specialized stores									
5232	Textiles in specialized stores									
5233	Clothing and accessories (including leather goods), in specialized stores									
5234	All types of footwear, leather goods and leather substitutes, in specialized stores									
5235 - 36 -37	Household appliances, house furniture and others, in specialized stores									
5239	New products for domestic use n.e.c. in specialized stores									
5241	Construction materials, hardware, locksmithing and glass except paint, in specialized stores									
5242	Paint in specialized stores									
5244	Books, newspapers, stationery and desk accessories and paper goods, in specialized stores									
5243-45-46-49	Other new consumer products n.e.c in specialized stores									
Subtotal 52	Retail Trade									

Source: DANE. Annual Trade Survey - EAC

**1.2 Colombia. Summary of the principal variables – Scales of personnel – Evolution Year
_ n/Year_n-1 - Av**



Colombia. Summary of the principal variables
according to scales of personnel

Trade sector

National Total

Evolution Year n/Year n-1 - Av

No	Scale of personnel	Employed personnel						
		Total personnel (a)	Total personnel (b)	Remunerated personnel	Permanent personnel	Temporal direct	Partners	Agencies
NATIONAL TOTAL								
1	1-9							
2	10-19							
3	20-49							
4	50-99							
5	100-199							
6	200-499							
7	500 and more							

Source: DANE. Annual Trade Survey - EAC

**1.2 Colombia. Summary of the principal variables – Scales of personnel – Evolution Year
_ n/Year_n-1 - Av (Continuation)**



Colombia. Summary of the principal variables
according to scales of personnel

Trade sector

National Total

Evolution Year _ n/Year_n-1 - Av

No	Scale of personnel	Value of sales	Cost of merchandise	Gross Production	Intermediate Consumption	Value Added	Annual nominal variation		
							Accrued wages and salaries	Accrued Social Benefits	Remuneration
NATIONAL TOTAL									
1	1-9								
2	10-19								
3	20-49								
4	50-99								
5	100-199								
6	200-499								
7	500 and more								

Source: DANE. Annual Trade Survey - EAC

1.2 Colombia. Summary of the principal variables – Scales of personnel – Evolution Year _ n/Year_n-1 - Av (Continuation)



Colombia. Summary of the principal variables according to scales of personnel

Trade sector

National Total

Evolution Year _ n/Year_n-1 - Av

No	Scale of personnel	Employed personnel						
		Total personnel (a)	Total personnel (b)	- Remunerated personnel	Permanent personnel	Temporal direct	Partners	Agencies
NATIONAL TOTAL								
1	1-9							
2	10-19							
3	20-49							
4	50-99							
5	100-199							
6	200-499							
7	500 and more							

Source: DANE. Annual Trade Survey - EAC

1.3 Colombia. Summary of the principal variables – Trade enterprises' legal organization – Evolution Year _ n/Year_n-1 - Av



1.3 Colombia. Summary of the principal variables according to the trade enterprises' legal organization

Trade sector

National Total

Evolution Year _ n/Year_n-1 - Av

Legal organization	Sales	Annual nominal variation				Annual nominal variation		
		Cost of merchandise	Gross Production	Intermediate Consumption	Value Added	Accrued wages and salaries	Accrued Social Benefits	Remuneration
NATIONAL TOTAL								
2	Limited partnership							
3	Partnership limited by shares							
4	Limited liability Company							
5	Stock corporation							
7	Foreign branch company							
9	Sole proprietorship							
10 - 11	De facto association and Natural person							
12	Precooperative							
13	Non profit organizations							
99	Others ^a							

Source : DANE. Annual Trade Survey - EAC

**1.3 Colombia. Summary of the principal variables –legal organization of trade enterprises
– Evolution Year _ n/Year_n-1 - Av (Continuation)**

**1.3 Colombia. Summary of the principal variables
according to the trade enterprises' legal organization**

Trade sector

National Total

Evolution Year _ n/Year_n-1 - Av

Legal organization	Annual nominal variation				Annual nominal variation		
	Total (b)	Total (c)	Employed personnel			Partners	Agencies
			Remunerated		Temporal direct		
			Total Remunerated (d)	Permanent			
NATIONAL TOTAL							
2	Limited partnership						
3	Partnership limited by shares						
4	Limited liability Company						
5	Stock corporation						
7	Foreign branch company						
9	Sole proprietorship						
10 - 11	De facto association and Natural person						
12	Precooperative						
13	Non profit organizations						
99	Others ³						

Source : DANE. Annual Trade Survey - EAC

1.1a. Coefficients of Variation according to Commercial Activity - Evolution Year _n/Year_n-1. Av (Continuation)



1.1 a Coefficients of variation according to commercial activity
National Total
Evolution Year _n/Year_n-1 - Av

ISIC Rev 3 A.C.	Activity Description	Total personnel (a)	Total personnel (b)	Permanent personnel	Remunerated personnel	Temporal direct	Partners	Agencies
501	Trade of motor vehicles							
503	Trade of motor vehicle parts and accessories							
504	Sale, maintenance and repair of motorcycles and related parts and accessories							
505	Automotive fuel, lubricants, additives and cleaning products							
Subtotal 50	Motor vehicles, fuels and lubricants							
512	Agricultural raw materials, live animals, food, beverages and tobacco							
513	Household goods							
514	Building materials, glass and plumbing equipment and materials							
515	Non-agricultural intermediate products, waste and scrap							
516	Machinery and equipment, except trade of motor vehicles							
Subtotal 51	Wholesale trade							
5211 - 5219	non-specialized stores, mainly of food (groceries in general), beverages and tobacco							
522	Food (groceries in general), beverages and tobacco in specialized stores							
5231	Pharmaceutical and medical goods, cosmetic and toilet articles, in specialized stores							
5232	Textiles in specialized stores							
5233	Clothing and accessories (including leather goods), in specialized stores							
5234	All types of footwear, leather goods and leather substitutes, in specialized stores							
5235 - 36 -37	Household appliances, house furniture and others, in specialized stores							
5239	New products for domestic use n.e.c. in specialized stores							
5241	Construction materials, hardware, locksmithing and glass except paint, in specialized stores							
5242	Paint in specialized stores							
5244	Books, newspapers, stationery and desk accessories and paper goods, in specialized stores							
5243-45-46-49	Other new consumer products n.e.c in specialized stores							
Subtotal 52	Retail Trade							

1.2a. Coefficients of Variation according to Scales of personnel - Evolution Year _n/Year_n-1. Av.



1.2 a Coefficient of variation according to Scales of personnel
National total
Evolution Year _n/Year_n-1. Av

No	Scale of personnel	Value of sales	Cost of merchandise	Gross Production	Intermediate Consumption	Value Added	Accrued wages and salaries	Accrued Social Benefits	Remuneration
NATIONAL TOTAL									
1	1-9								
2	10-19								
3	20-49								
4	50-99								
5	100-199								
6	200-499								
7	500 and more								

Source: DANE. Annual Trade Survey - EAC

1.2a. Coefficients of Variation according to Scales of personnel - Evolution Year _n/Year_n-1. Av. (Continuation)

1.2 a Coefficients of variation according to Scales of personnel
National total
Evolution Year _n/Year_n-1. Av

No	Scale of personnel	Employed personnel						
		Total personnel (a)	Total personnel (b)	- Remunerated personnel	Permanent personnel	Temporal direct	Partners	Agencies
NATIONAL TOTAL								
1	1-9							
2	10-19							
3	20-49							
4	50-99							
5	100-199							
6	200-499							
7	500 and more							

Source: DANE. Annual Trade Survey - EAC

1.3a. Coefficients of Variation according to the Legal Organization - Evolution Year _n/Year_n-1. Av

1.3a Coefficients of variation according to the Legal Organization
National Total
Evolution Year _n/Year_n-1 - Av

Legal organization	Sales	Costs	Gross Production	Intermediate Consumption	Value Added	Accrued wages and salaries	Social Benefits	Remuneration
NATIONAL TOTAL								
2								
3								
4								
5								
7								
9								
10 - 11								
12								
13								
99								

Source : DANE. Annual Trade Survey - EAC

1.3a. Coefficients of Variation according to the Legal Organization - Evolution Year _n/Year_n-1. Av (continuation)

1.3a Coefficients of variation according to the Legal Organization

National Total

Evolution Year _n/Year_n-1 - Av

Legal organization	Employed personnel						
	Total (b)	Total (c)	Remunerated			Partners	Agencies
			Total Remunerated (d)	Permanent	Temporal direct		
NATIONAL TOTAL							
2	Limited partnership						
3	Partnership limited by shares						
4	Limited liability Company						
5	Stock corporation						
7	Foreign branch company						
9	Sole proprietorship						
10 - 11	De facto association and Natural person						
12	Precooperative						
13	Non profit organizations						
99	Others ^a						

Source : DANE. Annual Trade Survey - EAC