

# Questionnaire for Non-manufacturing Purchasing Manager

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Date (mm / yy)

**A Company:**

**B Organization Code:**

**Unified social credit identifier:**

## Q1 Business Activity

Select the description that best expresses the current month's level (units, not value) of **Business Activity** compared to the previous month.

☐ increased ☐ unchanged ☐ decreased

Reasons of the change: \_\_\_\_\_

## Q2 New Orders (Customer Demand)

Select the description that best expresses the current month's level (units, not value) of **New Orders (or Customer Demand)** compared to the previous month (no matter accomplished or not).

☐ increased ☐ unchanged ☐ decreased

Reasons of the change: \_\_\_\_\_

## Q21 New Orders from Abroad

Select the description that best expresses the current month's level (units, not value) of **New Orders from Abroad** compared to the previous month (no matter accomplished or not).

☐ increased ☐ unchanged ☐ decreased ☐ none

## Q3 Unaccomplished Orders (Business Activity)

Select the description that best expresses the current month's level (units, not value) of **Unaccomplished Orders (Business Activity)** compared to the previous month.

☐ increased ☐ unchanged ☐ decreased ☐ none or not easy to evaluate

## Q4 Inventories

Select the description that best expresses the current month's level of **Inventories** compared to the previous month.

☐ increased ☐ unchanged ☐ decreased ☐ none

## Q5 Input Price

Select the description that best expresses the current month's level of **Price of Main Input (including Raw Materials, Fuel, Power, Commodity, Salary, Bonus, Interest, and Rent)** compared to the previous month.

☐ higher ☐ little changed ☐ lower

**Q51** List specific commodities or main input items which are up or down in price this month. (use general names)

Commodities or main input items up in price: \_\_\_\_\_

Commodities or main input items down in price: \_\_\_\_\_

**Q6 Prices Charged**

Select the description that best expresses the current month's level of **Prices Charged** compared to the previous month.

☐ higher ☐ little changed ☐ lower

**Q7 Employment**

Select the description that best expresses the current month's level of **Employment** (including Employed Staff and Workers, Dispatch Labor & Other Employees) compared to the previous month.

☐ increased ☐ unchanged ☐ decreased

**Q8 Suppliers' Delivery Times**

Select the description that best expresses the current month's **Suppliers' Delivery Times** compared to the previous month.

☐ slower ☐ almost even ☐ faster ☐ none

**Q9 Business Activity Anticipation**

Select the description that best expresses **Business Activity Anticipation** in the next three months.

☐ increased ☐ little changed ☐ decreased

**Q10** List the commodities or service in short supply (Please list by general names):  
\_\_\_\_\_

**Q11** What are the main problems or difficulties in your purchasing?

- |                                    |   |
|------------------------------------|---|
| ① funding constraints              | ② demand decrease or shortage of orders   |
| ③ rise in raw material price       | ④ increase in transportation costs        |
| ⑤ increase in labor costs          | ⑥ raw material such as energy constraints |
| ⑦ shortage of labor                | ⑧ fluctuation of RMB exchange rate        |
| ⑨ others (list on the line): _____ |   |

**Q12** Do you have any comments or suggestions?  
\_\_\_\_\_

**Q13 Profit (loss) changes (efficiency of operation):**

Select the description that best expresses **Profit (loss) changes** compared to that of last month

☐ profit increased / loss reduced ☐ profit(loss) remains the same  
☐ profit reduced / loss increased

**Q14 Personnel urgently needed**

Which aspects of personnel are urgently needed in your company (Choose the top 3 according to the influence degree)?

1. Administrative staff
2. Personnel and Recruitment Officers
3. Data mining analyst
4. Mechanical engineering and technical personnel
5. Sales personnel
6. Chef& Food service personnel
7. Real estate agency or Property staff
8. Telecom communications business staff
9. Construction engineering and technical personnel
10. Computer technical personnel
11. Accountants
12. Financial staff
13. Technician or senior technician
14. Equipment installation operation maintenance personnel
15. Designers
16. Motor vehicle drivers
17. Express logistics personnel
18. Clerks, cashiers
19. Front-line workers
20. Public security and cleaning staff

If there is no such personnel in enterprises needing, please list the specific: \_\_\_\_\_

Purchasing manager: \_\_\_\_\_ Tel: \_\_\_\_\_ Date: \_\_\_\_\_

### **Explanation:**

**1. Statistics scope:** the selected sample unit of Construction, Wholesale & Retail, Transport, Warehousing & Post, Accommodation & Food Services, Information Transmission, Computer Service and Software, Real Estate, Leasing & Business Services, Water Conservancy, Environment & Public Facilities Administration, Residential and Other Services.

**2. Submitting time and manner:** Submit the questionnaire online or mobile terminal before 16:00 the 25<sup>th</sup> each month, Website: <http://www.lwzb.cn>, Mobile terminal: <http://219.235.129.147/pmi>.

**3. The subject of questionnaire:** Purchasing (or supply) managers or the general managers who charge purchasing activity of the sample unit.

**4. Definition of options:** purchasing managers estimate the definition of options “unchanged, little changed, almost even” based on their experience at ordinary times.

**5. Definition of Base Period:** For the questions of flow indicators (Period indicator, such as Customer Demand etc.), the base period is the last month. For the questions of stock indicators (Time-point indicator, such as Inventories, Employment etc.), the base period is a month ago.