



Cuestionarios para Exportadores en Procedimientos Antidumping en EUA USDOC

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- 1. Estructura de los cuestionarios.**
- 2. Respuestas y plazos.**
- 3. Lecciones y comentarios finales.**

1. Estructura de los cuestionarios

General Instructions

- **Section A.-** Organization, Accounting Practices, Markets and Merchandise.
- **Section B.-** Sales in the Home Market or to a Third Country.
- **Section C.-** Sales to the United States.
- **Section D.-** Cost of Production and Constructed Value.
- **Section E.-** Cost of Further Manufacture or Assembly Performed in the United States.

- **Appendix I** Glossary of Terms.
- **Appendix II** Instructions for Submitting Computer Data.
- **Appendix III** Description of Products Under Investigation.
- **Appendix IV** Forms for Company Official Certification and Certificate of Service.
- **Appendix V** Case-Specific Questions and Modifications, Including Matching Criteria.
- **Appendix VI** Arms-Length Sales to Affiliated Parties.
- **Appendix VII** Sales Database Summaries.

Section A

1	Quantity and Value of Sales.
2	Corporate Structure and Affiliations.
3	Distribution Process.
4	Sales Process.
5	Sales to Affiliated Persons (Affiliates) in the Foreign Market.
6	Accounting / Financial Practices.
7	Merchandise.
8	Further Manufacture or Assembly in United States.
9	Exports Through Intermediate Countries.
10	Sales of Merchandise Under Investigation Supplied by an Unaffiliated Producer.

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in separate fields. However, if you add characteristics not specified in the questionnaire, describe in the narrative response why you believe that the Department should use this information to define **identical** and **similar merchandise**. At this point, do not incorporate these additional product characteristics into your response to CONNUMH (Field Number 2.0).

FIELD NUMBER 0.0: Sequential Number

FIELD NAME: SEQH

DESCRIPTION: Assign a unique sequential number to each sales record. This sales record number should remain constant in all future submissions (*i.e.*, sales record line items should not be renumbered during the course of this segment). This field will assist you in reconciling our calculations with the data you submit in your response.

FIELD NUMBER 1.0: Complete Product Code

FIELD NAME: PRODCODH (or PRODCODT)³

DESCRIPTION: Report the commercial product code assigned by your company in the normal course of business to the specific product sold.

NARRATIVE: The product code should be described in response to question 7 b in section A of this questionnaire.

FIELD NUMBER 2.0: Matching Control Number

FIELD NAME: CONNUMH

DESCRIPTION: Assign a control number to each unique product reported in the section B sales data file. Identical products should be assigned the same control number in each record in every file in which the

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ec.E

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FIELD NUMBER	FIELD DESCRIPTION	FIELD NAME
49.2	Indirect Selling Expenses Incurred in the United States	INDIRSU
50.1	Inventory Carrying Costs Incurred in the Country of Manufacture	DINVCARU
50.2	Inventory Carrying Costs Incurred in the United States	INVCARU
51.0	Packing Cost	PACKU
52.0	U.S. Repacking Cost	REPACKU
53.0	Value Added Tax	TAXU
54.0	Variable Manufacturing Cost	VCOMU
55.0	Total Manufacturing Cost	TCOMU
56.0	Further Manufacturing	FURMANU
57.0	Samples	SAMPLEU
58.0	Foreign Trade Zone	FTZU
59.0	Temporary Import Bond	TEMPIMPU
60.0	Manufacturer	MFRU

V. U.S. Market Sales Reconciliation

Please provide a complete package of documents and worksheets demonstrating how you identified the sales you reported to the Department and reconciling the reported sales to the total sales listed in your general ledger. Include a copy of all computer programs used to separate the reported sales from your total sales and to calculate expenses.

7. Reporting of Expenses

... data field reported in the sales database, using the chart of accounts, please

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SECTION D

Cost of Production and Constructed Value

I. General Explanation

This section of the antidumping questionnaire provides instructions for reporting the **cost of production** (COP) of the **foreign like product** and the **constructed value** (CV) of the **subject merchandise**. Please refer to the cover letter to determine your reporting requirements.

If you have questions concerning any part of the section D questionnaire, you are instructed to contact the official in charge. Please note, however, that requests by your company to alter the reporting of the information requested in the section D questionnaire must be submitted in writing to the Department.

A. Cost of Production

Cost of production is the weighted-average control number (CONNUM) specific cost¹ of the product sold by your company in the comparison market (*i.e.*, the home or third country market). The Department will compare the COP to the sale prices for that product in the comparison market to determine whether those prices can be used as the basis for normal value. Unless otherwise instructed by the Department, you should report per-unit COP information for each CONNUM included in your home market or third country sales listing submitted in response to section B of this questionnaire.

B. Constructed Value

Constructed value is the weighted-average CONNUM specific cost of the product sold by

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APPENDIX I GLOSSARY OF TERMS

This glossary is intended to provide parties with a basic understanding of many technical terms that appear in the antidumping questionnaire. These explanations are not regulations or rules with the force of law. As difficult or detailed questions arise, parties should seek clarification from the statute, regulations, and the Department, rather than attempting to derive precise guidance from these general explanations.

Administrative Protective Order

An administrative protective order is the legal mechanism that controls the limited disclosure of business proprietary information to representatives of interested parties. The Department authorizes the release of proprietary information under administrative protective order only when the representatives file a request in which they agree to the following four conditions: (a) to use the information only in the antidumping (AD) proceeding, (b) to secure the information and protect it from disclosure to any person not subject to an administrative protective order, (c) to report any violation of the terms of the protective order, and (d) to acknowledge that they may be subject to sanctions if they violate the terms of the order. (Section 777(c) of the Tariff Act of 1930, as amended (the Act). *See also* **Proprietary Information** and **Proprietary Treatment**.)

Administrative Review

Annual proceeding conducted by the Department to determine the amount of AD duties that Customs will assess on imports of the subject merchandise during the period of review or to determine if a suspension agreement has been violated. The Department also establishes new cash deposit rates for entered subject merchandise for each of the companies reviewed. *See* section 751 of the Act.

Ap-I

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APPENDIX II

INSTRUCTIONS FOR SUBMITTING COMPUTER DATABASES AND WORKSHEETS

1. Description of Computer File Contents

Each file submitted should be assigned a unique eight character name. We suggest that the first four positions be used to identify the respondent's name, the next two positions the type of file (*e.g.*, HM = home market sales; US = United States sales; CP = cost), and the last two positions a sequential file number.

For example, the first file of export sales to the United States would be named "FIRMUS01." If that data file is amended and resubmitted during the course of the proceeding, the second submission would be named "FIRMUS02," and the third submission "FIRMUS03."

Within each file, all information pertaining to a specific sales transaction or to the cost of production for a unique product should be included in one record (row). Each record should contain the fields (variables) defined in the suggested file formats included in section B (Foreign Market Sales), section C (United States Sales), section D (Cost of Production and Constructed Value) and section E (U.S. Further Manufacturing) of the questionnaire.

In preparing the files, left justify character fields (columns) and right justify numeric fields. If some of the fields in the suggested file formats are not needed, exclude them from the file. Explain in the narrative portion of your response why the information in those fields is not applicable.

For each transaction, provide information for all fields/columns. If any revenue or expense information is not applicable (*e.g.*, no discount on a particular sale), place a zero in the cell. If

2. Respuestas y plazos

Respuestas al X's DOC-Q y plazos/ Ejem Caso Real

No	Submission	Date of Receipt	Response due Date	Submission Date	Days between date of receipt and response due date	Days between response due date and submission date	Days between date of receipt and submission date
1	<u>Section A</u> Response to question 2(a) and 2(e) - (g)	June 11	June 20	June 24	9	4	13
2	Remainder of <u>Section A</u> Response	June 11	July 2	July 11	21	9	30
3	<u>Sections B</u> Response	June 11	July 18	August 5	37	18	55
4	<u>Sections C</u> Response	June 11	July 18	August 5	37	18	55
5	<u>Sections D</u> Response	June 11	July 18	August 5	37	18	55

Respuestas al X's DOC-Q y plazos

No.	Submission	Date of Receipt by GAM	Response due Date	Submission Date	Days between date of receipt and response due date	Days between response due date and submission date	Days between date of receipt and submission date
1	Section A Response to question 2(a) and 2(e) - (g)	June 11	June 20	June 24	9	4	13
2	Remainder of Section A Response	June 11	July 2	July 11	21	9	30
3	Sections A Supplemental Q uestionnaire Response	July 16		August 1			
4	Sections B, C and D Response	June 11	July 18	August 5	37	18	55
5	Section D Supplemental Questionnaire Response	August 26	September 9	September 18	14	9	23
6	Sections A, B and C Supplemental Questionnaire Response	September 12		September 29			

3. Lecciones y comentarios finales

Lecciones y comentarios finales

- **Alto nivel de detalle y precisión.**
- **Estandarización.**
- **Codificación.**
- **Pruebas relevantes desde el inicio.**
- **Minimiza riesgo exportadores oculten información.**
- **La Autoridad toma las decisiones relevantes.**
- **Simplificación del trabajo para la autoridad.**

Lecciones y comentarios finales

X'r 1 U.S. Sale

Sample U.S. Sale documentation

		Pag
1	E1 commitment letter for deliveries January - July 2013	1
2	Quantity Contract January 2013 - n~73015J	2
3	Purchase order n44900016 against contract 4673015	3 & 4
4	X1 invoice for shipment against PO44900016	5
5	Packing list	6
6	Certificate of analysis	7
7	Quality Certificate	8
8	Transfers to Rail carrier against this invoices and other shipments	9-11

Lecciones y comentarios finales

X'r 1 HM Sale

Sample Mexico Sale Documentation

		Pag
1	E1 sale Contract	1-19
2	E1 Purchase Order no. 4502335507 against contract	20-21
3	Email from E1 notifying E2 of issuance of purchase order and E2's reply confirming receipt	22
4	E2 notification to the third party warehouse to ship the order	23
5	Third party warehouse notification of shipment	24
6	E2 invoice to E1	25

Lecciones y comentarios finales

E1 Export Sales Document Trace

Sample Export Sale Documentation

US sales database sequence number: 1249 - 1409

		Pag
1	Sales contract C-1240	1-3
2	X1 invoice XLL2- 2963	4
3	Kosher certificate 2013/2014	5
4	FDA Certificate 2014	6
5	Quality certificate 11/27/2013	7
6	Chemistry security checkup 01/20/2013	8-11
7	Warranty Policy 11/29/2013	12
8	Product description 10/15/2013	13-17
9	HACCP plan 10/27/2013	18
10	Laboratory analysis 02/15/2013	19-20
11	Pesticides analysis 02/18/2013	21-25
12	E1 & E2 liberation report 11/27/2013 & 11/28/2013	26
13	X1 shipment invoices for 120 MT 12/02/2013	27-30

Lecciones y comentarios finales

US market selling activities and paper trail

No	Sales Activity	No Document generated	Document generated	EMPRESA 1 responsible area	Impact on general ledger	Account number
1	Contact with customers and closing of sales	1	Commitment letter by customer	Sales deputy	No impact on general ledger	NA
2		2	Sales contract and ammendments		No impact on general ledger	NA
3		3	Purchase agreement		No impact on general ledger	NA
4		4	Quantity contract		No impact on general ledger	NA
5	Recipit of customers purchase order	5	Purchase order by customer	Sales managment	No impact on general ledger	NA
6	Confirmaton of purchase order receipt	6	Email confirmation between EMPRESA 1 and customer	Sales managment	No impact on general ledger	NA
7	Entry of sale info in company's SAP sales program	7	Print screen of SAP sales order register	Sales managment	No impact on general ledger	NA
8	Generation of advanced invoice	8	Emmision of advanced commercial invoice for customs clearence	Sales managment	No impact on general ledger	NA
9	Generation of invoice	9	Emmision of Factory invoice	Sales managment	If sale is to non affiliated	XX10001

Lecciones y comentarios finales

US market selling activities and paper trail

No	Sales Activity	No Document generated	Document generated	EMPRESA 1's responsible area	Impact on general ledger	Account number
10	Shipping of merchandise	10	Packing list	Factory	No impact on general ledger	NA
11		11	Certificate of origin (NAFTA)	Factory	No impact on general ledger	NA
12		12	Quality certificate	Factory	No impact on general ledger	NA
13		13	Certificate of analysis	Factory	No impact on general ledger	NA
14		14	Bill of lading	Factory	No impact on general ledger	NA
15		15	Shipping transfer from a third party warehouse	Sales management	Change in inventories (if sale is standard sugar) Change in inventories (if sale is refined sugar)	XX010010 XX 910011
16		16	Shipping transfer from EMPRESA 1's Factorys	Factory	Change in inventories (if sale is standard sugar) Change in inventories (if sale is refined sugar)	XX10010 XX3910011
17	Reception of payment	17	Client's email with proof of payment	Credit and collections	If sale is to non affiliated	XX201001

Lecciones y comentarios finales

Comparison Market Sales Database Summary						
General Information:						
Market	(Home Market or Specify 3rd Country)			Home Market		
Data Set Name	(e.g.: "UGIHM03")			HM01		
Date Submitted (8 digits)	__ / __ / 20__			5-Feb-2010		
Variables in the Data Set (Fields that are not applicable also excluded from this summary)						
	Variable	Unit of Measure	Unit of Measure	Conversion		
Short Description	Name	in which Reported	in which Incurred	Factor (if any) ¹	Currency	
(Sample: Inland Freight	INLFTWH	lbs.	kilos	2.2046 lbs./kilo	Won)	
Gross Unit Price in kg	GRSUPRH	Kg	Kg, Pza, Lbs, Mts		MXP/ USD	
Gross Unit Price as invoiced (field added)	GRPRINVH	Kg, Pza, Lbs, Mts	Kg, Pza, Lbs, Mts		MXP/ USD	
ADJUSTMENTS, DISCOUNTS AND REBATES						
Billing Adjustments for adjustment in copper price	BILLADJ(1)H	Kg	Kg, Pza, Lbs, Mts		MXP/ USD	
Billing adjustments for Miscellaneous post- invoice adjustments	BILLADJ(2)H	Kg	Kg, Pza, Lbs, Mts		MXP/ USD	
Early Payment Discounts	EARLYPYH	Kg	Kg, Pza, Lbs, Mts		MXP/ USD	
Other Discounts	OTHDIS(1-n)H	Kg	Kg, Pza, Lbs, Mts		MXP/ USD	
Rebates	REBATE(1-n)H	Kg	Kg		MXP	
MOVEMENT EXPENSES						
Inland Freight (Plant to Warehouse)	INLFTWH	Kg	Kg		MXP	
Warehouse Expense	WAREHSH	kg	Kg		MXP	
Inland Freight (Warehouse to Customer)	INLFTCH	Kg	Kg		MXP	
Inland Insurance	INSUREH	Kg	Kg		MXP	

Lecciones y comentarios finales

DIRECT SELLING EXPENSES							
Credit Expense	CREDITH	Kg	N.A.		MXP		
INDIRECT SELLING EXPENSES:							
Indirect Selling Expenses	INDIRSH	Kg	Kg		MXP		
Inventory Carrying Costs	INVCARH	Kg	N.A.		MXP		
PACKING							
Packing Cost	PACKH	Kg	Kg		MXP		
DIFMER FIELDS							
Variable Cost of Manufacturing	VCOMH	Kg	Kg		MXP		
Notes:							
N.A. = Not applicable							
MXP = Mexican pesos							
USD = U.S. dollar							
1. There isn't a unique conversion factor between two unit of measures because they depend on each product code. So, there is no conversion factor reported in this chart.							