

3. What kind of **services** has Your enterprise **purchased** directly from other enterprises located abroad in 2024?
If the annual value of a certain type of services purchased (in a given row) did not exceed EUR 100 000 (PLN 430 600) please tick "No". If the annual value of a certain type of services purchased exceeds EUR 100 000 (PLN 430 600) please tick "Yes" and correct answers in a given row.

Types of services	Yes	No	If "Yes", please indicate geographical area:		
			European Union	other European countries incl. the United Kingdom	rest of the world
0	1	2	3	4	5
Management and administration services	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Engineering and related technical services	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Research and development services	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Information and communication technology (ICT) services	4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marketing, sales and after-sales services	5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Transport, logistics and storage services	6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other types of services	7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. Has Your enterprise **supplied** the following directly to other enterprises located abroad in 2024:

	Yes	No
goods or materials of the total annual value of more than EUR 100 000 (PLN 430 600) ^a	1	2
services of the total annual value of more than EUR 100 000 (PLN 430 600) ^a	1	2

a) According to annual average exchange rate in 2024 of National Bank of Poland

If ticked "Yes" for "Goods or materials" ONLY, go to question 5 and skip question 6

If ticked "Yes" for "Services" ONLY, skip question 5 and go to question 6

If ticked "Yes" for BOTH "Goods or materials" and "Services", go to question 5 and following

If ticked "No" for BOTH "Goods or materials" and "Services", go to Section 2

5. What kind of **goods or materials** has Your enterprise **supplied** directly to other enterprises abroad in 2024?
If the annual value of a certain type of goods or materials supplied (in a given row) did not exceed EUR 100 000 (PLN 430 600) please tick "No". If the annual value of a certain type of goods or materials supplied exceeds EUR 100 000 (PLN 430 600) please tick "Yes" and correct answers in a given row.

Types of goods or materials	Yes	No	If "Yes", please indicate geographical area:		
			European Union	other European countries incl. the United Kingdom	rest of the world
0	1	2	3	4	5
Raw materials that are used by Your customers abroad in their own production process	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Components that are used by Your customers abroad as part of their own product	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Machinery and other technical equipment used by Your customers abroad	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Final goods designed by <u>Your own company</u> for resale	4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Final goods designed by <u>another company</u> for resale	5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other types of goods	6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. What kind of **services** has Your enterprise **supplied** directly to other enterprises located abroad in 2024?
If the annual value of a certain type of services supplied (in a given row) did not exceed EUR 100 000 (PLN 430 600) please tick "No". If the annual value of a certain type of services supplied exceeds EUR 100 000 (PLN 430 600) please tick "Yes" and correct answers in a given row.

Types of services	Yes	No	If "Yes", please indicate geographical area:		
			European Union	other European countries incl. the United Kingdom	rest of the world
0	1	2	3	4	5
Management and administration services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Engineering and related technical services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Research and development services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Information and communication technology (ICT) services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marketing, sales and after-sales services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Transport, logistics and storage services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other types of services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section 2. Trade activity

1. Please indicate which of the following statements is true regarding Your trade activities in the year 2024.
Tick one option per each row.

Specification		Enterprises within our own enterprise group	Other enterprises	No/ Not applicable
0		1	2	3
We supply goods abroad primarily (more than 50%) to	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We supply services abroad primarily (more than 50%) to	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We purchase goods from abroad primarily (more than 50%) from	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We purchase services from abroad primarily (more than 50%) from	4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. Please indicate which of the following statements is true regarding Your trade activities in the year 2024.
Tick one option per each row.

Specification		Yes	No/ Not applicable
0		1	2
We mostly supply <u>domestic partners</u> (domestic turnover is more than 50% of total turnover)	1	<input type="checkbox"/>	<input type="checkbox"/>
We expect the products with which we supplied our domestic partners to be sold abroad eventually	2	<input type="checkbox"/>	<input type="checkbox"/>
We mostly supply domestic <u>wholesale partners</u> (turnover attributed to domestic wholesale customers is more than 50% of total domestic turnover)	3	<input type="checkbox"/>	<input type="checkbox"/>
We expect the products with which we supplied our domestic wholesale partners to be sold abroad eventually	4	<input type="checkbox"/>	<input type="checkbox"/>
Our enterprise is highly dependent on goods or materials from outside the country that have been purchased by another domestic enterprise, e.g. a wholesaler	5	<input type="checkbox"/>	<input type="checkbox"/>

3. Please indicate which of the following statements are true regarding Your trade activities in the year 2024. <i>Please tick correct answers. It is possible to tick simultaneously few answers in row.</i>						
Specification		Yes, abroad		Yes, domestically		No/ Not applicable
		within Your enterprise group	others	within Your enterprise group	others	
0		1	2	3	4	5
For the production of one of Your products, you purchased manufacturing, processing or assembly services from other enterprises	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
For the production of one of Your products, you purchased the <u>complete</u> manufacturing, processing or assembly services from enterprises	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We supplied manufacturing, processing or assembly services to enterprises	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section 3. Impact of recent events on organisation of enterprise's activity

1. Please assess the importance of the following constraints for the organisation of your global supply and value chains in 2024. <i>Tick one option per each row.</i>					
Constraints		Very important	Moderately important	Not important	Not applicable/ Do not know
0		1	2	3	4
Supply shortages in existing supply chains of raw materials, intermediate and final goods and services	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Increase in costs of raw materials in connection with increase in the price of energy	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Problems with transportation capacity, extended transport time or transport costs from foreign suppliers or to buyers abroad	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Increase in costs of raw materials, intermediate and final goods in existing supply chains, other than those in connection with increase of energy and transportation costs	4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The effect of sanctions on Russia	5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Constraints related to environmental policies	6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. To which extent has Your enterprise reorganised global supply chains or activities in 2024 to overcome the encountered constraints? <i>Tick one option per each row.</i>					
Types of reorganisations		Very much	Moderately	Not change	Not applicable/ Do not know
0		1	2	3	4
We found new suppliers or buyers <u>within</u> the European Union	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We found new suppliers or buyers <u>outside</u> of the European Union	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We focussed on the most trustworthy/reliable suppliers by reducing the total number of suppliers or reducing orders from other suppliers	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We increased the number of suppliers from countries where we already have suppliers	4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We returned business functions previously sourced abroad back to Poland, but to <u>another</u> domestic enterprise	5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We returned business functions previously sourced abroad back to Poland, to <u>our own</u> enterprise	6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We increased digitalisation of the processes within the value chain ^a	7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We increased stocks/inventory ^b	8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

a) For example, implementing e-commerce or similar digital solutions, upgrading logistics software or supply/value chain analytics software.

b) For example, less frequent use of just-in-time solutions.

Explanations to the questionnaire

DEFINITIONS OF BASIC CONCEPTS:

An **enterprise group** consists of enterprises that are independent in legal terms, but rely on each other economically due to the control and/or ownership links between them. The links between the parent unit and its subsidiaries can be identified within the group. An enterprise group can be set up as a result of given legal relations or a decisive influence of one enterprise on the activities of another one, also as a consequence of entering into an agreement. Capital relations should not always be the main criterion for the existence of a group – rather a common centre of economic decisions determining the activity strategy. An enterprise group may have more than one decision-making centre, especially for making decisions regarding the strategy, production, sales, taxation, financial policy. It constitutes an economic unit as a whole which is empowered to make choices, particularly concerning units which it comprises. Groups of enterprises can often be divided into subgroups.

The existence of an enterprise group is certified by presence of control links between at least two units – parent entity and a subsidiary. Parent unit is the unit which controls at least one unit belonging to a group (a subsidiary). Subsidiary (an affiliate) is a unit that is controlled by the parent unit.

Control defines the ability to determine a joint organisation strategy, and involves all forms of direct or indirect deriving rights by the unit, that, individually or altogether, allow to exercise dominant influence over one or set of units.

Enterprise A (parent entity) controls enterprise B (subsidiary) when:

- a legal unit A directly holds more than 50% of votes in legal unit B (direct control),
- a legal unit A holds more than 50% of votes in legal unit B through affiliates (indirect control),
- the financial statements of a legal unit B are covered by a full consolidation of legal unit A, and no other legal unit covers the same entity with consolidation (control through full consolidation),
- a legal unit A holds less than 50% of voting power in legal unit B, but no other legal unit has more voting power (minority control).

Persons employed – the employed include: persons employed on the basis of an employment contract, i.e. an employment contract, appointment, election or nomination (including seasonal and occasional employees); employers and self-employed, i.e.: owners and co-owners (including helping family members) of entities conducting business activity (excluding partners in companies who do not work in the company) and self-employed persons; persons performing work in Poland and abroad on behalf of entities in which they are employed, regardless of the duration of such employment; agents working on the basis of agency agreements and contracts for services, including helping family members and persons employed by agents (agents do not include persons conducting their own business activity); persons performing outwork; persons receiving sickness, maternity, paternity, parental and care benefits and convicts (prisoners) working on the basis of collective employment contracts.

Business function is a set of tasks that an enterprise must carry out on a regular basis in order to bring goods or services to market. These tasks may be performed internally by an enterprise or sourced externally. The full set of business functions of the enterprise includes tasks related to implementation of the main objective of the enterprise (production of products and / or provision of services) and all necessary supporting activities undertaken to implement the main business activity (e.g. accounting, human resources, IT support, etc.).

Division of business functions:

1. **Production (of goods or materials)** – covers activities from section A (Agriculture, forestry and fishing), B (Mining and quarrying), C (Manufacturing), D (Electricity, gas, steam, and air conditioning supply) and F (Construction) according to NACE Rev.2 classification, i.e.:
 - Agricultural crops, animal production, hunting, related service activities supporting agriculture, forestry and logging (excluding service activities related to forestry), fishing;
 - Manufacturing; processing; assembly; printing and service activities related to printing;
 - Mining; extraction of gas and oil; stone quarrying; power generation (except trade of electricity);
 - Development of building projects; civil engineering; specialised construction tasks, including demolition.
2. **Management and administration cover:**
 - Management – financial services (e.g. banking, insurance, financial leasing, fund management); activities of head offices; human resources activities;
 - Administration – financial markets administration; legal tasks; bookkeeping, accounting and auditing; office administration and business support services; public administration services.
3. **Engineering and related technical services, e.g.:** architectural and engineering tasks, and technical analysis; support tasks for raw material extraction; sound recording and video production.
4. **Research and development, e.g.:** research and experimental development in the area of natural sciences and engineering, and social sciences and humanities.
5. **Information and communication technology – cover:**
 - Information and communication technology services other than programming – software publishing, and computer consultancy activities; programming and broadcasting tasks; telecommunications tasks; data processing and hosting; web portals and related information service tasks; installation of mainframe computers; maintenance and repair of computers and communications systems;
 - Software programming – computer programming, consultancy and related tasks.
6. **Marketing, sales and after-sales service – cover:**
 - Sales – retail and wholesale; trade of gas and electricity; sales agents and real-estate trading;
 - Marketing and after-sales services – advertising and media representation; market research and public opinion polling; call centers.
7. **Transport, logistics and storage – cover:**
 - Transportation and logistics – road, water, rail and air transport activities; passenger and cargo transport; postal services;
 - Warehousing and storage – warehousing; storage; packaging.
8. **Other business functions – cover:**
 - Facility management – accommodation (e.g. hotels and camps); food and beverage services (e.g. cafes and restaurants); cleaning services; landscape services; real-estate rental services; libraries; museums; sports centers;
 - Maintenance and repair services – maintenance and repair of non-ICT electronic equipment, transportation vehicles, and personal and household goods;

- Other services – water, waste collection and sewerage; remediation services; professional services (e.g. photography and translation); publishing of books and periodicals; travel agency activities; rental and operational leasing activities; security; education; human health activities and residential care; social services; creative and arts activities; gambling and betting; sports activities excluding facility management; activities of membership organisations; activities of households.

The core business function is activity of an enterprise, results of which are final goods or services intending for the market or for third parties and yielding revenue. In most cases, it is consistent with the enterprise's main activity as classified by the NACE activity code entered in the business register. An enterprise may have one or more core functions.

ADDITIONAL EXPLANATIONS:

All questions concern situation of Your enterprise (legal unit) in 2024.

Section 1. Global supply chains

Question 1 is filled in by all enterprises.

All categories of goods should be included as goods or materials, including raw materials, components, machines and other technical equipment.

In **question 2** and **question 3** answer "Yes" should be indicated only, if the annual value of a certain type of goods or materials/services purchased in 2024 directly from other enterprises abroad exceeds EUR 100 000 (PLN 430 600). It means that the annual purchase value in each row should exceed EUR 100 000 (PLN 430 600). If it did not exceed EUR 100 000 (PLN 430 600), answer "No" should be ticked. Therefore, not all enterprises responding "Yes" to question 1 will have to report the type of goods or materials in question 2 or the type of services in question 3.

If ticked "Yes", there should be indicated all geographical areas from which goods or services were purchased. For each row many geographical areas may be selected.

Question 4 is filled in by all enterprises.

All types of services should be included as services, i.e. management and administration services, engineering and related technical services, research and development, information and communication technology services, marketing, sales and after-sales services, transport, logistics and storage services and other types of services.

In **question 5** and **question 6** answer "Yes" should be indicated only, if the annual value of a certain type of goods or materials/services supplied in 2024 directly to other enterprises abroad exceeds EUR 100 000 (PLN 430 600). It means that the annual sales value in each row should exceed EUR 100 000 (PLN 430 600). If it did not exceed EUR 100 000 (PLN 430 600), answer "No" should be ticked. Therefore, not all enterprises responding "Yes" to question 4 will have to report the type of goods or materials in question 5 or the type of services in question 6.

If ticked "Yes", there should be indicated all geographical areas to which goods or services were supplied. For each row many geographical areas may be selected.

Geographical areas breakdown used in **section 1**:

- **The European Union (excluding Poland)** – Austria, Belgium, Bulgaria, Croatia, Cyprus, Czechia, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Portugal, Romania, Slovakia, Slovenia, Spain and Sweden.
- **Other European countries, incl. the United Kingdom** – Albania, Andorra, Belarus, Bosnia and Herzegovina, Montenegro, Gibraltar, Guernsey, Iceland, Jersey, Kosovo, Liechtenstein, Macedonia, Moldova, Norway, Russia, San Marino, Serbia, Switzerland, Turkey, Ukraine, Vatican City (Holy See), the United Kingdom, Isle of Man, Faroe Islands.
- **Rest of the world** – all countries not specified above.

Section 2. Trade activity

Questions 1–3 are filled in by all enterprises.

Section 3. Impact of recent events on organisation of enterprise's activity

Questions 1–3 are filled in by all enterprises.

Section 4. Additional information

Section 4 should be completed only by companies that have not completed Section VIII "Organisation of business functions of an enterprise" of the SP form for 2024.

In **question 1 column 1** number of persons employed should be given as **at 31 December 2024**, without decimal point.

Information on persons employed includes only persons employed in Your enterprise (legal unit). **Do not include** persons employed in other enterprises (e.g. subsidiaries, affiliates). Persons undertaking more than one function should be included according to their main function, i.e. the function where the person spends most of the time.

Persons employed **are not**: working on the basis of mandate agreement or specific task agreement; employed on the basis of an employment agreement for the purpose of vocational training; enjoying unpaid leave of more than 3 months (uninterrupted); using child care leave over 3 months (uninterrupted); using rehabilitation services; employees shared (employed) by a temporary work agency; employees employed on agreements whose agreements are not employment agreements.

If a specific business function **does not concern the activity of Your enterprise**, i.e. function was not performed internally (totally or partially) by Your enterprise, value of 0 (zero) should be entered.

Examples to question 1:

- a) An enterprise has 70 total persons employed, 60 of which are in the business function of information technology, 5 are working in marketing and 5 in sales. In this case, 10 persons should be allocated to the function of "Marketing, sales and after-sales service" and 60 persons to the function "Information and communication technology".

- b) An enterprise has 100 employees of which 5 employees are working 70% of the time in the “Information and communication technology” function and 30% of the time in the “Engineering and related technical services” function. As persons employed should be allocated to the function they spend most of the time, all 5 of them should be allocated to the function of “Information and communication technology”

In question 1 column 2 the core business function of Your enterprise in 2024 should be indicated.

The core business function **may include** a set of tasks carried out to meet the main purpose of the enterprise's activity, the results of which are final goods or services intended for the market or for third parties. A core function may include related vertical activities, e.g. production of materials or products that later become a permanent part of the final production. An enterprise may have one or more core functions.

The core business function **does not correspond** to support business functions, i.e. auxiliary activities which are carried out to permit or facilitate the production of goods or services for the market or for third parties. The support functions products themselves are not transferred to third parties and do not directly generate turnover. **Examples of support business functions** are: transport/accounting/information services for own needs, research activities performed entirely or to a large extent for the needs of the enterprise, storage of manufactured products.

Information on time needed to complete the questionnaire

1. Time devoted to prepare data means time spent by the respondent (in minutes) to:
 - prepare your internal documentation which is the source of data required to fill in the questionnaire,
 - carry out additional calculations of data obtained directly from your internal documentation,
 - elaborate data by breakdowns required in the questionnaire.
2. Time devoted to fill in the questionnaire means time spent by the respondent (in minutes) on entering the data and correcting them if necessary.