

1. You have received money from a foreign enterprise or paid money to a foreign enterprise. Divide this activity into goods and services.
  - What kind of services have you paid for/received money for from a foreign enterprise? Exports (sales) and imports (purchases) of services are reported in this inquiry.
  - Check what kind of business activity you have reported in MyTax (former Periodic tax return) as sales and purchases of services inside the EU. NB. Our inquiry covers all countries in the world, i.e. also countries outside the EU.
  - International flows of goods, i.e. purchases and sales of goods where the purchased and sold goods do not cross the Finnish border, are also reported in this inquiry. NB. Purchases and sales of goods across Finnish borders reported to Finnish Customs are reported in this inquiry only if the purchases and sales in question are related to construction (items SE11, SE12 and SE13) or project deliveries (GE1 and GE2).
  - Travel, emissions trading or transmission of electricity are not reported in this inquiry. If your enterprise is a travel agency, its purchases may still include something to be reported in this inquiry, such as advertising and marketing services or business services.
2. Check the appropriate service items for the enterprise's purchases and sales
  - The various service items and their descriptions can be found in the filling-in instruction of the inquiry: [stat.fi/keruu/paul/ohjeet\\_en.html](http://stat.fi/keruu/paul/ohjeet_en.html)
  - Furthermore, by using the search function on the inquiry form you can find the appropriate service item for your business activity.
  - If necessary, we can help you find the appropriate service items. You can contact us at [globalisaatio.tilastot@stat.fi](mailto:globalisaatio.tilastot@stat.fi) and describe the services purchased and sold by your company.
3. Fill in the form.
  - For many data providers the inquiry and filling in the form are difficult. In addition to instructions, you can find tips and help for filling in the form and finding the right service item on the web pages of the inquiry [stat.fi/keruu/paul/index\\_en.html](http://stat.fi/keruu/paul/index_en.html).
    - i. The video tutorial on how to fill in the form guides you in navigating the form easily.
    - ii. The page "Help with error messages" provides help with the most common error situations
  - It is also worth checking out the frequently asked questions [stat.fi/keruu/paul/faq\\_en.html](http://stat.fi/keruu/paul/faq_en.html).
4. Please keep the identifiers.
  - We will review your enterprise's responses and may ask you for more information about them.
5. Thank you for responding!