



Independent Statistics & Analysis
U.S. Energy Information
Administration

Guide to the New EIA-782A & C Survey Forms

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Introduction

The new fillable EIA-782A and EIA-782C Excel survey report forms include features designed to make it easier to add multiple states to each form. The new versions of EIA survey forms now contain password-protected cells, and no longer allow users to add additional worksheets to the workbook. However, users still have the option to copy and paste data or link cells onto the new EIA survey forms' worksheets. The method for selecting multiple states for data entry has been changed to make this process as simple as possible. This manual explains both the changes to the forms and the data linking process that will be helpful for automated data populating of the new Excel forms.

Updates to the EIA-782A Form

The updated EIA-782A form now allows users to more easily add data for multiple states. Users can select multiple states from the new “States to be Reported” section on the “Parts 1-3” tab, as shown below:

PART 3. STATES TO BE REPORTED													
Specify the States for which you are reporting. The States specified here will become columns in Part 4 and Parts 5-6.													
State #	State	Warning / Comment	Completion Status Summary				State #	State	Warning / Comment	Completion Status Summary			
			Part 4		Parts 5-6					Part 4		Parts 5-6	
			Volume	Sales	Volume	Sales				Volume	Sales	Volume	Sales
1	TX	State without Values Reported					27	---					
2	LA	State without Values					28	---					
3	AL	State without Values					29	---					
4	OK	State without Values					30	---					
5	---						31	---					
6	---						32	---					
7	---						33	---					
8	---						34	---					
9	---						35	---					
10	---						36	---					
11	---						37	---					
12	---						38	---					
13	---						39	---					
14	---						40	---					
15	---						41	---					
16	---						42	---					
17	---						43	---					
18	---						44	---					
19	---						45	---					
20	---						46	---					
21	---						47	---					
22	---						48	---					
23	---						49	---					

Select the states for which you are reporting from the drop-down list in each row’s State cell.

Selected states are then automatically populated in Parts 4, 5, and 6 of the form. The same Products from previous versions of the form are shown; they are now displayed in only two columns (Volume/Price) in this updated version:

PART 4. MONTHLY STATE SALES OF FINISHED MOTOR GASOLINE Add/Remove States							
PRODUCT (Refer to Definitions)	Product Code	State 1 TX	State without Values	State 2 LA	State without Values	State 3 AL	State without Values
		Volume (Thousand Gallons)	Price (\$0.000/Gallon)	Volume (Thousand Gallons)	Price (\$0.000/Gallon)	Volume (Thousand Gallons)	Price (\$0.000/Gallon)
RETAIL SALES (Direct Sales to End-Users)							
SALES THROUGH COMPANY-OPERATED RETAIL OUTLETS							
Reformulated Gasoline							
Regular	153	44					
Midgrade	154						
Premium	155						
Conventional Gasoline							
Regular	159						
Midgrade	160						
Premium	161						
SALES TO OTHER END-USERS							
Reformulated Gasoline							
Regular	153						
Midgrade	154						

Note that there is a hyperlink at the top of Parts 4, 5, and 6, “Add/Remove States,” which sends the user back to Part 3, “States to be Reported,” where states can be added or removed as necessary.

Updates to the EIA-782C Form

In Part 4 of the EIA-782C form, users now select a state from a drop-down menu at the top of each data-entry column, as shown below.

 Independent Statistics & Analysis U.S. Energy Information Administration		FORM EIA-782C MONTHLY REPORT OF PRIME SUPPLIER SALES OF PETROLEUM PRODUCTS			
<input type="checkbox"/> Original		Mo	Day	Year	REPORT PERIOD: <input type="text"/>
<input type="checkbox"/> Revision to Report Dated:		<input type="text"/>	<input type="text"/>	<input type="text"/>	EIA ID NUMBER: <input type="text"/>
PART 4. STATE DATA					
PRODUCT (Refer to Definitions)	PRODUCT CODE	MONT			
		(For the report period, select the State where delivery c			
		State 1:	State 2:	State 3:	State 4:
Reformulated Gasoline		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Regular	153	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	154	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	155	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Gasoline		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Regular	159	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Midgrade	160	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Premium	161	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Select state from this drop-down list

Select the state or territory for which sales volumes are being reported. Enter the sales volumes applicable to that state or territory in the column below.

3. Open a new blank workbook in Excel, and save it as **EIA782A_template.xlsx**. This will serve as the file to which you will be copying your company data. In informal fashion, set it up to resemble the data-entry portion of the form you are working with. For example, the EIA-782A has numerous data-entry cells, so you should set up the initial template to look something like this:

	A	B	C	D	E	F
1	Product	Product Code	State 1 Volume	State 1 Price	State 2 Volume	State 2 Price
2	RETAIL SALES					
3	Reformulated Gasoline					
4	Regular	153				
5	Midgrade	154				
6	Premium	155				
7	Conventional Gasoline					
8	Regular	159				
9	Midgrade	160				
10	Premium	161				

Note that it basically resembles the data-entry section of the EIA-782A form; because this template is for your use only, it's up to you how closely you want it to look like the actual form. The important thing is to have the data cells (highlighted in columns C and D above) set up to receive the data from whatever source your company is sending it.

Note that in the sample screen above, if you will be loading data for the states mentioned in Step 2 (TX, LA, AL, OK), you should set up the template so that "State 1" in columns C and D is TX, "State 2" is LA, etc.

- Now that the template is set up, copy your company data into the data entry cells using whatever method you prefer. Ideally, you should set this up so that your data system will feed the new data to this same template each month (automatically, if possible). This template won't change (assuming you report for the same states each month); only the data you feed it will be updated for each report period.

	A	B	C	D	E	F
1	Product	Product Code	State 1 Volume	State 1 Price	State 2 Volume	State 2 Price
2	RETAIL SALES					
3	Reformulated Gasoline					
4	Regular	153	44	3.357		
5	Midgrade	154	125	3.559		
6	Premium	155	52	3.855		
7	Conventional Gasoline					
8	Regular	159	25	3.572		
9	Midgrade	160	17	3.783		
10	Premium	161	62	3.991		

- Click (or ALT-TAB) back over to the new Form spreadsheet, and set up the links to the Template in the appropriate formula bar. To do so, move your cursor into the first data-entry cell, and type in the equal sign (“=”) into the formula bar, to alert Excel that a formula is being entered.

Click in the first data-entry cell...

...and then type the equal sign into the Formula bar

PRODUCT (Refer to Definitions)	Product Code	State 1: TX		State 2: LA	
		Volume (Thousand Gallons)	Price (\$0.000/Gallon)	Volume (Thousand Gallons)	Price (\$0.000/Gallon)
RETAIL SALES (Direct Sales to End-User)					
SALES THROUGH COMPANY-OPERATED RETAIL					
Reformulated Gasoline					
Regular	153	=			
Midgrade	154				
Premium	155				
Conventional Gasoline					
Regular	159				
Midgrade	160				
Premium	161				

6. With your cursor still in the data-entry cell's formula bar (next to the equal sign), click back over to the Template and click the corresponding data-entry cell in the Template, as shown below:

Click in the first data-entry cell to establish the link to the form

	Product	State 1	State 1	State 2	State 2
1	Product Code	Volume	Price	Volume	Price
2	RETAIL SALES				
3	Reformulated Gasoline				
4	Regular	153	44	3.357	
5	Midgrade	154	125	3.559	
6	Premium	155	52	3.855	
7	Conventional Gasoline				
8	Regular	159	25	3.572	
9	Midgrade	160	17	3.783	
10	Premium	161	62	3.991	

- When you click back to the Form spreadsheet, you will now see the formula (=EIA782A_template.xlsx]Sheet1!\$C\$4 in the formula bar, linking the Form spreadsheet to the Template's cell, as shown below:

Note that the linking formula is now shown

PART 4. MONTHLY STATE SALES OF FINISHED MOTOR GASOLINE		State 1: TX	State without Values	State 2: LA	State without Values
PRODUCT (Refer to Definitions)	Product Code	Volume (Thousand Gallons)	Price (\$0.000/Gallon)	Volume (Thousand Gallons)	Price (\$0.000/Gallon)
RETAIL SALES (Direct Sales to End-User)					
SALES THROUGH COMPANY-OPERATED RETAIL OUTLETS					
Reformulated Gasoline					
Regular	153	Sheet1!\$C\$4			
Midgrade	154				
Premium	155				
Conventional Gasoline					
Regular	159				
Midgrade	160				
Premium	161				

- With the cursor still in the formula bar of the Form spreadsheet, press **Enter** to activate the link. The data from the Template will appear in the cell on the form, as shown below:

Press Enter and the data link is established, copying the data from the template to this spreadsheet

Note that the formula is still shown in the formula bar

PRODUCT (Refer to Definitions)	Product Code	State 1: TX		State 2: LA	
		Volume (Thousand Gallons)	Price (\$0.000/Gallon)	Volume (Thousand Gallons)	Price (\$0.000/Gallon)
RETAIL SALES (Direct Sales to End-User)					
SALES THROUGH COMPANY-OPERATED RETAIL OIL					
Reformulated Gasoline					
Regular	153	44			
Midgrade	154				
Premium	155				
Conventional Gasoline					
Regular	159				
Midgrade	160				
Premium	161				

9. Perform these linking steps (Steps 5 through 8) for each of the data-entry cells in the Template and Form spreadsheets. For example, in the EIA-782A, you will need to create twelve such links (six Volumes and six Prices), for each of the different sales types that you report. Some forms have even more cells, and their Templates will require more time to set up. But you will only need to create these links one time, and use the same Template and Form spreadsheets each month.
10. After you have created all of the necessary links to the data-entry cells, and the current data appears in your Form spreadsheet, your form should be ready for submission. Save the **EIA782A_0219.xlsx** file to your hard drive/network, and submit it as you have in the past, via Secure File Transfer or fax.
11. When it is time to submit your next form, open the previous month's Form file (**EIA782A_0219.xlsx**) and save it with the new period's name (**EIA782A_0319.xlsx**, in our example). The new file will have the necessary links to the Template already in place, as you set them up last month. Then open the Template. Export your company data into the Template as you did in Step 4 above.
12. When your company data for the current period are loaded into the Template, they will be automatically copied into the appropriate cells in the Form spreadsheet (**EIA782A_0319.xlsx**). Review your data, save the form, and submit as usual.

Repeat steps 11 and 12 each month in order to prepare and submit your form.