



# Standard Practice for Receiving Assets<sup>1</sup>

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## 1. Scope

1.1 This practice covers the process for verifying, recording, and reporting receipt of assets (that is, equipment, supplies, and material).

1.2 Entities use a variety of means to document the receipt of assets. This practice details the fundamental concepts of the receiving process.

1.3 *This standard does not purport to address all of the safety concerns, if any, associated with its use. It is the responsibility of the user of this standard to establish appropriate safety and health practices and determine the applicability of regulatory limitations prior to use.*

## 2. Referenced Documents

2.1 *ASTM Standards:*<sup>2</sup>

**E2135 Terminology for Property and Asset Management**

## 3. Terminology

3.1 *Definitions*—For definitions relating to asset management, refer to Terminology **E2135**.

3.2 *receipt, n*—acknowledgement of assets received.

3.3 *system, n*—method or set of procedures for achieving something.

## 4. Significance and Use

4.1 It is the intent of these principles in this practice to provide guidance for an effective and efficient system for receiving assets.

4.2 These principles are applicable to any organizational structure or any position having the responsibility for receiving assets on behalf of their entity.

<sup>1</sup> This practice is under the jurisdiction of ASTM Committee **E53** on Asset Management and is the direct responsibility of Subcommittee **E53.01** on Process Management.

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<sup>2</sup> For referenced ASTM standards, visit the ASTM website, [www.astm.org](http://www.astm.org), or contact ASTM Customer Service at [service@astm.org](mailto:service@astm.org). For *Annual Book of ASTM Standards* volume information, refer to the standard's Document Summary page on the ASTM website.

## 5. Procedure for Receiving Incoming Tangible Assets

5.1 Ensure incoming assets are not visibly damaged and is accurately documented.

5.2 Examine the shipment to confirm that it is properly addressed and due to the receiving activity and ensure there is no external damage or visible tampering to the shipping container(s).

5.2.1 In the event that damage is detected in the packing material or there is reasonable certainty the asset is physically damaged, or both, notify the appropriate organization, document the damage, and acquire the carrier's acknowledgement concerning the damage before allowing the carrier to depart (depending on the carrier, this may be through written documentation or electronic means). If appropriate, consider refusing the shipment. Note that in some cases the carrier cannot, or is under no obligation to, return a shipment.

5.2.2 Before refusing incoming assets, considerations shall be made as to the importance and consequences of the asset being refused. Refusal should be reported immediately to the appropriate organization.

5.3 Ensure the quantity of containers (that is, cartons, pallets, or boxes) agree with the quantity on the incoming transportation documentation (if supplied).

5.3.1 In the event that a shortage or overage is detected, notify the appropriate organization, document the discrepancies, and acquire the carrier's acknowledgement concerning the anomalies before allowing the carrier to depart (by means of written documentation or electronic means).

5.3.2 Quantity discrepancies shall be reported immediately to the appropriate organization for resolution.

5.4 If the shipping address is correct, there is no visible damage, and the number of containers is correct, the receiving organization shall accept the shipment.

5.4.1 If the address is obviously incorrect, refuse acceptance of the shipment.

5.5 Locate the incoming documentation. In most cases, incoming documentation will accompany the shipment (that is, packing slip, shipping document, and invoice). If no documentation is present, the receiving entity shall either contact the shipping entity requesting documentation or generate a document listing the following information:

5.5.1 Name of shipping entity,

- 5.5.2 Date shipment arrived,
- 5.5.3 Authority for the shipment (for example, purchase order number or shipping request number),
- 5.5.4 Description of asset,
- 5.5.5 Manufacturer (if applicable),
- 5.5.6 Model number or part number, or both (if applicable),
- 5.5.7 Serial number (if applicable),
- 5.5.8 Unit of measure, and
- 5.5.9 Quantity.

5.6 Verify the asset received against the incoming documentation. Verify what was shipped from the vendor was properly documented and what was documented was received. The following aspects shall be verified:

- 5.6.1 Description,
- 5.6.2 Model number or part number, or both (if applicable),
- 5.6.3 Manufacturer (if applicable),
- 5.6.4 Serial number (if applicable),
- 5.6.5 Unit of measure,
- 5.6.6 Quantity, and
- 5.6.7 Condition.

5.7 Note any damage or discrepancies, or both, on the incoming documentation.

5.8 Ensure what was shipped was ordered and what was ordered was received. Reconcile the incoming documentation against the authorizing document. This information shall be accessible to receiving personnel at the point of receipt.

5.8.1 Damage or discrepancies, or both, shall be reported immediately to the appropriate organization within your organization for resolution.

5.9 The receiving of sensitive or hazardous materials, or both, may require special handling and safety precautions.

5.10 Ensure the asset is inspected in accordance with the quality requirements of the contract or customer, if appropriate.

5.11 Receiving assets against a purchase order could involve other functions within your organization. The receipt of tangible assets will differ depending on your organizational structure for acquiring and issuance of payment for assets received.

5.12 An organization should establish a standard processing time for assets being received and delivered. Needs, type of asset and its characteristics, requirements, and capabilities

should be considered before setting this time frame. This time frame may vary based upon the type of asset and its characteristics.

## 6. Reports

6.1 A receiving report, either paper or electronic, shall be generated. The following information, at a minimum, shall be included on this report:

- 6.1.1 Name of the shipping organization;
- 6.1.2 Authorizing document (for example, contract/purchase order number or shipping request/transfer document number);
- 6.1.3 Project the tangible asset is supporting (if known);
- 6.1.4 Date received;
- 6.1.5 Location, organization, or individual to which asset is to be delivered; and
- 6.1.6 Itemized listing of items received:
  - 6.1.6.1 Description,
  - 6.1.6.2 Model number or part number, or both (if applicable),
  - 6.1.6.3 Manufacturer (if applicable),
  - 6.1.6.4 Serial number (if applicable),
  - 6.1.6.5 Cost (if available),
  - 6.1.6.6 Unit of measure,
  - 6.1.6.7 Quantity, and
  - 6.1.6.8 Asset tag identifier, if applied.

6.2 Upon release or issuance of received assets, a signature or electronic verification shall be obtained from the individual who is accepting custody of the tangible asset.

6.3 Reports shall be based on the organizational outcomes required for the receipt of assets.

6.4 Reports of receipt shall be distributed within your organization as required to ensure business needs are met.

6.5 Receiving reports, including any incoming or transportation documents (if supplied), shall be maintained in either paper or electronic form, in a manner by which they can be easily identified and retrieved.

## 7. Keywords

7.1 assets; equipment; incoming inspections; inspections; receipts; receiving; receiving reports; tangible property

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