



## Designation: E2605 – 13 (Reapproved 2019)

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

This standard is issued under the fixed designation E2605; the number immediately following the designation indicates the year of original adoption or, in the case of revision, the year of last revision. A number in parentheses indicates the year of last reapproval. A superscript epsilon ( $\epsilon$ ) indicates an editorial change since the last revision or reapproval.

## 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, health, and environmental practices and determine the applicability of regulatory limitations prior to use.*

1.4 *This international standard was developed in accordance with internationally recognized principles on standardization established in the Decision on Principles for the Development of International Standards, Guides and Recommendations issued by the World Trade Organization Technical Barriers to Trade (TBT) Committee.*

## 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.

<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.

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

## 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