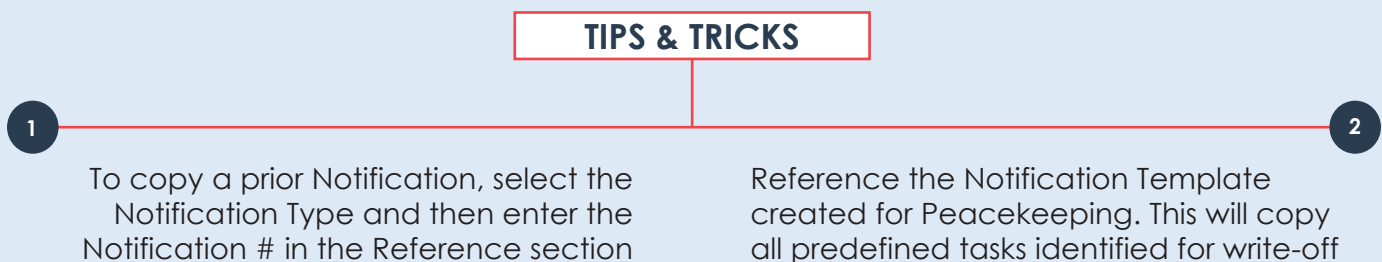
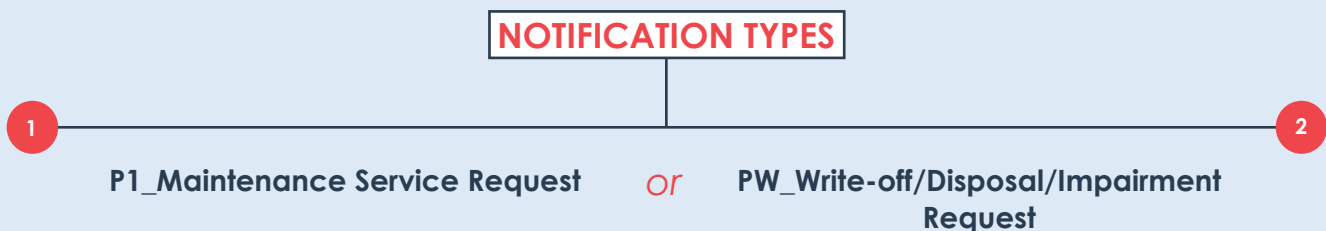
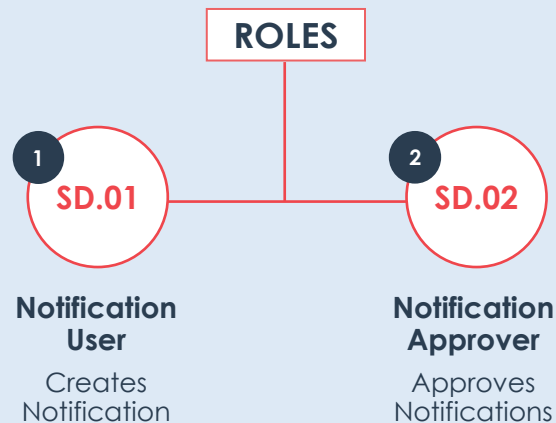
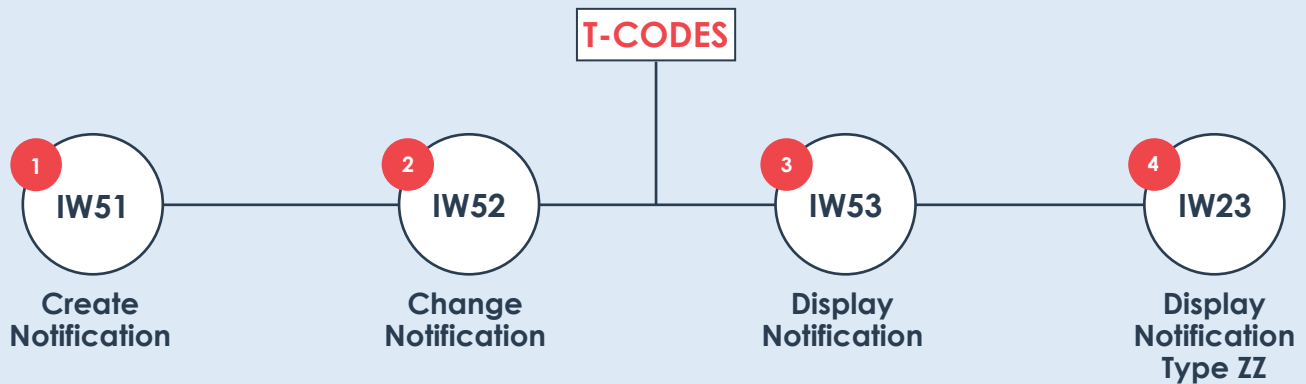




## CREATE & APPROVE NOTIFICATIONS CHEAT SHEET

The creation and approval of Notifications should be used to request services as well as to initiate the write-off process, assign equipment, and enter accident and/or incident reports. This cheat sheet is an example of when services are provided internally (no external clients involved).



**Create Notifications**

**Approve Notifications**

**Steps**

**Steps**

1

Use t-code **IW51**

1

Use t-code **IW52**

2

Select **Notification Type** (either **P1** or **PW**) and hit **Enter**

2

Input the **Notification Number** and hit **Enter**

3

In the **Notification Header**: enter **Short Description**

3

Click the **Status Details** icon 

4

**Notification Tab**

Enter the Functional Location or Equipment (if this refers to a real estate object or equipment)

or

the **Status** icon 

4

Change status to **02-APPR Request Approved**

5

In the **Execution** and **Subject Sections** enter:

- a. Priority
- b. Req. Date (Start & End dates)
- c. Main Work Centre (work provider)
- d. Planner Group (of the Provider)

or

**03\_REJT Request Rejected**

5

Click the **Release** icon  and hit **Enter**

6

**Location Data Tab**

*Account Assignment:*

- a. Company Code = 1000
- b. Business Area
- c. Asset Number/Cost Center/  
WBS element/Internal Order

5

7

Save and note the **Notification Number**

8

**Email** the SD Notification Approver