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).

**T-CODES**

1. IW51  
   Create Notification
2. IW52  
   Change Notification
3. IW53  
   Display Notification
4. IW23  
   Display Notification Type ZZ

**ROLES**

1. SD.01  
   Notification User  
   Creates Notification
2. SD.02  
   Notification Approver  
   Approves Notifications

**NOTIFICATION TYPES**

1. P1_Maintenance Service Request  
2. PW_Write-off/Disposal/Impairment Request

**TIPS & TRICKS**

1. To copy a prior Notification, select the Notification Type and then enter the Notification # in the Reference section
2. Reference the Notification Template created for Peacekeeping. This will copy all predefined tasks identified for write-off
**Create Notifications**

1. Use t-code IW51
2. Select Notification Type (either P1 or PW) and hit Enter
3. In the Notification Header: enter Short Description
4. Notification Tab
   - Enter the Functional Location or Equipment (if this refers to a real estate object or equipment)
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)
6. Location Data Tab
   - Account Assignment:
     a. Company Code = 1000
     b. Business Area
     c. Asset Number/Cost Center/WBS element/Internal Order
7. Save and note the Notification Number
8. Email the SD Notification Approver

**Approve Notifications**

1. Use t-code IW52
2. Input the Notification Number and hit Enter
3. Click the Status Details icon or the Status icon
4. Change status to 02-APPR Request Approved or 03_REJT Request Rejected
5. Click the Release icon and hit Enter

Need more help? Here’s the Umoja User Guide for Service Order Management, and here’s the Umoja Job Aid for Write-Off, Impairment, and Disposal.