This cheat sheet addresses how to update an Equipment Record and/or Assign Equipment for individual items. Update Equipment Records when equipment is received or information needs to be changed. Use the Assign Equipment process to assign equipment to a Business Partner (BP), update the equipment status, and appoint equipment to a functional location.

**ENTERPRISE ROLES & ACTIONS**

- **SD.01 • Notification User:** Creates Notifications
- **SD.02 • Notification Approver:** Approves Notifications
- **SD.10 • Services Delivery Equipment Master Data Maintainer:** Creates the Equipment Record • Changes the equipment data record • Gathers the info to validate documentation • Liaises with the Equipment Administrator if equipment disposal method is cannibalization and master data needs to be updated •
- **SD.11 • Services Delivery Equipment Master Data Maintainer Local:** Updates the Equipment Record within the authorization group • Liaises with the equipment requestor and updates the Master Data • Participates in the reconciliation of equipment during the physical verification process •

**T-CODES**

- IW51: Create Notification
- IW58: Report Notification
- IW52: Update & Approve Notification
- ZMM: Create Reservation
- MB21: Approve Reservation
- SBWP: Update of Equipment
- IE02: Update of Equipment

**EQUIPMENT UPDATE:**

1. **At the time of a Goods Receipt**

   **Enrichment Fields:**
   - Authorization Group
   - Functional Location
   - User Status
   - Manufacturer
   - Manufacturer Model #
   - Manufacturer Serial #
   - Manufacturer Part #
   - Global Insurance company
   - Attachments (i.e. specification sheets)
   - User Responsible
   - Cost Centre
   - Weight
   - Size
   - Warranty Data
   - Condition

   **Steps:**
   
   1. Type IE02 in the Command
   2. Enter Equipment Number
   3. Review & Update Mandatory Fields
   4. Update Optional Fields

   *Key Fields*
The Goods Receipt process automatically creates the Equipment Record, assigns a serial number, and emails requisitioners. Some Equipment Record fields are automatically populated while others should be enriched.

If the maintenance plant of the desired functional location is not aligned with the maintenance plant of the equipment, an error message will appear and hinder installation.

To check the maintenance plant of the functional location, execute T-Code IL03 to display the equipment.