



Supplier Connections!

DTE Energy has launched a new supplier portal Web site -- **Supplier Connections** -- designed to provide our suppliers with a growing suite of information services.

Supplier Connections is the single access point that enables you to maintain your own supplier profile, to receive DTE Energy supply chain communications and to access your contract details, purchase orders, good receipts and invoice payment information.

Access to Supplier Connections is by invitation only and DTE Energy reserves the right to select suppliers to participate in using its supplier portal.

A list of [Frequently Asked Questions](#) is available.

Supplier Portal FAQ's

Q1.) My USER ID and password has been emailed out to me but when I login I cannot access any of the reports?

A1.) Although you received your USER ID and Password, your USER ID will only be active the next day.

Q2.) I am unable to create a USER ID for another employee in my company?

A2.) It is probably because you are not adopting the DTE Energy USER ID naming convention policy. DTE Energy Supplier Connections USER ID policy is as Follows:

For Example: Your DTE Energy Vendor Code is 200120 and your company User's name is **Sam Supplier**, then the User ID's that you must create is V200100SS001.

V	200100	SS	001
Represents a Vendor for DTE Energy	DTE Energy Vendor Code	First and Last name's Initial	Your Company's USER ID serial #

Q3.) I do not know my Company's DTE Energy Vendor Code. How can I obtain my Vendor Code?

A3.) The Supplier Administrator USER ID emailed to you contains your DTE Energy Vendor Code. Please use the same Vendor code for USER ID creations of your employees. If you still are unable to identify your vendor code, please email us at supplierconnect@dteenergy.com with a subject line containing your **Company Name: No Vendor Code**.

Q4.) Why did I receive two Email Notifications after I created a USER ID for an Employee? One email confirmed that my USER Account was created and another email conveyed that my USER account is not active?

A4.) It is probably because you did not follow the DTE Energy USER ID naming convention; your account is not active. Please delete the inactive USER ID that was created and create a new USER ID following the DTE Energy USER ID naming convention.

Q5.) How do I reset my Employee's USER ID password?

A5.) You can click on the "Generate New Password" within the supplier administration tab. This will send out an email notification to your user.

Q6.) I am a Supplier Administrator for the DTE Energy account and I have forgotten my password. How can I reset my password?

A6.) A Supplier Administrator password shall be reset by a DTE Energy Supplier Connect Administrator. Please email us at supplierconnect@dteenergy.com with the following information for a password reset.

- a.) Email Subject: Password Reset
- b.) User ID
- c.) Company Name