



Maximo Service Entries

Suppliers/Contractors must have a User ID and Password to access Maximo and upload service receipts. To Request a User ID and password, please send an email to supplierconnect@dteenergy.com with 'Maximo' in the subject area and include the following information in your email:

- Supplier Name
- Vendor Code
- First and Last Name
- Phone Number and Email address
- DTE Energy Business Unit, i.e. Corporate Supplier, Distribution Operations Supplier, Energy Gas-MichCon Supplier, Fossil Generation Supplier, Facilities Supplier, etc.

The Center for Contract Management will contact you within 5 to 7 business days when the Maximo ID and Password is created. Your company has two options for entering service receipts and sundry materials.

Option 1: File Upload. We will provide a Microsoft Excel spreadsheet template for uploading your service receipts directly into Maximo. Click here for [Maximo File Upload](#) training manual.

Option 2: Direct Entry. Service receipts can be entered directly into Maximo. Click here for [Maximo Direct Entry](#) training manual.

After you enter your service receipts in Maximo, the Contract Administrator or the individual that requested your services must approve your service entries. Please contact your Contract Administrator or the Requestor of services immediately to request review and approval of your service receipts.