

To Our Valued Customer:

Enterprise Oil Co., a RelaDyne Company, is pleased to announce that **on February 28, 2022, we will be transitioning to our company-wide Invoicing and Accounting system, Sage-DM2.** This system is being used by all RelaDyne locations throughout the country, and is specifically designed for handling petroleum products distribution, billing, inventory and purchasing transactions.

There will be subtle changes to our delivery paperwork, invoices, and minor process changes that we desire to make you aware of. Additionally, there will be some positive new features coming soon, such as the ability to place your orders and manage your account online, that you will be able to take advantage of. I can assure you that none of these changes will have an effect on the level of service that our company commits to provide for your company.

The purpose of this letter is to provide you with details of the changes you will see starting with our deliveries on February 28, 2022. **The following pages contain specific information related to your account with us.** Please review and contact [AR.Remittance.CHI@reladyne.com](mailto:AR.Remittance.CHI@reladyne.com) with any questions or concerns.

Information in this document can be accessed online at [info.reladyne.com/entoilusa](http://info.reladyne.com/entoilusa)

Thank you for working with us as we implement these very important changes and enhancements to our system. We will do our absolute best to mitigate as many distractions and issues as possible during the changeover.

If you have any other questions or concerns, please contact your sales representative or a branch leader at one of the contact methods below.

We sincerely thank you for your business, and your commitment to RelaDyne!

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# Important Information

## NAME CHANGE:

Enterprise Oil Co. will be operating as  
**Mid-Town Petroleum Acquisition LLC**  
Please update your system accordingly.

To access the new W9 document, visit

[info.reladyne.com/entoilusa](http://info.reladyne.com/entoilusa)

## NEW REMIT TO ADDRESS:

**Mid-Town Petroleum Acquisition LLC**  
**PO BOX 645332**  
**Cincinnati, OH 45264-5332**  
**(708) 599-8700**

All future payments should be mailed to this address.

## ITEM CODES / DESCRIPTIONS:

All of our products will have new product numbers and product descriptions. The same great products are still offered and available.

## DELIVERY TICKETS/INVOICE PROCESS:

Our new system uses a delivery ticket/invoice process similar to what we are using today so you should not see much, if any, difference to our process.

**All customers will receive a delivery ticket at the time of delivery.** This delivery ticket will list all items and the quantities being delivered. Any adjustments or corrections will be noted on all copies of the delivery ticket, one copy will be left with our customer, and a signed copy will be brought back with our driver.

The next day, our office personnel will make any needed changes, finalize the orders, and create invoices. These **invoices will be sent via your preferred method of delivery (e-mail, fax, mail).**

While this is the standard process in our system, we do have some limited flexibility to accommodate your specific needs. Please contact your assigned sales representative with any concerns.

## INVOICE DELIVERY:

Our new system has the capability of sending invoices via email or fax. If you would like to utilize this new feature, please email your information to [AR.Remittance.CHI@reladyne.com](mailto:AR.Remittance.CHI@reladyne.com).

For those of you currently receiving invoices via email you will continue to receive them via this method, but they will come from a different email address.

**The new incoming email address for invoices will be: [reladyne.accounting.CHI@reladyne.com](mailto:reladyne.accounting.CHI@reladyne.com)**

Please add this email address to your white list (list of authorized senders) in your email system to make sure it is not blocked or sent to your junk folder.

## ELECTRONIC PAYMENTS:

We offer the option to make payment via ACH/Wire. Should you be interested in using this method of payment, please reference our banking and remittance details below.

**Account Name:** Mid-Town Petroleum Acquisition LLC

**ABA:** 123000848

**Account Number:** 153911072707

**Swift Code:** USBKUS44IMT

Please send Remittance Detail via email to:


[AR.Remittance.CHI@reladyne.com](mailto:AR.Remittance.CHI@reladyne.com)

Access your Account online at:

[my.reladyne.com](http://my.reladyne.com)

# Sample Delivery Ticket

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**RelaDyne**  
Reliability in Motion

**DELIVERY TICKET**

**CHICAGO HEIGHTS WAREHOUSE**  
290 E JOE ORR RD  
CHICAGO HEIGHTS, IL 60411  
Phone: (708) 599-8700 Fax: (847) 258-4115

**Order Number: 1374034**

Order Date: 11/22/2021  
Salesperson: RELADYNE ACCOUNT  
Cust Serv Rep: DAWN.ZIEGLER

**Sold To:** 11-0002600

NEW ACCOUNT NUMBER

**Ship To:** 1000

SHIP-TO ADDRESS

Delivery Zone: ZONE 2


Ordered By: SANDY      Comment:

CUSTOMER PURCHASE ORDER

Customer P.O.	Truck	Driver	Terms	
33370	CPU		NET 30 DAYS	M20

Description	Item #	Supplier #	UOM	Ordered	Shipped	BackOrder
CUSTOMER PICK UP						
ALL SERVICE OILS	XXXXXXXXXX	XXXXXXXXXX	CS	100	100	
ALL FLUIDS OILS	XXXXXXXXXX	XXXXXXXXXX				

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**RelaDyne**  
Reliability in Motion

**INVOICE**

Invoice Number: 1384774-IN  
Invoice Date: 01/31/2022  
Invoice Due Date: 03/02/2022  
Order Number: 1384774

Remit Payment to: Mid-Town Petroleum Acquisition  
PO Box 645332  
Cincinnati, OH 45264-5332  
(708) 599-8700

NEW REMIT TO ADDRESS

Payments not received by the due date will be assessed interest at a rate of 1.50% per month.

**PAYMENT TERMS**

Customer P.O.	Warehouse	Truck	Driver	Terms	Comment
33675	M20	CPU	cpu	NET 30 DAYS	

Item Description	Item Number	Supplier#	UOM	Ordered	Shipped	BackOrder	Unit Price	Amount
ALL SERVICE OILS	XXXXXXXXXX	XXXXXXXXXX	CS	100	100	0.00	100.00	
ALL FLUIDS OILS	XXXXXXXXXX	XXXXXXXXXX						

CUSTOMER PURCHASE ORDER

Customer Signature

Print Customer Name

Driver Signature

# of Drums Returned

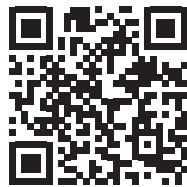
**EMERGENCY RESPONSE: 1-800-535-5053 (INFO-TRAC)**  
IN CASE OF FIRE, SPILLS, LEAKS OR ACCIDENT WITH  
HAZARDOUS MATERIALS DURING DELIVERY.

**INVOICE TOTALS**

Net Invoice:	2,718.93
Fuel Surcharge:	0.00
Handling Fee:	0.00
Sales Tax:	0.00
<b>Invoice Total:</b>	<b>2,718.93</b>

Save Time!  
ew Account History with our new web and mobile sites.  
in up Today at ReladYneExpress.com!

# Sample Invoice



**Access this info and more at:  
[info.reladyne.com/entoilusa](http://info.reladyne.com/entoilusa)**