



To Our Valued Customer:

New West Oil, a RelaDyne Company, is pleased to announce that **on October 1, 2021, we will be transitioning our locations in Glendale, AZ and Las Vegas, NV 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 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 October 1, 2021. **The following pages contain specific information related to your account with us.** Please review and contact [SLC.Glendale.AR@reladyne.com](mailto:SLC.Glendale.AR@reladyne.com) with any questions or concerns.

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

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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Regional Vice President- West  
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# Important Information

## NAME CHANGE:

New West Oil will be operating as

### **RelaDyne West, LLC**

Please update your system accordingly.

To access the new W9 document, visit

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

## NEW REMIT TO ADDRESS:

### **RelaDyne West, LLC**

**PO Box 954039**

**St. Louis, MO 63195-4039**

All future payments should be mailed to this address.

## 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:** RelaDyne West Deposit Account

**ABA:** 123000848

**Account Number:** 153911674890

**Swift Code:** USBKUS44IMT

Please send Remittance Detail via email to:

[SLC.Glendale.AR@reladyne.com](mailto:SLC.Glendale.AR@reladyne.com)

## 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 [Annette.Ferrett@reladyne.com](mailto:Annette.Ferrett@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.SLC@reladyne.com](mailto:reladyne.accounting.SLC@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.

# Sample Delivery Ticket

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**DELIVERY TICKET**

**GLENDALE MAIN**  
4440 W TOM MURRAY AVE  
GLENDALE, AZ 85301

Order Number: TEST001-IN

Order Date: 09/01/2021  
Salesperson: JASON YAZZIE-BALLARD  
Phone: 602-759-5559  
Email: jayazzie@reladyne.com  
Cust Serv Rep: JYAZZIE

Stop# 0001

Sold To: 31-0050955 **NEW ACCOUNT NUMBER**

Ship To: 0001 **SHIP-TO ADDRESS**

Ordered By: **CUSTOMER PURCHASE ORDER** Comment: Ship Date: 9/1/2021

Customer P.O. P.O.# 300835	Truck 1209	Driver JASON YAZZIE-BALLARD	Terms NET 30 DAYS	Whse C65	Buyback #
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HM	Description	Item #	Supplier #	UOM	Ordered	Shipped	BackOrder	Price	Amount
01	ULTRADIESEL 15W-40	0000000000							

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**INVOICE**

Invoice Number: TEST001-IN  
Invoice Date: 09/01/2021  
Invoice Due Date: 10/01/2021  
Account #: 00011  
Salesperson: JASON YAZZIE-BALLARD  
Phone: 602-759-5559  
Email: jayazzie@reladyne.com

Remit Payment to: **NEW REMIT TO ADDRESS**  
Reladyne West LLC  
PO Box 954039  
St Louis, MO 63195-4039

We appreciate your business! For any billing questions, please contact us at 602-759-5559 or via email at [SLC.Glendale.AR@reladyne.com](mailto:SLC.Glendale.AR@reladyne.com).

BILL TO: BLUE MOUNTAIN ENERGY  
1274 S JORDAN GARDENS  
W90  
Tomball, Texas 77375

SHIP TO: BLUE MOUNTAIN ENERGY  
3807 COUNTY ROAD 66  
3807 COUNTY ROAD 66  
3807 COUNTY ROAD 66  
TOMBALL, TX 77375

**PAYMENT TERMS**

Customer P.O. P.O.# 300835	Warehouse C65	Truck 137076A	Driver 69	Terms NET 30 DAYS	Comment
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Item Description	Item Number	Supplier#	Wt.	UOM	Ordered	Shipped	BackOrder	Unit Price	Amount
ULTRADIESEL 15W-40	0000000000		15.00	55.00	15.00	15.00		1.00	15.00
ULTRADIESEL 15W-40	00		15.00	55.00	15.00	15.00		1.00	15.00
ULTRADIESEL 15W-40									1.00
ULTRADIESEL 15W-40									1.00
ULTRADIESEL 15W-40									1.00
									45.00

**CUSTOMER PURCHASE ORDER**

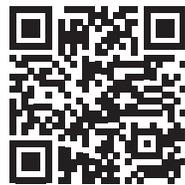
Customer Signature  
Print Customer Name  
Driver Signature  
# of Drums Returned

**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:	503.87
Fuel Surcharge:	19.95
Handling Fee:	7.93
Sales Tax:	
<b>Invoice Total:</b>	<b>531.75</b>

# Sample Invoice



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