



## Allied Oil & Tire Company

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To Our Valued Customer:

Allied Oil & Tire Company is pleased to announce that **on February 1, 2024, 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.

As part of the transition to our new ERP system, we will transition to the standard RelaDyne fee structure effective 02/01/24 of which in reviewing the legacy Allied structure, there is little to no financial impact to our customers overall:

- Delivery & Handling Fee of \$14.95 or \$19.95 per delivery, depending on your average total invoice amount.
- Fuel Surcharge of \$0.03 per gallon on all deliveries of Lubricants, DEF, Chemicals, and Coolants/Antifreeze

The purpose of this letter is to provide you with details of the changes you will see starting with our deliveries in early February 2024. **The following pages contain specific information related to your account with us.** Please review and contact [reladyne.accounting.ngp@reladyne.com](mailto:reladyne.accounting.ngp@reladyne.com) with any questions or concerns.

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

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.

Steve Tidemann  
Area Business Manager- North  
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Phone: (605) 351-2302

Marty Herman  
Area Business Manager- South  
Marty.Herman@RelaDyne.com  
Phone: (402) 990-4250

# Important Information

## For Your Records

### NAME CHANGE:

Allied Oil & Supply will be operating as **Allied Oil & Tire Company**

Please update your system accordingly.

To access the W9 document, visit

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

### NEW REMIT TO ADDRESS:

**Allied Oil & Tire Company**

**PO Box 860834**

**Minneapolis, MN 55486-0834**

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:** Allied Oil & Tire Company

**ABA:** 12300848

**Account Number:** 1-539-1217-2142

**Swift Code:** USBKUS44IMT

Please send Remittance Detail via email to:

[AR.Remittance.NGP@reladyne.com](mailto:AR.Remittance.NGP@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 [AR.Remittance.NGP@reladyne.com](mailto:AR.Remittance.NGP@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.

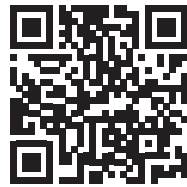
**The new incoming email address for invoices will be: [reladyne.accounting.NGP@reladyne.com](mailto:reladyne.accounting.NGP@reladyne.com)**

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.





Allied Oil & Tire Company



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