



To Our Valued Customer:

Michigan Petroleum Technologies is pleased to announce that **on May 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.

The purpose of this letter is to provide you with details of the changes you will see starting with our deliveries in early May 2024. **The following pages contain specific information related to your account with us.** Please review and contact CHI.MI.Orders@reladyne.com with any questions or concerns.

Information in this document can be accessed online at info.reladyne.com/michiganpetroleum

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!

Brad Secory
Area Business Manager - Michigan
Brad.Secory@Reladyne.com
Office: (800) 834-6219

Brandon Huntoon
Regional Sales Manager - Michigan
Brandon.Huntoon@Reladyne.com
Office: (800) 834-6219

Important Information

For Your Records

NAME CHANGE:

Michigan Petroleum Technologies will be operating as Mid-Town Petroleum Acquisition, LLC.

Please update your system accordingly.

To access the W9 document, visit

info.reladyne.com/michiganpetroleum

NEW REMIT TO ADDRESS:

Mid-Town Petroleum Acquisition, LLC

PO Box 645332

Cincinnati, OH 45264-5332

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: 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

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.

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

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

Order Number: 0708964-IN

MPT-PORT HURON
3030 MOAK ST
Port Huron, MI 48060
Phone: (800) 772-5823

Order Date: 03/23/2024
Salesperson:
Cust Serv Rep:

RelaDyne
Reliability in Motion

Sold To: 11-0009422 **NEW ACCOUNT NUMBER**

Ship To: 1008 **SHIP-TO ADDRESS**

Ordered By: **CUSTOMER PURCHASE ORDER** Comment: Ship Date: 4/12/2024

Delivery Zone: 3-S

Customer P.O. REQUIRED

HM	Description	Item #	Supplier #	UOM	Ordered	Shipped	BackOrder

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INVOICE

RelaDyne
Reliability in Motion

Invoice Number: 0708637-IN
Invoice Date: 03/23/2024
Invoice Due Date: 04/22/2024
Order Number: 1526654
Order Date: 03/23/2024
Salesperson: MICHIGAN HOUSE

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

NEW REMIT TO ADDRESS

Bill To: 11-0024159
SMR AUTOMOTIVE SYSTEMS USA INC
MOTHERSON GROUP
1855 BUSHAW HWY
MARYSVILLE, MI 48040

PAYMENT TERMS

Ship To: 1001
SMR AUTOMOTIVE SYSTEMS USA INC
MOTHERSON GROUP
2655 16TH ST
PORT HURON, MI 48060

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

Customer Signature _____ Date _____
Print Customer Name _____
Driver Signature _____ Time In _____ Time Out _____
of Drums Returned _____

EMERGENCY RESPONSE: 1-800-535-5053 (INFO-TRAC) CONTRACT #105113
IN CASE OF FIRE, SPILLS, LEAKS OR ACCIDENT WITH HAZARDOUS MATERIALS DURING DELIVERY.

This is to certify that the above-named materials are properly classified, described, packaged, marked and labeled and are in proper condition for transportation according to the applicable regulations of the Department of Transportation.

Item Description	Item Number	Supplier#	UOM	Ordered	Shipped	BackOrder	Unit Price	Amount

CUSTOMER PURCHASE ORDER

INVOICE TOTALS

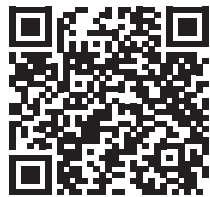
Net Invoice:	552.75
Fuel Surcharge:	8.25
Handling Fee:	19.95
Sales Tax:	34.86
Invoice Total:	615.81

Save Time!
Go online to manage your account, place orders, access signed delivery tickets, and more!
Sign up today at my.RelaDyne.com

Sample Invoice



a **RelaDyne**® Company



**Access this info and more at:
info.reladyne.com/michiganpetroleum**