



North Bay Petroleum  
Redwood Coast Fuels

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To Our Valued Customer:

North Bay Petroleum and Redwood Coast Fuels is pleased to announce that **on October 14, 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 in mid-October 2022. **The following pages contain specific information related to your account with us.** Please review and contact [AR.Remittance.NCA@reladyne.com](mailto:AR.Remittance.NCA@reladyne.com) with any questions or concerns.

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

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  
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Jeff Mee  
Area Business Manager  
[Jeff.Mee@RelaDyne.com](mailto:Jeff.Mee@RelaDyne.com)  
Phone: 707-272-0781

# Important Information

## NAME CHANGE:

North Bay Petroleum and Redwood Coast Fuels will be operating as **Nick Barbieri Trucking, LLC**. Please update your system accordingly.

To access the W9 document, visit [info.reladyne.com/barbieritrucking](http://info.reladyne.com/barbieritrucking)

## NEW REMIT TO ADDRESS:

**Nick Barbieri Trucking, LLC**  
**PO Box 511578**

**Los Angeles, CA 90051-8133**

All future payments should be mailed to this address.

You can continue to make online payments at [reladyne.com/barbieritrucking](http://reladyne.com/barbieritrucking)

## 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:** Nick Barbieri Trucking, LLC

**ABA:** 123000848

**Account Number:** 1-539-1199-8372

**Swift Code:** USBKUS44IMT

Please send Remittance Detail via email to: [AR.Remittance.NCA@reladyne.com](mailto:AR.Remittance.NCA@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.NCA@reladyne.com](mailto:AR.Remittance.NCA@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.NCA@reladyne.com](mailto:reladyne.accounting.NCA@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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**RelaDyne**  
North Bay Petroleum  
Redwood Coast Fuels

**DELIVERY TICKET**

Order Number: 0000060

Order Date: 08/19/2022  
Salesperson: [REDACTED]  
Cust Serv Rep: [REDACTED]

UKIAH WAREHOUSE  
3471 N STATE ST  
UKIAH, CA 95482  
Phone: 707-463-3100

Delivery Date: \_\_\_/\_\_\_/\_\_\_  
BOL #: [REDACTED]  
Terminal: [REDACTED]

Sold To: 35-0002000 **NEW ACCOUNT NUMBER**

Ship To: 1000 **SHIP-TO ADDRESS**

Ordered By: [REDACTED] **CUSTOMER PURCHASE ORDER** Comment: SHIP DATE: 8/19/2022

Customer P.O. [REDACTED] Truck [REDACTED] Driver [REDACTED] Terms LOAD TO LOAD, NET 10 DAYS Whse U10 Buyback # [REDACTED]

HM	Description	Item #	Supplier #	UOM	Ordered	Shipped	BackOrder
	DRY RADIAS S 460 DR	949680460R00810	D3411702				

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**RelaDyne**  
North Bay Petroleum  
Redwood Coast Fuels

**INVOICE**

Invoice Number: 000060-IN  
Invoice Date: 08/19/2022  
Invoice Due Date: 08/29/2022  
Order Number: 0000060

Remit Payment to:  
Nick Barbieri Trucking, LLC  
PO Box 511578  
Los Angeles, CA 90051-8133 **NEW REMIT TO ADDRESS**

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

Map To: 1000

**PAYMENT TERMS**

Customer P.O. [REDACTED] Warehouse U10 Truck 004238A Driver 00 **Terms LOAD TO LOAD, NET 10 DAYS** Comment [REDACTED]

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

**CUSTOMER PURCHASE ORDER**

Customer Signature \_\_\_\_\_ Date \_\_\_\_\_  
Print Customer Name \_\_\_\_\_  
Driver Signature \_\_\_\_\_ Time In \_\_\_\_\_  
# 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**

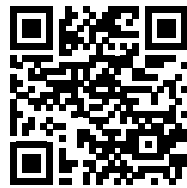
Go online to manage your account, place orders, access signed delivery tickets, and more!  
Sign up today at my.RelaDyne.com

Net Invoice: 774.95  
Fuel Surcharge: 1.65  
Handling Fee: 0.00  
Sales Tax: 55.13  
Invoice Total: 831.73

# Sample Invoice



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