

<p>State of Oklahoma</p>	<p>Department of Central Services 2401 N. Lincoln Blvd., Suite 116 Oklahoma City, OK 73105</p>	<p>Phone: 405-521-2289 FAX: 405-521-4475 email: theresa_johnson@dcs.state.ok.us</p>

## MEMORANDUM

TO: All Users  
From: Theresa Johnson  
Contracting Officer  
Date: December 3, 2008  
Subject: SW71101 Comdata

Several of you have received emails from Mansfield Oil regarding the credit card invoicing on the Automated Fleet Fueling Management Systems Contract. I apologize for not getting this addendum to you prior to your receipt of the emails, but I did not receive the information from Comdata until yesterday.

Transmontaigne was purchased by another company and they have elected not to continue their partnership with Comdata on this contract. Mansfield Oil partners with Comdata on several other contracts and will be providing invoicing and reports for the State.

The enclosed addendum should answer any questions that you have. Please read it carefully as it is a change from the way you currently process the credit card payments. However if you have any questions please do not hesitate to call to me.

T.D.J



**State of Oklahoma  
Department of Central Services  
Central Purchasing**

**Statewide Contract Addendum**

*This addendum is added to and is to be considered part of the subject contract.*

**Contract Issuance Date:** December 1, 2008 through November 30, 2009  
**Statewide Contract #:** SW71101  
**Contract Title:** Automated Fleet Fueling Management Systems  
**Addendum Date:** December 3, 2008  
**Addendum #:** Three (3)

The State has exercised the option to renew for one additional year with Comdata (Contract ID #1371) and Mansfield Oil (Contract ID #1372). The second year renewal of a five year agreement period. Please attach a copy of this addendum (#3) to your current contract and addendum copies. All current pricing, terms and conditions shall apply to the contract during the renewal period.

**Conversion Information**

On December 1<sup>st</sup>, 2008, changes will be made to your Fleet Fuel Credit Card program. Comdata will not be partnering with TransMontaigne in bringing you a tax exempt program. Comdata has obtained Ultimate Vendor status from the IRS and will exempt the Federal Excise Taxes for the State. Therefore, Comdata, not Transmontaigne will be the remitter and all payments will be made to them. The change will be automatic in Peoplesoft. Comdata's vendor ID will not change and it will not be necessary to reissue your purchase orders.

Your November invoices will be paid to Transmontaigne, they will remain as the remit address for Comdata through December 31, 2008 to allow agencies to make payments. Your December invoices will be paid to Comdata using the information below and the remit address will be changed in Peoplesoft January 2, 2009.

Comdata will be partnering with Mansfield Oil out of Atlanta, GA to provide invoicing and reporting that had previously been provided by Transmontaigne. Your invoice will be sent by Mansfield Oil but the payee will be Comdata.

This change will in no way affect the current business that the State has with Mansfield Oil. Namely the bulk fuel and consignment invoicing and payment will remain the same.

The below list of information outlines some of the changes and activities for you be aware of in December.

**Key Changes**

1. Invoicing
  - a. Your Invoice for November transactions will be available via TransMontaigne's website.
  - b. Beginning with December, your invoice will be available via Mansfield Oil's website. (December's invoice will be available during the first week of January)
2. Payment Processing
  - a. Payment shall be made to Comdata Corp
  - b. Payment Detail Ledger- Comdata will require a Payment Detail Ledger be submitted with payment
3. New ftp site for data files
  - a. If you are an agency that currently retrieves data from TransMontaigne's ftp server, contact Kevin Hill at [khill@comdata.com](mailto:khill@comdata.com) to make sure you are setup with a new signon
4. You will receive an email from mansfieldoil.com with your User Id and Password for Reporting and Invoicing

Comdata will send out emails in December for invitations to web training on the new website and payment process.



**State of Oklahoma  
Department of Central Services  
Central Purchasing**

**Statewide Contract Addendum**

*This addendum is added to and is to be considered part of the subject contract.*

**Contract Issuance Date:** December 1, 2008 through November 30, 2009  
**Statewide Contract #:** SW71101  
**Contract Title:** Automated Fleet Fueling Management Systems  
**Addendum Date:** December 3, 2008  
**Addendum #:** Three (3)

The State has exercised the option to renew for one additional year with Comdata (Contract ID #1371) and Mansfield Oil (Contract ID #1372). The second year renewal of a five year agreement period. Please attach a copy of this addendum (#3) to your current contract and addendum copies. All current pricing, terms and conditions shall apply to the contract during the renewal period.

**Conversion Information**

On December 1<sup>st</sup>, 2008, changes will be made to your Fleet Fuel Credit Card program. Comdata will not be partnering with TransMontaigne in bringing you a tax exempt program. Comdata has obtained Ultimate Vendor status from the IRS and will exempt the Federal Excise Taxes for the State. Therefore, Comdata, not Transmontaigne will be the remitter and all payments will be made to them. The change will be automatic in Peoplesoft. Comdata's vendor ID will not change and it will not be necessary to reissue your purchase orders.

Your November invoices will be paid to Transmontaigne, they will remain as the remit address for Comdata through December 31, 2008 to allow agencies to make payments. Your December invoices will be paid to Comdata using the information below and the remit address will be changed in Peoplesoft January 2, 2009.

Comdata will be partnering with Mansfield Oil out of Atlanta, GA to provide invoicing and reporting that had previously been provided by Transmontaigne. Your invoice will be sent by Mansfield Oil but the payee will be Comdata.

This change will in no way affect the current business that the State has with Mansfield Oil. Namely the bulk fuel and consignment invoicing and payment will remain the same.

The below list of information outlines some of the changes and activities for you be aware of in December.

**Key Changes**

1. Invoicing
  - a. Your Invoice for November transactions will be available via TransMontaigne's website.
  - b. Beginning with December, your invoice will be available via Mansfield Oil's website. (December's invoice will be available during the first week of January)
2. Payment Processing
  - a. Payment shall be made to Comdata Corp
  - b. Payment Detail Ledger- Comdata will require a Payment Detail Ledger be submitted with payment
3. New ftp site for data files
  - a. If you are an agency that currently retrieves data from TransMontaigne's ftp server, contact Kevin Hill at [khill@comdata.com](mailto:khill@comdata.com) to make sure you are setup with a new signon
4. You will receive an email from mansfieldoil.com with your User Id and Password for Reporting and Invoicing

Comdata will send out emails in December for invitations to web training on the new website and payment process.

