

# Purchase Change Request



Marshall University  
Office of Purchasing  
One John Marshall Drive  
Huntington, WV 25755-4100

**Order #**  
MU20NATGAS

FY 24	Buyer MD	Date 08/14/2023	Account Varies	P.O. Date 05/14/2019	Contract MU20NATGAS
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<b>Document</b> <input type="checkbox"/> Requisition (Cancellation only) <input type="checkbox"/> Regular Purchase Order <input type="checkbox"/> Contract Purchase Order <input checked="" type="checkbox"/> Open End Contract Purchase <input type="checkbox"/> Agreement	<b>Document Action</b> <input type="checkbox"/> Cancellation <input type="checkbox"/> Increase/Decrease <input type="checkbox"/> Unused Balance <input type="checkbox"/> Freight <input type="checkbox"/> Renewal <input type="checkbox"/> Extension Error	<input type="checkbox"/> Error in Total Amount <input type="checkbox"/> Change of Account <input checked="" type="checkbox"/> Change of Vendor Name/Address <input type="checkbox"/> Other
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Vendor Name, Address, Phone #, etc. <b>Direct Energy Marketing Inc. DBA NRG Business Marketing LLC</b> 804 Carnegie Center, Princeton, NJ 08540	Vendor Code <b>980079816</b>	BOG Unit Name & Address Marshall University Office of Purchasing One John Marshall Drive Huntington, WV 25755-4100
Ph# 330-832-3860	Fax	FEIN# 98-0079816

Item#	Quantity	Description of Change	Unit Price	Extended Price
		<p align="center"><b>Change Order # <u>6</u></b></p> <p align="center">Natural Gas and Transportation Service Contract</p> <p>To update the vendor name, FEIN, and address per attached letter and W-9 form.</p> <p>- Original Vendor Information: Direct Energy Business LLC PO Box 32179, New York, NY 10087 FEIN: 25-1821047</p> <p>- Updated Vendor Information: Direct Energy Marketing Inc. DBA NRG Business Marketing LLC 804 Carnegie Center, Princeton, NJ 08540 FEIN: 98-0079816</p> <p>Current term: 11/1/22 - 10/31/24 - one (1) renewal remaining. Vendor Contact: Chris Feucht: Christine.Feucht@directenergy.com</p>		

Reason for Change: Update Vendor Information	Previous Total	\$ OPEN-END
	Increase	\$
	Decrease	\$
	New Total	\$ OPEN-END

Approved: Misty DiSilvio 08/14/2023  
Authorized Signature Date

N/A  
Attorney General if required Date



## Important Integration Update: Direct Energy Business natural gas is rebranding to NRG

Thank you for trusting us with your natural gas supply — we appreciate the opportunity to serve you. Since NRG Energy, Inc. acquired Direct Energy Business in 2021, the companies have been on a journey to combine resources and identify the best processes and technology platforms to support all customers under one brand – NRG. We're glad to have you with us on this journey.

### *What's coming up next?*

On **August 1, 2023**, you will see a change from Direct Energy Business branding to **NRG branding across all elements of your natural gas customer experience**, including:

- your invoice
- the MyAccount portal
- post-sale support materials

As part of rebranding to NRG, **our legal entity for natural gas is changing from Direct Energy Business Marketing, LLC to NRG Business Marketing, LLC**. We will have a new W9 for natural gas available on MyAccount beginning Aug. 1. This is important if you have us set up as a vendor in your accounts payable system, as you may want to change your "remit to payee" to NRG Business Marketing, LLC.

### *What isn't changing?*

Most things will **remain unchanged** or will simply be rebranded to NRG:

- your current price, contract, and terms
- your invoice format/billing type
- your online account management portal, MyAccount, and your login information (Note: you will notice a new URL listed on your invoice: [nrg.com/myaccount](https://nrg.com/myaccount), but it will take you to the same MyAccount login page you've been using)
- your remittance options, as well as our lockbox information if you mail in payments (Note: we will continue to accept checks made payable to Direct Energy Business and Direct Energy Business Marketing, LLC but we recommend updating the payee to "NRG Business Marketing, LLC")
- your sales support team – you can continue to reach out to the same account executive or energy broker
- your Pittsburgh-based care team (Note: you will notice a change in name reference, phone number and a new email address specific to gas-related questions and concerns, but your support team is the same)

NRG Client Relations  
[GasSupport@nrg.com](mailto:GasSupport@nrg.com)  
844.737.6742

If you also have electricity supply service with us, all elements of your electricity customer experience will remain branded as Direct Energy Business for the time being.

As we grow together, we look forward to continuing to provide the level of care and expertise you've come to expect—and regularly enhancing that experience with valuable tools and benefits for your business. Please contact NRG Client Relations with any questions.

# Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. <b>Direct Energy Marketing Inc.</b>		
	2 Business name/disregarded entity name, if different from above <b>NRG Business Marketing LLC</b>		
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.		4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  Exempt payee code (if any) <u>5</u>  Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
	<input type="checkbox"/> Individual/sole proprietor or single-member LLC <input checked="" type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate  <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ <b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is <b>not</b> disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.  <input type="checkbox"/> Other (see instructions) ▶ _____		
	5 Address (number, street, and apt. or suite no.) See instructions. <b>804 Carnegie Center</b>		Requester's name and address (optional)
	6 City, state, and ZIP code <b>Princeton, NJ 08540</b>		
	7 List account number(s) here (optional)		

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

<b>Social security number</b>									
<b>or</b>									
<b>Employer identification number</b>									
9	8		0	0	7	9	8	1	6

## Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

<b>Sign Here</b>	Signature of U.S. person ▶ <i>Jacklyn M. Pawalchak</i>	Date ▶ 08/01/2023
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## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

## Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*



Invoice #: HS33759880  
 Account #: 431881 - 2661  
 Invoice Date: 08/02/2023  
 Payment Due Date: 08/17/2023

**CUSTOMER INFORMATION**

0000722 T400503 25755-000201 001P00722-1  
 Marshall University  
 Accounts Payable  
 PO#2301373  
 1 John Marshall Drive  
 Huntington, WV 25755-0002



I hereby certify that the items listed  
 have been received and approved  
 for payment.  
 Printed Name: NINA L. Barrett  
 Signature: Nina L. Barrett  
 Date: 8/8/23

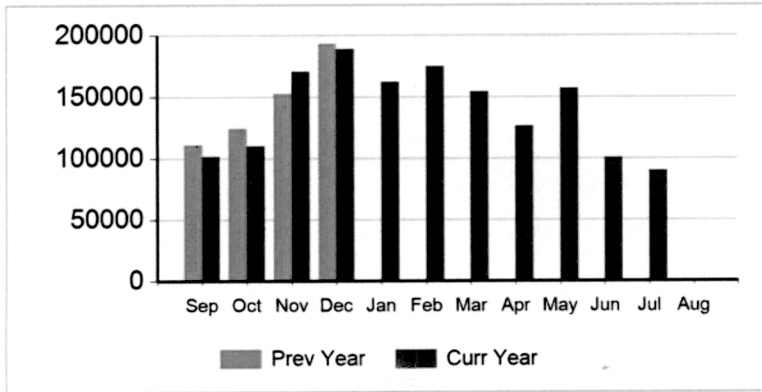
**INVOICE SUMMARY**

Previous Balance	\$59,126.27
Payment Received (Jul 30, 2023)	(\$59,126.27)
<b>Total Balance Forward</b>	<b>\$0.00</b>
Adjustments	\$0.00
Late Payment Charge	\$0.00
Current Usage Charges	\$33,919.33
<b>Total Current Charges</b>	<b>\$33,919.33</b>

**Amount Due by Aug 17, 2023 \$33,919.33**

**USAGE HISTORY**

Monthly Gas (THERMS)



**PAYMENT OPTIONS**

- By web [nrg.com/myaccount](http://nrg.com/myaccount)
- By phone 1.844.737.6742
- By mail Remittance slip below

**QUESTIONS?**

- Visit Us [nrg.com/myaccount](http://nrg.com/myaccount)
- Call Us 1.844.737.6742

**MESSAGE CENTER**

**GO PAPERLESS TODAY**

Enroll in paperless billing today and help reduce your carbon footprint at [nrg.com/myaccount](http://nrg.com/myaccount).

AUG 8 '23 PM2:03  
 MU ACCTS PAYABLE

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 Detach here and return this portion with check or money order. Do not staple or fold.



Invoice #: HS33759880  
 Account #: 431881 - 2661

**Amount Due by Aug 17, 2023 \$33,919.33**

Amount Enclosed \_\_\_\_\_

Please write your account number on your check or money order made payable to NRG Business Marketing.

Check Remittance To:  
 NRG Business Marketing  
 P.O. Box 32179  
 New York, NY 10087-2179

Marshall University  
  
 Attn: Accounts Payable  
 PO#2301373  
 1 John Marshall Drive  
 Huntington, WV 25755

Vendor/Customer

Vendor/Customer	Legal Name	Alias/DBA	Vendor Active Status	Customer Active Status	Previous Name
✓ VC0000000412	DIRECT ENERGY BUSINESS MARKETING LLC	DIRECT ENERGY MARKETING INC	Active	Inactive	
VC0000104610	DIRECT ENERGY MARKETING INC		Active	Inactive	
VC0000104611	DIRECT ENERGY BUSINESS LLC		Active	Inactive	

From 1 to 3 of 3 First Prev Next Last [Attachments](#)

Save [Undo](#) Delete Insert [Copy](#) Paste [Search](#)

▼ General Info

Vendor/Customer: VC0000000412	Restrict Use by Department: <input type="checkbox"/>
Legal Name: DIRECT ENERGY BUSINES:	Miscellaneous Account: <input type="checkbox"/>
Alias/DBA: DIRECT ENERGY MARKETI	Internal Account: <input type="checkbox"/>
Vendor Active Status: Active	Third Party Only: <input type="checkbox"/>
Vendor Approval Status: Complete	Third Party Vendor: <input type="checkbox"/>
Customer Active Status: Inactive	Third Party Customer: <input type="checkbox"/>
Customer Approval Status: Incomplete	Inventory Customer: <input type="checkbox"/>
Location Name:	Healthcare Provider: <input type="checkbox"/>
First Name:	Never Archive: <input type="checkbox"/>
Middle Name:	Restrict VSS Access: No
Last Name:	Discontinue - No New Business: <input type="checkbox"/>
Company Name: DIRECT ENERGY BUSINES:	Prevent MA Reference: <input type="checkbox"/>
Previous Name:	PunchOut Enabled: <input type="checkbox"/>
Previous Street:	Re-PunchOut Enabled: <input type="checkbox"/>
Previous City:	Electronic Order Enabled: <input type="checkbox"/>
Previous State/Province:	W-9 Received: <input type="checkbox"/>
Previous Country:	W-9 Received Date: <input type="text"/>
	W-8 Received: <input type="checkbox"/>
	W-8 Received Date: <input type="text"/>
	Accepts Credit Cards: <input type="checkbox"/>
	Active From: 08/12/2014
	Active To: <input type="text"/>
	Last Usage Date: 07/21/2023
	Department:
	Unit:

▶ Headquarters

▶ Organization

▶ Disbursement Options

▶ Prenote/EFT

▶ Remittance Advice

▶ Vendor Terms

▶ Accounts Receivable

▶ eMALL

▶ Location Information

▶ Fee and Vendor Compliance Holds

Fee Exempt: <input type="checkbox"/>	Tax Clearance: <input type="checkbox"/>
Registration Application Date: <input type="text"/>	Unemployment Insurance: <input type="checkbox"/>
Registration Effective Date: <input type="text"/>	Worker's Compensation: <input type="checkbox"/>
Registration Expiration Date: <input type="text"/>	Secretary of State Registration: <input type="checkbox"/>
Pre-Registration Code: <input type="text"/>	Federal Debarred: <input type="checkbox"/>

▶ Executive Compensation

▶ Additional Information

▶ Travel

▶ Change Management

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