

NOTICE TO SUPPLIERS AND CONTRACTORS

RE: Fraudulent Purchase Order Activity

There is an active email scam involving purchase orders and requests for product that appears to originate from the University of Alberta but are in fact fraudulent. The messages may include an attachment that has been designed to look like a purchase order, may include a logo or other graphics, and a signature that may look legitimate.

There are some common elements in the communications that may help identify fraudulent activities:

- The email message is poorly written
- The sender's email address, URL or website link are not authentic to the University of Alberta (incorrectly spelled Allberta or Albarta).
- Phone numbers that are not associated with the University of Alberta
- Orders of unusually large quantities of merchandise and requests to ship priority or overnight.
- The messages and documents request shipment of products to locations that are not University of Alberta addresses

If you believe you have received a fraudulent email, please forward it to Supply Management Services at customerservice@sms.ualberta.ca to confirm authenticity before responding to the email or filling the order. You may also contact the Supply Management Services by phone at [780-492-4668](tel:780-492-4668) if you have any questions or concerns.