NOTICE TO SUPPLIERS AND CONTRACTORS

Fraudulent Purchase Order Activities

There are ongoing and active email scams involving inquiries being made to Suppliers and Contractors for quotations and orders for products. The message is intended to appear as if it originates from the University of Alberta but they are in fact fraudulent. The messages may include names individuals that work within our department and contain attachments designed to look like a purchase order, including logos 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 sender's email address, URL or website link are not authentic to the University of Alberta and are incorrectly spelled (Examples: Alberta, Alta, procurement1@ualberta.ca.com, procurementualberta.ca@gmail.com).
- The email message is poorly written
- Phone numbers if present are not associated with the University of Alberta
- The orders are for unusually large quantities or expensive product or equipment with requests to ship priority or overnight.
- The emails or 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 if you have any questions or concerns.