

NOTICE TO SUPPLIERS AND CONTRACTORS

Fraudulent Purchase Order Activities

There continues to be ongoing and active purchase order scams with Suppliers and Contractors that involve requests for credit, quotations and issuance of fraudulent orders for products and equipment. The emails and communications are intended to appear as if they originate from the University of Alberta but they are in fact fraudulent. The messages are using images and information designed to look like our purchase orders, including logos or other graphics and signatures that may look legitimate. They also may include names of individuals that work at the University. In these communications the sender's email address, URL or website links are not authentic to the University of Alberta.

What to watch for:

1. **Fraudulent Domain Addresses** – the domain addresses on the email communications and PO's are intentionally and slightly altered to appear as part of the university domain. Examples follow: ualberta-ca.com, ualberta-ca.org, ualberta-ca.net, ualberta-edu.org, ualbertaca.org. The fraudsters will also intentionally misspell the university domain. Examples include ulberta.ca and uaberta.ca. The scammers hope the recipient will overlook the subtle intentional alterations to the domain and/or misspelling.
2. **Masking the URL or Domain** - Another tactic with these types of communications and other related scams is to display the University's legitimate address (ualberta.ca) but in reality, the true underlying URL (website or email address) redirects to an illegitimate domain or source.

In order to reveal the underlying true URL, hover over the displayed domain with your cursor. Most web browsers and email clients then display the true URL. Alternately, the true URL is revealed by viewing the message header information.

3. **Fraudulent Business Information** – The 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 purchase order documents request shipment of products to locations that are not University of Alberta business locations.

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.