

May 15, 2017

**Notice to Suppliers:
Fraudulent Quote Request/Purchase Order Email Activity**

The University of Louisville Purchasing Division wants to alert vendors of an email scam involving quote requests and issue of purchase orders that impersonate Purchase Orders (PO) originating from UofL, but are actually fraudulent.

The scam may begin with an email quote request for specific merchandise. Subsequently, a PO is emailed that looks similar to an official UofL purchase order. The PO instructs delivery to an address not affiliated with the University. After shipping the items, the business never receives payment and is unable to retrieve the shipped products.

While the University cannot prevent this illegal activity, we want to inform the University and vendor communities to promote awareness of such events. Several major universities across the US and here in Kentucky have been targets of these scams.

To assist you in identifying possible scam activity, some common traits or themes of fraudulent quote requests/purchase orders, which may help reduce the risk to your company from becoming a victim of this scam, are:

- The message requests shipment/delivery of products to a non-University of Louisville address. While the University occasionally does request shipments to official satellite destinations, the shipping address will not be to warehouses, hotels, apartments, mobile home parks, or residential addresses that are out-of-state. Please use web mapping services such as Google Maps or MapQuest to confirm delivery information.
- The sender's phone number is in a format other than that of the University's: (502) 852-XXXX, 854-XXXX
- The delivery zip code is something other than those unique to the University of Louisville: 40208, 40202 or 40292.
- The quote may request large quantities of highly resalable items such as electronics, hard drives, memory, toner, medical items, etc.
- The sender's email address is not the same as the University's standard email address domain: @louisville.edu. With few exceptions, a valid inquiry or quote request will almost always originate from within the @louisville.edu domain.
- The email message is poorly written, with misspellings and awkward sentence structure
- A University of Louisville PO will only be issued by the employed staff of its Purchasing Division. Those persons, with their correlating email and phone numbers, can be found and validated on the Purchasing website at louisville.edu/purchasing/aboutstaff/buyers

The message may include an attachment that is designed to look like an official request for quote or UofL purchase order. It may include an authentic logo copied from our website or contain other graphics designed to appear legitimate. It may also include a forged signature that appears to be genuine. An EXAMPLE fraudulent PO might look like:

ACCOUNT PAYABLE Service Complex Building University of Louisville Louisville, KY 40292 Phone: 502.852.6247 Fax: 502.852.7160				
SUPPLIER DETAILS Arkansas Electrical Outlet 1735 East Broadway Forrest City, AR 72336 Office: 870-633-4997 Fax: 870-633-5039		SHIP TO Receiving extension ATTN: Daniel Mark 2243 Glenbriar Drive Mountain Home, AR 72653		
Quote #: 0510-JB	REVISION# 0517	Company Manager	Ship Via	
5/11/2017	PAYMENT TERMS: NET_30	JOE BERRY	TBD	
Line	Quantity	Part Number / Description	Unit Price \$	Extended \$
1.	2	HPD63B160 Siemens New, 1600A, 600V, 250 to 500VDC, 3 Pole Breaker	\$5,965.00	\$11,930
2.				

If you are not familiar with our form and/or content of a UofL Purchase order or suspect fraud in any way, please forward the message to Purchase@louisville.edu in order to verify its legitimacy before responding to the email or fulfilling the order. You may also contact our office by phone (502) 852-2687, Monday through Friday, 8:00 am to 4:30 pm.