Fraudulent Purchase Orders and Procurement Activities

Macquarie University would like to warn our suppliers about continued scam activity in the sector.

Please see the below message from NSW Police:

Message from NSW Police

The scammers identify themselves as the University to purchase goods and have no intention to pay. The main scam technique is elaborate and may involve some of the steps below:

1. A request for quotation is submitted to the supplier under the identity of the University, in some cases, by completing an online request for information/quotation through the supplier’s website
2. This quotation is accepted, and a line of credit established to the University
3. The scammer will then issue a purchase order for goods
4. The goods are delivered to an address away from the main University campus and quickly transferred to a second location
5. Payment is not received, and the supplier may not recognise it is a scam until they contact the University following up payment, by which stage the goods are unable to be recovered

How do I identify a scam purchase order?

Many of these scam purchase orders have common characteristics that help with identification. These can be:

- The sender’s email is not from the University’s domain which ends in @mq.edu.au. Fraudulent emails usually contain either .org or .com
- The email is poorly written, with misspellings and awkward sentence structure
- The purchase order may be missing water-marking features that the University uses to identify legitimate purchase orders
- The purchase order will include a delivery address that is typically a warehouse and/or distribution centre that is NOT associated with the University’s current delivery address (Unit 2, Warehouse C, 68 Waterloo Road, Macquarie Park NSW 2113 Australia)
- The telephone number in the email will NOT include the University’s current prefix which is +61 2 9850

What do I do if I receive a suspicious purchase order?

1. Do not fulfil the order until you confirm it is legitimate
2. Clarify whether the order is legitimate by directly contacting the University. Use contact details on the University webpage. Do not use the numbers listed in the purchase order / email.
3. If you receive a purchase order / email fitting this description, please also forward us a copy to poscam@mq.edu.au
What should I do if I have been the victim of a scam?

- If you have been the victim of a scam, you can report it to local police or to ACCC Scamwatch at: [https://www.scamwatch.gov.au/report-a-scam](https://www.scamwatch.gov.au/report-a-scam) or by calling 1300 795 995.
- Victims of identity theft can contact IDCARE for assistance to reduce the harm experienced from the compromise and misuse of identity information: [https://www.idcare.org](https://www.idcare.org)

Further information

To find out more information about this and similar scams or to find out other ways to protect yourself, visit [https://www.scamwatch.gov.au/.../buying-or-s.../classified-scams](https://www.scamwatch.gov.au/.../buying-or-s.../classified-scams).

Macquarie University values its relationship with its suppliers and greatly appreciates your cooperation in reporting instances of suspected fraud.