

FRAUD ALERT



Scam Alert

Fraudulent purchase orders

26 October 2022

This message is for the attention of existing and potential suppliers to the University of Namibia.

We want to alert you to a scam that is targeting existing and potential suppliers to the University.

The fraud scam involves purchase orders and requests for product/service quotations that purport to originate from the University but are in fact fraudulent.

Please take the necessary precautions so that you do not become a victim of this scam.

Our precaution advisory:

- You may verify received purchase orders validity on our webpage at: www.unam.edu.na/procurement
- If an order is received by email, please alert your staff to hover over the address to see if it was sent from an address that contains an ending of "@unam.na".
- You are encouraged to simultaneously request for a valid identification document and a University of Namibia staff card before issuing any goods or services to anyone that claims they work for the University.
- If requests for quotations or purchase orders are received from a new University contact that raises your suspicion, please contact the Procurement team to verify the validity of the request. Do not contact the name/number used on the email/purchase order.

Indicators of fraud:

- Unreasonable rush to deliver.
- Unusually large quantities are requested.
- Poorly written email with grammatical errors.
- Phone numbers not associated with the University.
- The delivery address is not a University campus address.
- Incorrect domain name used to send emails and purchase orders.
- Using the name of a genuine employee (often a senior member of staff, such as a Dean, who is on the website) in a fictitious role, or a made-up contact in a genuine role from the University.

Procurement services at the University of Namibia appreciates the very important role our suppliers play in providing goods and services to our faculty and staff in support of their academic, research and professional endeavors.

However, if you are ever unsure or suspicious about a quotation request sent by email, or wish to verify a subsequent purchase order received, please contact the University of Namibia Procurement team: procurement@unam.na or call us at: +264 61 206 3071.

Thank you.
Ms Veronica Mungonena
Head of Procurement