

Important Notice to Suppliers

Authenticating purchase requests is a world-wide issue for all organisations and businesses.

The University's Finance Office wishes to make suppliers aware of campaigns to target businesses by third parties posing as the University or a subsidiary company of the University (hereinafter "University").

Third party criminals are employing sophisticated means to impersonate the University by sending emails to businesses, including small and medium-sized businesses, seeking quotations and ultimately to purchase goods or services. This approach may involve, for example, an urgent request for the purchase of high value items or large quantities of goods on credit, with the goods being delivered to a location that is not a university campus.

Key information points for suppliers:

1. The **email domains** used by the University are as follows:

@dcu.ie
@thehelix.dcu.ie

2. University **landline phone numbers** have the following structure:

01-700-XXXX
+353 (1) 700-XXXX

3. The University's **website** is www.dcu.ie (<https://www.dcu.ie>), and information on contact points within schools and departments, as well as campus locations in the Republic of Ireland can be found from the site.

4. The University operates a purchase order system, and a valid **purchase order** must be provided by the University to a supplier before the goods/services can be delivered to a campus of the University.

5. All procurement **tender competitions** are conducted using the Irish Governments E-tenders portal <http://www.etenders.gov.ie/>

6. When in doubt about the legitimacy of an email request, suppliers should not click on links in the message, and should not take any action to fulfil an order request.

7. Where suspicions arise on a request, suppliers can verify the authenticity of a purchase request from the University by contacting procurement@dcu.ie

8. If any supplier believes it has been subject to third party criminal activity and goods have been issued to that third party, they should contact the law enforcement agency in their country of operation as soon as possible.

Suppliers are encouraged to remain vigilant for purchase requests from all organisations, and to apply the appropriate control procedures to ensure a purchase request is authentic.