

**From:** SM Communications

**Sent:** Monday, December 23, 2019 11:34 AM

**Subject:** USPS re:supply Issue 28 Dec 2019 - Protecting USPS Suppliers Financial Information



## **Issue 28**

**December 23, 2019**

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#### **[Protecting USPS Suppliers Financial Information](#)**

U.S. Postal Service Suppliers,

In the past few weeks, several U.S. Postal Service Suppliers email accounts were hacked. The hackers sent messages from the supplier's email account to the USPS Contracting Officers or Accounts Payable office requesting that the supplier's financial information be changed to direct electronic payments to a different bank account. These hackers had access to the supplier's contract information and other pertinent information that made the emails appear to be authentic.

To help protect U.S. Postal Service suppliers' financial information, we have included additional steps that our Contracting Officer will need to complete before a suppliers financial information is changed. Going forward, our Contracting Officers will verify the information on PS Form 3881-X and call the supplier using the contact information in our contract file to verify the form was actually submitted by the named supplier.

Below is a copy of the communication that we sent out to our employees. We have also attached a copy of PS Form 3881-X for reference.

**This issue is simultaneously being sent to USPS Supply Management employees for their information.**

Thank you!

## Protecting USPS Suppliers Financial Information New Process Aimed at Preventing Fraud

**PS Form 3881-X, Supplier and Payee Electronic Funds Transfer (EFT) Enrollment (attached), is used to initiate or change electronic payments to our suppliers. We have included additional steps to verify the supplier's identity and help prevent fraud.**

### Contracting Officer (CO) Information:

CO must complete Section B, Supplier/Payee Information, of PS Form 3881-X and send to supplier via email.

### Supplier/Payee Information:

Supplier must complete Section C, Supplier/Payee Certification, of PS Form 3881-X. The form must be signed by an authorized representative identified on the USPS contract file. The form must include an original signature from the supplier.

### Bank/Financial Institution:

The Supplier's bank must complete Section D, Financial Institution Information, of PS Form 3881-X. All fields must be completed. The form must include an original signature from the financial institution.

### How to Submit:

The completed PS Form 3881-X and supporting documentation, if applicable, must be sent to the Contracting Officer for verification. After the CO verification, the CO will submit the PS Form 3881-X and supporting documentation to Accounts Payable Supplier Maintenance Group, San Mateo Accounting Service Center, for processing.

**The Accounts Payable Supplier Maintenance Group will not accept PS Form 3881-X directly from a Supplier.**

### (New) Supplier Verification:

For all new and change requests, the Contracting Officers must verify that the information on the form matches the supplier information in the contract file and call the supplier at the phone number listed in the contract file to verify that the supplier submitted Form 3881-X.



PS Form 3881-X.pdf

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#### ARE YOU REGISTERED TO DO BUSINESS WITH THE U.S. POSTAL SERVICE?

Thousands of suppliers have registered since our launch of the Supplier Registration site in July 2009.

All suppliers interested in doing business with the U.S. Postal Service should register their company in the Postal Service Supplier Registration system.

For more information, please go to <http://about.usps.com/suppliers/becoming/registration.htm>.

#### CONTACT US!

We value your questions and feedback to this newsletter. Please feel free to reply to this message with your feedback or mail to:

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