

## Specific Website Characteristics

### Administrative/General:

- Privacy Statement shall be displayed.
- Website data theft contingency plan shall be displayed.
- On-line help must be available.
- Seller must show any planned site outages on intro page.
- PO changes must be turned on.
- Seller agrees to create/provide a logo (size 500x500), where applicable, for their punchout tiles. For Small Business and/or Large Business partners, both logos must be on the tile - small on the top and large on the bottom.
- Seller contact shall be displayed on the main page. Including a photo would be preferable.
- Include instructions on how to navigate punchout and update profile, name, and shipping information.

### Catalog displays:

- Complete item description including quantity within packages.
- Catalog vs. Open Market/Non-Contract items must be clearly labeled in the catalog.
  - Do not label items within the catalog as non-catalog items. These should be labeled as Open Market or Non-Contract items.
- ORNL pricing
- Delivery period for each item
- Unit of measure for each item
- Pictures for most Catalog items
- A search function

### Quotes:

- E-quote capability
- Percentage discount shall be displayed on the quote.
- Quotes shall be downloadable into a PDF.

### Ordering:

- Shopping cart can be saved and returned to later
- Auto save if Seller terminates connection due to inactivity
- Favorite items
- Find prior orders
- Generate new shopping cart from previous orders
- Icons/Identifiers for
  - American Made
  - Recycled contents
  - Green Products

### Specific Website Characteristics

- Material Safety Data Sheet (MSDS)
- Ability One Program Items (Formerly Javits-Wagner-O'Day [JWOD])

#### ✦ Check Out:

- Users can return to cart from the checkout screen.
- Users must confirm order before order submittal.