

E-Commerce Contractor Web Site Evaluation
To be Completed by Fluor Hanford

Contractor Name:
Commodity:
Web Address:
Date Tested:

Feature/Function:	Required:	Desired:	Meets Requirement/Need:	Comments:
Administrative/General				
• User Profile Information Displayed?	N	Y		
• User Profile Information Changes Allowed?	N	Y		
• Privacy Statement Posted? 3d of the ECA	Y	N/A		
• Data theft contingency plan Posted? 3e of the ECA	Y	N/A		
• On-line Help available?	N	Y		
• Users are notified of planned/unplanned site outages. 9h of the ECA	N	Y		
Security/Site Access				
• Commercial Internet browser IE or Netscape version 4 or greater? 9c	Y	N/A		
Security/User Access		N/A		
• Lockout feature not to exceed 5 log-on attempts? 9f	Y	N/A		
• User information is not publicly posted. 10f	Y	N/A		
• Access to purchasing functionality limited to registered end-users? Attachment b	Y	N/A		
• Unregistered end-users may view Contractor's catalog as read only?	N			
• Can items be blocked from ordering? 9g				

Feature/Function:	Required:	Desired:	Meets Requirement/Need:	Comments:
Security/Password Setup				
<ul style="list-style-type: none"> • Users allowed to self-register for ordering access? 	N	N/A		
<ul style="list-style-type: none"> • Passwords will not contain FH specific information? 10i 	Y	N/A		
<ul style="list-style-type: none"> • Passwords must be at least eight non-blank characters. 10j 	Y	N/A		
<ul style="list-style-type: none"> • Passwords must be a combination of letters and numbers with at least one special character within the first seven positions.10j 	Y	N/A		
<ul style="list-style-type: none"> • Password must not contain personal information? 10j 	Y	N/A		
<ul style="list-style-type: none"> • Password does not use plain dictionary words in any language? 10j 	Y	N/A		
<ul style="list-style-type: none"> • New Passwords will be forced on End-Users every 6 months. 10j 	Y			
Security/Password Protection				
<ul style="list-style-type: none"> • Are users forced to change their password at initial logon? 	N	N/A		
<ul style="list-style-type: none"> • Users may request a password changed/reset from the site or via email? 10j 	Y	N/A		
<ul style="list-style-type: none"> • Users must obtain a new password if they forget their current one and there is a Forget your Password button? 10 j 	Y	N/A		
<ul style="list-style-type: none"> • Passwords are suppressed at logon?10j 	Y	N/A		
<ul style="list-style-type: none"> • Users must enter their password each time 	Y	N/A		

Feature/Function:	Required:	Desired:	Meets Requirement/Need:	Comments:
they logon? 10j				
Order Entry/Catalog				
•				
• Catalog must display a complete item description? Att. b	Y	N/A		
• Catalog displays accurate Hanford pricing? Attachment C	Y	N/A		
• Catalog displays unit packaging?	N	Y		
• Unit of issue for each item is displayed? Att.b	Y	N/A		
• Graphics are available for most items?	N	Y		
• Catalog page has a search function? Att. b	Y	Y		
• Items may be searched by their PassPort cat. Id or product no.?	N	Y		
Order Entry/Shopping Cart				
• Items are added to the shopping cart from the catalog page? Att. b	Y	N/A		
• Users may view their cart? Att. b	Y	N/A		
• Users may make changes to the items in their cart? Att. b	Y	N/A		
• Additions or deletions are easy to make? Att b	Y	N/A		
• Contractor verifies all orders over 5K with end-user before it is processed? 7b	Y			
Order Entry/Check-Out				
• Each order is assigned a unique order number? Attachment b	Y	N/A		
• Users can return to their cart from the checkout	N	Y		

Feature/Function:	Required:	Desired:	Meets Requirement/Need:	Comments:
panel?				
<ul style="list-style-type: none"> Panel allows the user to enter their P-Card log no.? attachment b 	Y	N/A		
<ul style="list-style-type: none"> Panel allows the End-User to enter their deliver to area/bldg/room? Attachment b 	Y	N/A		
<ul style="list-style-type: none"> Panel allows the end-User to add a different deliver to name? Attachment b 	Y	N/A		
<ul style="list-style-type: none"> End-Users must enter their credit card information before order submittal? 10c 	Y	N/A		
<ul style="list-style-type: none"> Check out Panel has a time out feature? 10m 	N	N/A		
<ul style="list-style-type: none"> The credit card info. in the Checkout panel must be re-entered when user exits the panel without submitting the order?10k 	N/A	Y		
<ul style="list-style-type: none"> Site validates credit card # and Name prior to allowing order to be submitted? 10d 	Y	Y		
<ul style="list-style-type: none"> Contractor provides level 3 credit card data capture? Attach. C 	Y			
<ul style="list-style-type: none"> User receives an order confirmation by email within 24 hours? 4b 	Y	N/A		
<ul style="list-style-type: none"> Contractor notified user of any order or partial order not filled within 2 working days? Att. B 	Y	N/A		
Order Delivery				
<ul style="list-style-type: none"> Items ordered were delivered within 2 working days 	Y	N/A		

Feature/Function:	Required:	Desired:	Meets Requirement/Need:	Comments:
(excluding Friday off)? Attachment b				
<ul style="list-style-type: none"> • Order was delivered to the 2355 Stevens Drive warehouse? 16a 	Y	N/A		
<ul style="list-style-type: none"> • Items shipped FOB Destination? Attach. b 	Y			
<ul style="list-style-type: none"> • Order was addressed Fluor Hanford 2355 Stevens Drive, 1163 Bldg., Richland, WA 99352? Attach. b 	Y	N/A		
<ul style="list-style-type: none"> • Package contained a label with the following information: <ul style="list-style-type: none"> ○ End-User Name ○ P-Card Log No. ○ Deliver To Area/Bldg/Room ○ Contractor unique order no. ○ Contractor's name & Add. ○ Company Delivery Address ○ "eStore Order" attachment b 	Y	N/A		

Feature/Function:	Required:	Desired:	Meets Requirement/Need:	Comments:
<ul style="list-style-type: none"> • Pack slip was included with the package with the following information: <ul style="list-style-type: none"> ○ End-User Name ○ P-Card Log No. ○ Deliver To Area/Bldg/Room ○ Contractor unique order no. ○ Contractor Name/add. ○ Contractor Name/Address ○ Description of contents att.b 	Y	N/A		
<ul style="list-style-type: none"> • Contractor furnished a delivery manifest to the Central Receiving personnel at time of order delivery? att. b 	Y	N/A		
<ul style="list-style-type: none"> • Can items be shipped Fed. Express, freight collect? 	N	N/A		