

Website Navigability and Comprehensiveness Audit

Ten Checks for Your Procurement Website

Questions	Yes	No
1. Have you prioritized content with users' most-needed information at the top of the page in an eye-catching display?	<input type="checkbox"/>	<input type="checkbox"/>
2. Does your website sub-divide information into categories according to audience and common customer need? (For instance, organizing content as "For Vendors" and "For Staff").	<input type="checkbox"/>	<input type="checkbox"/>
3. Does your website clearly prioritize search fields and commonly used customer links, such as purchase order submission?	<input type="checkbox"/>	<input type="checkbox"/>
4. Does your website include basic backend design elements like title tags and page-not-found default pages?	<input type="checkbox"/>	<input type="checkbox"/>
5. Are there consistent layouts throughout the site, especially in the use of margins, white space, and footer/header elements?	<input type="checkbox"/>	<input type="checkbox"/>
6. Does your website minimize required scrolling by keeping text succinct but informative?	<input type="checkbox"/>	<input type="checkbox"/>
7. Are there easy-to-read fonts with no more than a three-to-six level size hierarchy for easy organization?	<input type="checkbox"/>	<input type="checkbox"/>
8. Have you ensured links are easy to find, descriptive, and assist in keeping text per page to a manageable amount?	<input type="checkbox"/>	<input type="checkbox"/>
9. Does your website include an FAQ—or or some other medium—that presents purchasing policy information in a customer-facing format?	<input type="checkbox"/>	<input type="checkbox"/>
10. Have you tested the website with real users?	<input type="checkbox"/>	<input type="checkbox"/>