Barefield Online

http://www.wsbarefield.com to be taken to the site

Note: You do not need to set up an account to order from Barefield using a Purchase Order.

If you are wanting to use the P-card, and they are requiring you to have an account. To set up a Barefield account, you would need to contact the Barefield account admin Kendall Smith also found on the state contract.

Kendall Smith ksmith@wps.design

Kendall Smith

Workplace Solutions Barefield
251 W South Street | Jackson, MS 39203
p (601) 354.4960 | direct (601) 352.2905 | f (601) 353.6231

Log in and take a look at the State of Mississippi Commodity State Contract, as well as our aggressive pricing for non-contract items. Just go to our website...... https://www.barefieldandcompany.com/

Click on the “office supplies” link, and then you will be directed to the opening page of our supplies catalog. At the upper-right side is a link that reads “log in”.

Click on that and then enter the information provided by Kendall Smith in the appropriate field...

USER NAME:    xxxxxxxx

PASSWORD:     xxxxxx

After that, you will be linked to a page where you can change your password and establish and answer a security question. Then, you’ll be ready to shop.

To access the State Contract, click on the tab at the upper-right side of the page that reads.... “my account”. Then, click on “laundry lists”, and then click on “commodity state contract”. You’ll then be ready to go.

State Contract Search

• Go to Department of Procurement & Contract Services Website
• On the right hand side under “Useful Information”, select MS DFA – Office of Purchasing, Travel, and Fleet Management.

![Useful Information](image)

• Select “Purchasing and Travel” → “Contracts”. Here you will see the different type of contracts and how they are used. Please note that items (Ex. Office Supplies, Toner, paper) found “Competitive Contracts” must be purchased from the state contact unless the items you are purchasing is not found on the state contract or found for less than the state contract.

• Select the type of Contract (Ex. Competitive, Negotiated) and then the commodity you wish to purchase (Ex. Office Supplies, Toner, paper). This will list the State Contract holders for said commodity.

<table>
<thead>
<tr>
<th>Office Supplies</th>
<th>Supplier Number</th>
<th>Contract Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bereaved Workplace Solutions, Inc</td>
<td>300000609</td>
<td>520002771</td>
</tr>
<tr>
<td>Mississippi Industries for the Blind</td>
<td>300000788</td>
<td>520002228</td>
</tr>
</tbody>
</table>

• From here click the [Contract Bid Search](#) blue hyperlink.

• In the brown search box type the commodity you are looking for. (Ex. Office Supplies) and click search. This brings up all contract for office supplies. **REMININDER: While the listing provides four contracts, you must use one of the two listed under the competitive state contract unless it is not found on the state contract or you find it for less elsewhere.**
• Note that each listing has attachments.
  o All will have an attachment for the actually contract, which you may read to familiarize
    yourself with purchase requirements. Towards the end of each contract you will find
    information on who to contact to set up any required online access and purchasing.
    **NOTE:** Our office does not set this up for you, you would need to contact the
    pertinent contract administrator listed on the contract for online setup information
    and instructions.
  o A second attachment with contracted items and prices may also be listed. **NOTE:** Only
    items shown on this list are covered under the competitive contract and must be
    purchased from the contract. Any others items, not listed and of the same commodity
    category, may be purchased from the other contracts listed (Ex. Office Depot, Staples)
    or lowest cost provider of your choice (Ex. Amazon).

• If a separate supply price list is not provided as an attachment, you may click on the smart
  number for the contract in question to review this information.

• Searching tips for searching under Smart Number
  o Click Ctrl-F to bring up a find search box. Depending on what browser you are using it
    may pop up at the top or bottom of your screen.
When searching in this box try to be as generic as possible, it is set to search specifically on what you type exactly as it is entered and it may not be listed that way below. (Ex. If you are looking for toner and the model number is “HP 3600N”, start by only typing in “3600” and it will let you know if it find that model number anywhere on the screen. Being to specific will cause the search not to process correctly.)

If you type in HP 3600 or HP3600, there are no results:

But if you only type in “3600” you will see there are actually 8 results: