



◆ V Federal Group LLC ◆

Office Supply, Procurement Coordination & Administrative Support Services

Primary NAICS: 424120

SDVOSB

Additional NAICS: 423420

CAGE: 08T37 | UEI: WG8SBYWJ94K8 | Coral Springs, Florida

◆ CORE CAPABILITIES

- Recurring purchasing coordination
- Office supply sourcing support
- Vendor account organization
- Supply workflow management
- Reorder tracking assistance
- Invoice and receipt coordination
- Office supply standardization
- Procurement documentation support

◆ Operational Administrative Support

- Administrative workflow coordination
- Internal purchasing support
- Vendor communication tracking
- Documentation organization
- Reporting continuity support
- No purchase is placed without customer approval.

◆ Recurring Purchasing Services

- Community Reorder Setup
- Purchase Pattern Review
- Reorder Optimization Report
- Purchasing System Buildout
- Approval-based reorder coordination
- Purchase history organization
- Vendor option tracking
- Reorder reminder support

◆ Differentiators What sets us apart:

OPERATIONALLY FOCUSED

PROCESS-DRIVEN

LOW-OVERHEAD

SCALABLE SUPPORT

PROCUREMENT-ORIENTED

PROACTIVE COORDINATION

V Federal Group LLC supports organizations through office supply coordination, recurring purchasing systems, vendor organization, administrative support, and procurement workflow assistance. Our process helps teams maintain organized purchasing records, approval-based reorder activity, and efficient operational follow-through.

V Federal Group LLC focuses on office supply, procurement coordination, administrative workflow, and non-clinical operational support. We do not provide clinical care, emergency services, controlled substances, regulated medical products, or high-liability product support.