



# VENDOR REGISTRATION GUIDE

*Everything your business office needs to set up Gran Vía Pro as a district vendor.*

## VENDOR INFORMATION

FIELD	INFORMATION
Legal name	Gran Vía Pro Educational Consulting, LLC
Entity type	Texas Limited Liability Company
Principal	Catalina Medrano, M.Ed., Ed.D.(c) — Founder & CEO
Address	7697 Mile 15 N, Edcouch, TX 78538
Phone / Email	469-732-4961 · training@granviapro.com · granviapro@gmail.com
EIN	Provided on W-9 (available upon request)
TEA status	TEA-Approved CPE Provider
Insurance	General liability — certificate of insurance available upon request from [CARRIER]

## HOW TO REGISTER GRAN VÍA PRO AS A VENDOR

- 1. Request the vendor packet  
Email training@granviapro.com with “Vendor Packet” in the subject line. We will return our W-9, certificate of insurance, and references within one business day.
- 2. Send us your district vendor application  
Gran Vía Pro completes and returns district vendor applications within two business days.
- 3. Request a written quote  
We provide itemized quotes by course, delivery format, and semester, structured for your purchasing thresholds and funding sources.
- 4. Issue the purchase order  
POs should be issued to Gran Vía Pro Educational Consulting, LLC. Services are scheduled upon PO receipt or executed MOU.
- 5. Invoicing  
Invoices are itemized by course and delivery date. Payment terms are net 30.

## CURRENT VENDOR & PARTNER STATUS

Gran Vía Pro is an awarded vendor with Abilene ISD (Proposal 001, 2025–26) and an active provider to district partners including Aldine ISD, Irving ISD, Mount Pleasant ISD, Longview ISD, and Galveston ISD, as well as Region 8 and Region 16 Education Service Centers. Cooperative purchasing status: [BUYBOARD / TIPS / ESC CO-OP STATUS — update as applicable].



*Business offices: we are happy to join a brief call with your purchasing staff to complete onboarding in a single step. Contact [training@granviapro.com](mailto:training@granviapro.com) to schedule.*