



# **SETTING UP A NET NEW PARTNER CENTRE ACCOUNT**

## **INDIRECT RESELLER SET UP GUIDE**



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## **This guide is intended for partners who have NOT previously had a Microsoft Partner Centre account and this is a brand new set up.**

### **What is Partner Centre?**

- Partner Centre is your central hub for managing your Microsoft partnership. As an indirect reseller, you use it to:
  - Manage customer relationships
  - Purchase and assign licenses
  - Track incentives and earnings
  - Access support and documentation

### **IMPORTANT NOTES BEFORE YOU BEGIN:**

As of **1 December 2025**, Microsoft has introduced stricter compliance requirements for Partner Location Accounts (PLA), previously known as MPN Location IDs. A PLA is a unique identifier assigned to a specific partner location within a region, linking your organisation's legal entity and address to Microsoft's systems for compliance and transaction purposes. Each region where you transact must have its own Partner Centre account and a valid PLA ID to enable CSP transactions. Without a PLA, you cannot place new CSP orders, update existing subscriptions, adjust seat counts, renew terms, or perform partner-to-partner transfers.

Additionally, if you move from Direct Reseller (Tier 1) to Indirect Reseller (Tier 2) or engage in dual purchasing, you must set up a separate Partner Centre account for the Indirect Program—your global Partner account cannot be used for indirect purchases. Microsoft now enforces real-time validation of PLA IDs, and any mismatch or missing PLA will block transactions. These updates ensure regional and program-specific compliance, making PLA IDs essential for purchasing and managing CSP licenses under the indirect program. In short, the PLA is critical because it verifies your location, ensures compliance with Microsoft's regional requirements, and enables you to transact securely and legally within the CSP ecosystem.

## Indirect Reseller Requirements FY26

### Minimum Revenue Requirement

- Indirect resellers must achieve at least **USD \$1,000** in CSP transactional revenue over the trailing 12 months (TTM) at the Partner Location Account (PLA) tenant level.
- Microsoft will assess this requirement annually during the month of each reseller's onboarding anniversary.
- Have a Partner Location ID listed with your CSP purchases- You will not be compliant if using your Global PLA. This Location ID MUST be in your region.
- Microsoft can deem non compliance and remove you off the program entirely.

### Partner Center Security

- Resellers are required to complete all mandatory security requirements in Partner Center, which include:
- Enabling Multi-Factor Authentication (MFA) for all administrative users.
- Providing a designated security contact. (see point 3 for more information)

### Annual Compliance Enforcement

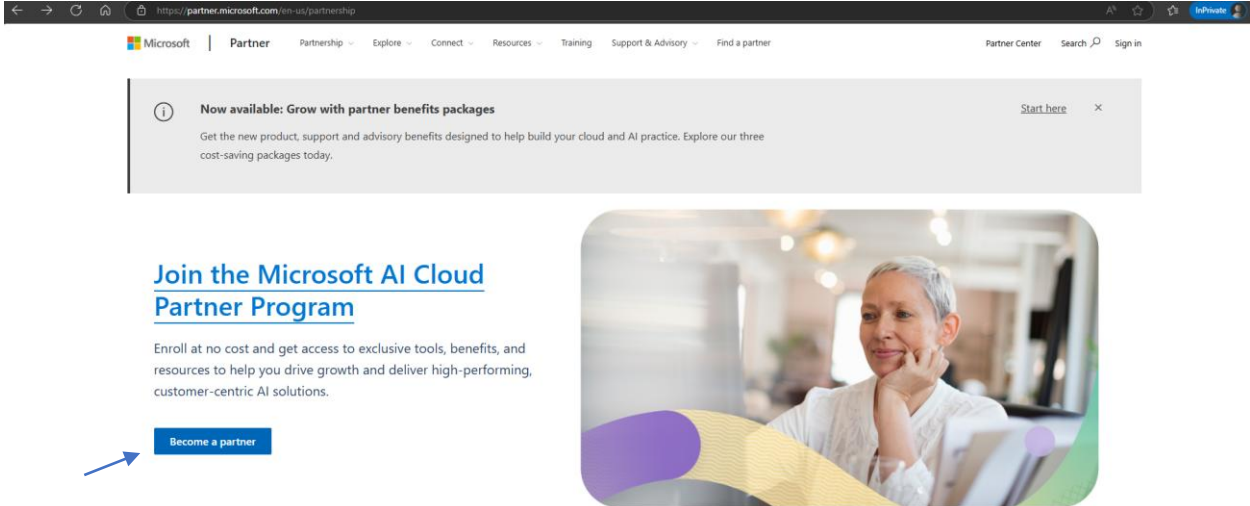
- Microsoft will enforce these requirements annually on the anniversary of each reseller's CSP authorisation.
- Resellers who do not meet the revenue or security requirements will be deauthorized and will lose their ability to transact as CSP indirect resellers at that business location.
- Deauthorized resellers must wait at least one year before reapplying for indirect reseller status at that business location.

## [Revenue Requirement for CSP Indirect Resellers - Partner Center | Microsoft Learn](#)

## Join the Microsoft Partner Network

Visit <https://partner.microsoft.com>

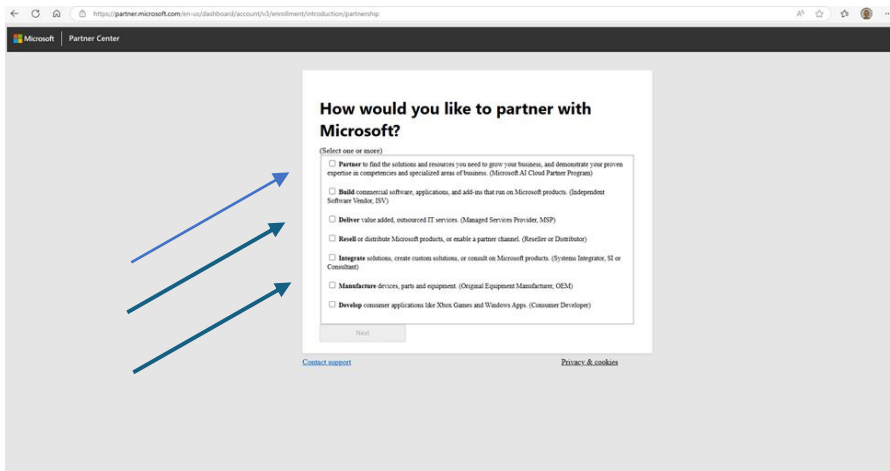
Click "Become a Partner"



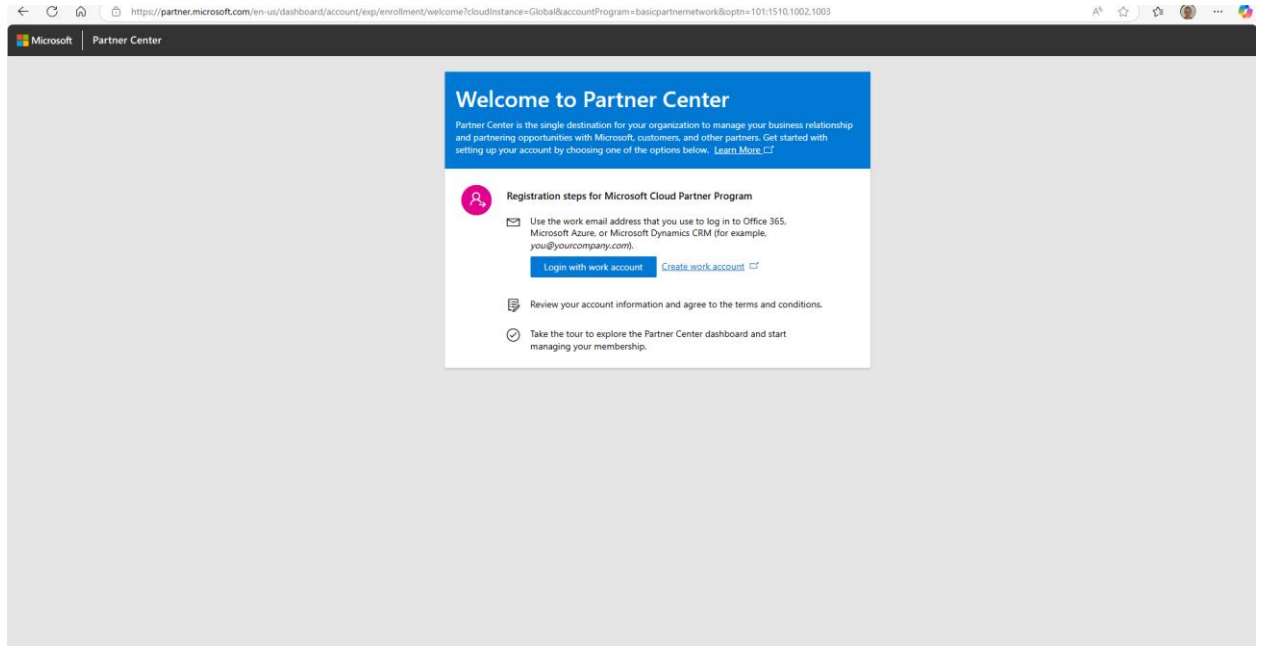
### Why become a Microsoft partner?

Reach more customers and accelerate business growth.

The Microsoft AI Cloud Partner Program is a global community of partners, offerings, and resources designed to connect your organization with everything it needs to build and deploy successful business solutions. Bolstered by our unmatched AI technology portfolio and extensive customer reach, this unique partner ecosystem will empower your organization with exclusive training, support, service, and sales offerings that accelerate innovation and drive growth.



Click all that are appropriate



Follow the prompts to:

## Step 1

Enter your company name and country

## Step 2

Add **business details** and a primary contact & security contact- Both fields **MUST** be filled in. **IMPORTANT NOTE**- Security contact must be different to the primary contact. If your business is of a sole trader, and they are the same Microsoft may required evidence. Neither of these details can be of a generic name, email address or phone number, they **MUST** be an identifiable person.

## Step 3 : Verify Your Company

Microsoft will verify your:

- Business identity
- Email domain
- Tax details
- Phone number
- Verification may take 2–5 business days. You'll be notified once complete.

## Step 4 : Add Your Team

- Once verified:
- Sign in to [Partner Centre](#)
- Go to Users > Add user
- Assign roles based on responsibility, such as:
- Global Admin (full access)
- Incentives user
- Support contact

**Ensure account settings are done correctly in Partner Centre, this is how Microsoft will be able to reach you for important information such as Payouts, contract changes and any actions you need to perform.**

### Important notes

Microsoft requires your details to be exactly as they are on any legal documents. If this is not done, you can be decline. Any slight variation can result in non-compliance and the application will be declined.

### Vetting Check List & Important Information

To check the vetting status - Log in to Partner Center Use your work account with appropriate permissions Must have Global Admin or MPN Admin access Navigate to Account Settings

- Click the MY Access Tile
- Select Organsiation Profile – Legal Info
- Your setting should mirror these images below.

#### Account settings | Legal info

Each tab displays details for aspects of your business.

Partner  Reseller

Legal business profile ⓘ

Verification status

Authorized

(Correct authorised settings)

## Account settings | Legal info

Each tab displays details for aspects of your business.

Partner  Reseller

### Legal business profile

Verification status

Authorized

If you see the below where something has been rejected you need to use the "FIX NOW" button. You will only see this IF you have the correct permissions (GA, MPN Adim ) If the "FIX NOW" button doesn't appear at the top of the screen you may see a banner, which says "CLICK HERE"

## Account settings | Legal info

Each tab displays details for aspects of your business.

Partner  Reseller  Developer

### Legal business profile ⓘ

Verification started
  Email ownership
  Identity verification
  Employment verification

Verification status [Learn more](#)

Rejected

## Business Registration and Compliance Requirements

To successfully complete the vetting process and avoid application rejection, please ensure the following requirements are met:

### 1. Business Registration

- Your business must be registered in every country where you operate.
- The business name must match exactly as it appears on your official registration in Partner Center.

- No variations are allowed. For example:
- Correct: *ABC Pty Ltd*
- Incorrect: *ABC Pty Limited*
- 2. Address Requirements
- Physical addresses must be provided.
- PO Boxes are not accepted under any circumstances.
- 3. Contact Information
- A valid mobile number must be listed:
- It should be in the correct format.
- It must be reachable in case Microsoft contacts you.

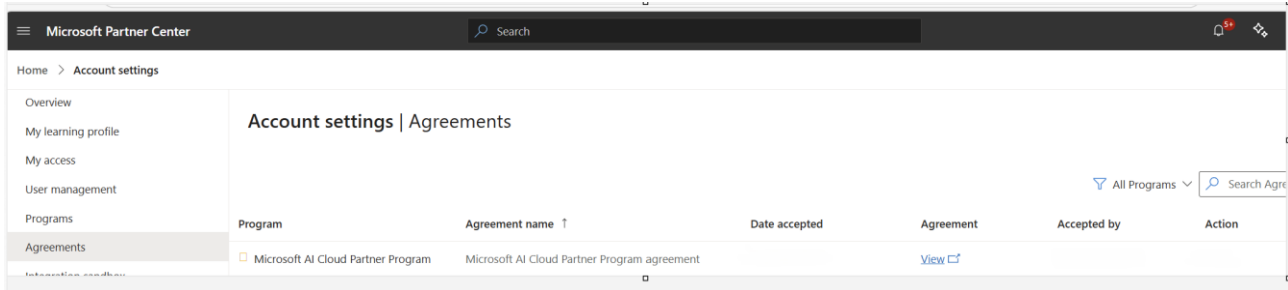
## Next Steps- Signing Microsoft Cloud AI Program Documents

Once you have the authorisation approval Microsoft will need the Global Admin to Accept this agreement in Partner Centre. This can only be done once authroised.

Login to Partner Centre

Navigate to Account Settings- Agreements

Under "Action" You will see a hyperlink to "Accept" the agreement. Follow the prompts to access the acceptance.



## Applying for Indirect CSP Reseller agreement.

This step can only be done once the other steps are completed. You cannot apply for Indirect Reseller until you partner status is completed and it shows as Authorised.

Click on this link and follow the prompts to become an Indirect Reseller.

### [Partner Center](#)

Once this has been completed you will need to follow the previous instructions steps on how to sign documents which can be found [here](#)

**Once you have completed this step and you are Authorised as a reseller you may proceed to purchase. Check [here](#) to see what your Partner Centre should now look like.**

## Common Issues to Avoid

While these requirements may seem straightforward, we've noticed several common pitfalls that often lead to application rejection:

- The **primary contact** must have a corporate email address (e.g., jane.doe@yourcompany.com).
- Personal email domains (Gmail, Hotmail, Outlook.com) are **not permitted**.
- Partner Centre requires domain verification through DUNN & BRADSTREET
- **[Find Any Company's D-U-N-S Number - Dun & Bradstreet](#)**
- Records to confirm ownership of the corporate email domain.
- Partner Centre will prompt you to verify ownership of your domain using a DNS TXT record.
- Security contact must be a different person to the primary contact. This cannot be a generic email address, or a generic phone number. The person must be reachable. If your business is a sole trader Microsoft may ask for evidence if you use the same name as Primary and Security contacts.
- Ensure you provide a **business email address** (personal emails are not acceptable).  
**[helpdesk@yourbusinessname.com](mailto:helpdesk@yourbusinessname.com) and similar generic emails will not be accepted.**
- You may also see a dashboard banner prompting verification.
- Direct link: **<https://partner.microsoft.com/en-us/dashboard/account/vetting>** (login as GA required)
- If you cannot see this, you may not have the correct permissions
  - Alternatively, if you have pending verification, you may see a notification banner on the dashboard prompting you to complete identity verification—click it to proceed.
- Start the Verification Process:
  - Click "Start Verification" or similar button.

- You will be redirected to a third-party verification service.
- Complete the Verification Steps:
  - Upload a valid government-issued photo ID (passport, driver's license, or national ID card).
  - Take a live selfie via your webcam or mobile device to confirm your identity matches the ID.
  - Follow all on-screen instructions carefully and submit your verification.

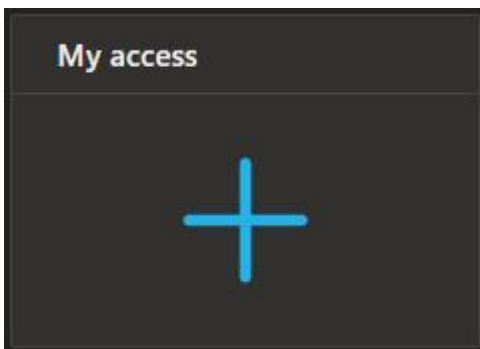
## Documents Microsoft May Request (AU/NZ):

- Australia:
  - ASIC Company Extract or Certificate of Registration  
<https://asic.gov.au/online-services/search-asic-registers/business-names/>
  - ABN Confirmation from the Australian Business Register  
<https://abr.business.gov.au/Search/Index>
  - Recent utility bill or business bank statement
- New Zealand:
  - New Zealand Companies Office
  - [New Zealand Companies Register](#)
  - IRD number confirmation  
<https://myir.ird.govt.nz/>
  - Utility bill or bank statement (dated within last 90 days)
- Business name inconsistencies across documents and Partner Center.
- Use of PO Box addresses instead of physical locations.
- Incorrect or unreachable phone numbers.
- Missing or non-business email addresses.
- Missing Security contact (or un acceptable contacts eg. Same person, generic email address)
- Resellers who do not meet the revenue or security requirements will be deauthorized and will lose their ability to transact as CSP indirect resellers at that business location.
- Deauthorised resellers must wait at least one year before reapplying for indirect reseller status at that business location.

## Ensuring you PLA is registered correctly within the Dicker Data Portal to allow the continuation of being an Indirect Provider.

You will not be able to transact correctly within the Dicker Data CSP Portal if you do not have the correct PLA listed. You will be blocked from updating if there's an issue, and you have not been authorised and completed vetting. To ensure that your PLA is listed please follow the below steps, and that you only use your PLA for CSP transactions.

Click on the My access tile- Organisational Profile- Identifiers



Overview

- My learning profile
- My access
- Account management
- User management
- Programs
- Agreements
- Shared services
- Activity log
- Integration sandbox
- Organisation profile
  - Legal info
  - Identifiers

### Account settings | Identifiers

All your identification information is here.

**CSP**

Use associated (Member Partner Network) Partner ID for CSP transactions. Share this with your CSP indirect provider. Global admins can update the associated Partner IDs.

Associated Partner ID	Company Name	Location	Contact
[Redacted]	Dicker Data New Zealand Limited	AKL, NZ	[Redacted]

**ASfP/PSfP Support Contract status**

Partner ID	Contract Status	Agreement end date
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