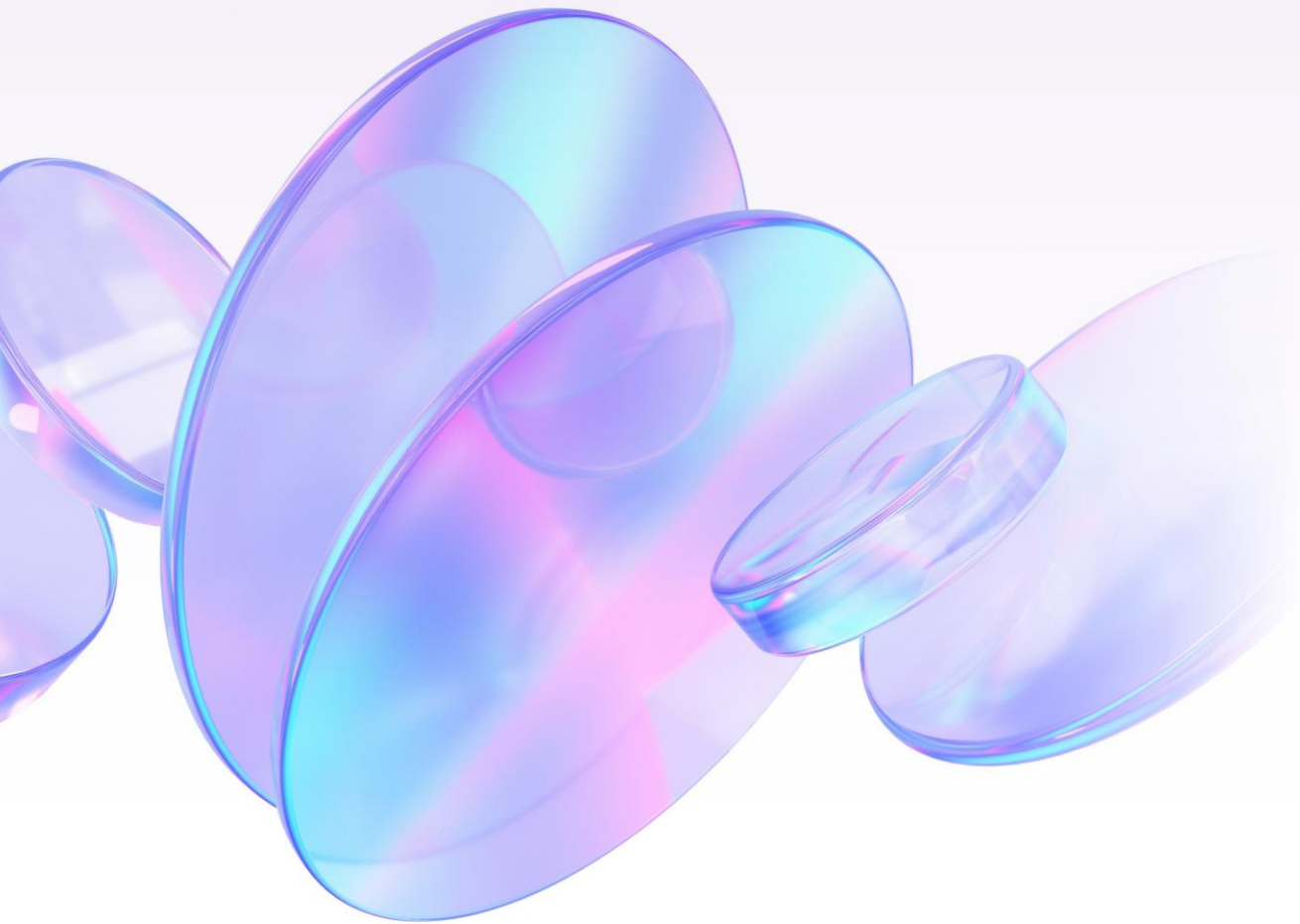




# **PARTNER CENTRE SETUP AND BEST PRACTICES FY26**



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## 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

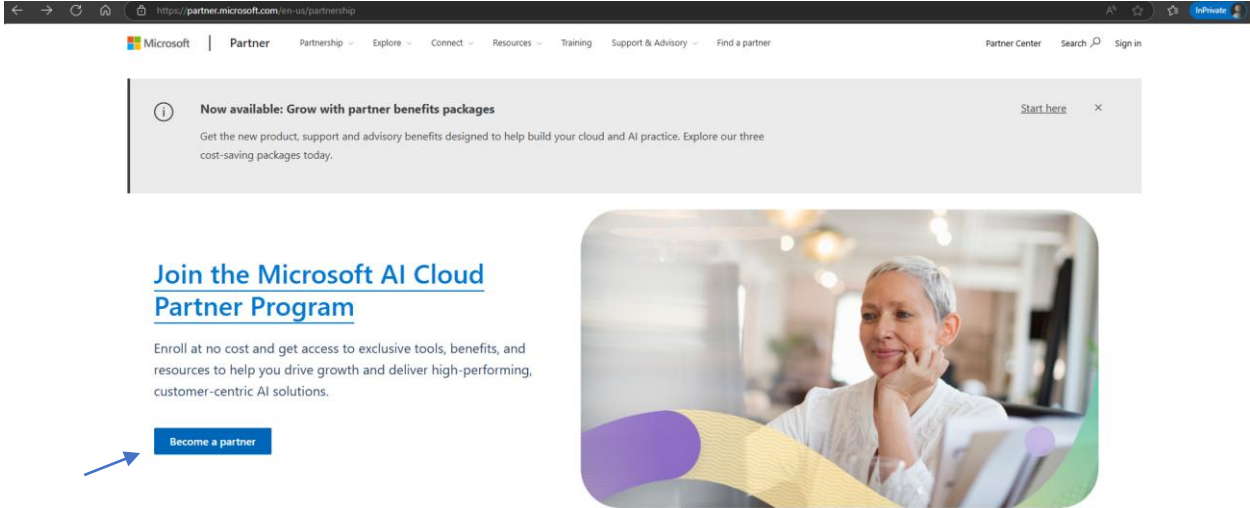
- Microsoft will enforce these requirements annually on the anniversary of each reseller's CSP authorisation.
- Resellers who do not meet the revenue or security requirements will be deauthorized and will lose their ability to transact as CSP indirect resellers at that business location.
- Deauthorized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

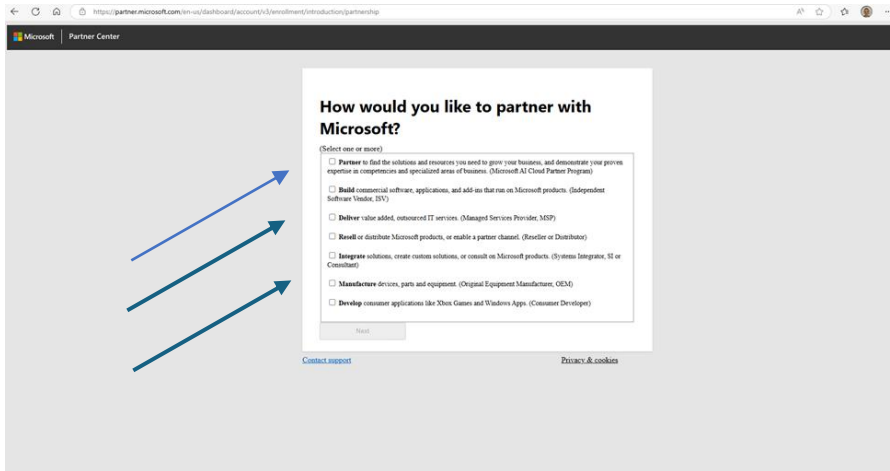
Click "Become a Partner"



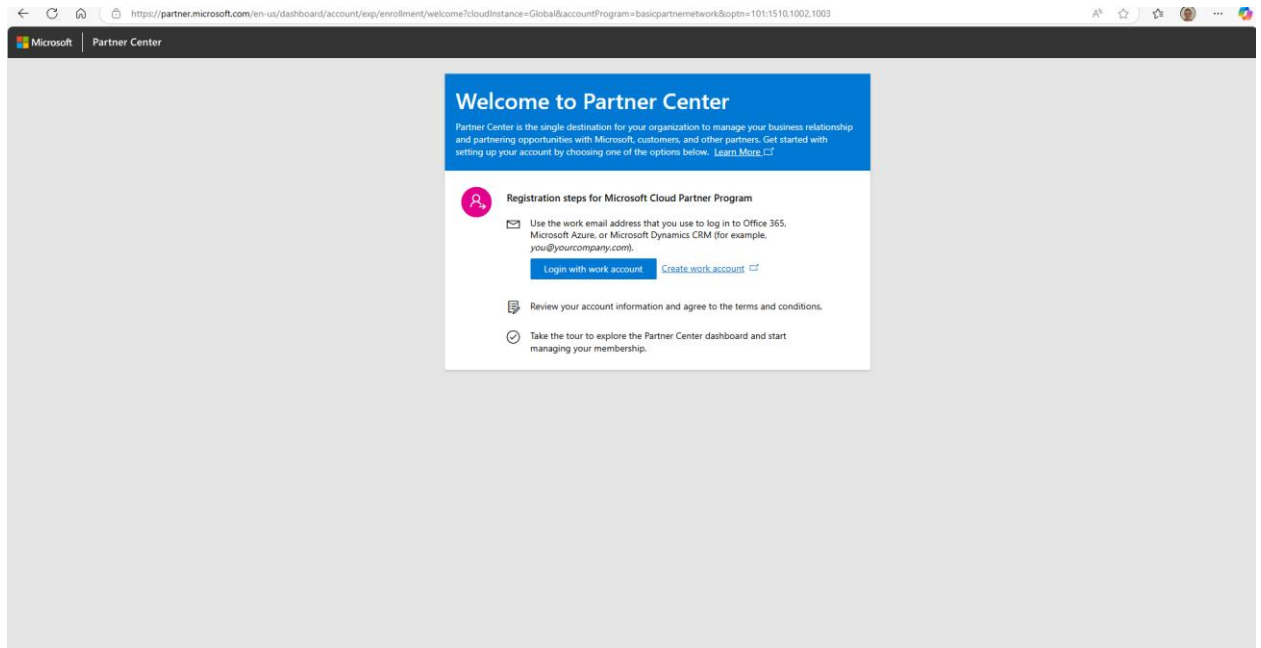
### Why become a Microsoft partner?

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



1. Follow the prompts to:
2. Enter your **company name and country**
3. 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.
4. Submit your **company domain and work email**

## Step 5: 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 6 : 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

## Account settings | Legal info

Each tab displays details for aspects of your business.

Partner  Reseller

### Legal business profile

#### Verification status

Authorized

On the same screen when under the Reseller Tab Select Program Info, this should also confirm your status as "Active"

Program info

Indirect Reseller status: Active

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 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.
  - Documents submitted must have been issued within the **previous 12 months**.
  - Domain registration / Domain invoice at registration or renewal that lists Entity/User name and domain as it is stated on your account.

## 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](#) 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.
- Microsoft's advice is for partner center to have Identity isolation
- Avoid hosting your Partner Center instance in the same Microsoft Entra tenant that hosts your internal IT services, such as email and collaboration tools.
- Use separate, dedicated user accounts for Partner Center privileged users who have customer access.
- Avoid creating user accounts in customer Microsoft Entra tenants intended to be used by partners to administer the customer tenant and related apps and services.
- Domain registration / Domain invoice at registration or renewal that lists Entity/User name and domain as it is stated on your account, Invoice proof must be for only one domain name (if requested by MS after initial application)
- Once business verified make sure Program info; Bill-to info & customer support profile meet requirements
- Update each if required following the same guidelines

## 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.

## Adding a new Business Location

- To add a new location to your Microsoft Partner Center account, follow these steps.
- Sign in to Partner Center: Use an account with Global admin or Account admin privileges.
- Navigate to Account Settings: Click the "MY ACCESS" tile
- Access Organization Profile: Select the "Organization profile" option.
- Add Business Location: Under the "Legal" section, go to the "Business locations" tab and click "Add location".
- Enter Details: Provide the required information, such as business name, address, and primary contact for the new location.
- Save: Click "Add location" to create a new PartnerID for the location.

## Linking & Merging Accounts

Link vs Merge MS Partner Accounts - Link and merging Microsoft partner accounts are different processes with distinct purposes:

**Linking:** This process involves connecting two or more partner accounts to share resources or benefits. For example, you might link accounts to access shared incentives or to collaborate on projects. Linking does not combine the accounts into one; they remain separate but connected for specific purposes.

**Merging:** Merging accounts is a more comprehensive process where two or more partner accounts are combined into a single account. This is often done to consolidate resources, streamline management, and eliminate duplicate accounts. Merging results in a single account with combined data and resources from the original accounts

When Linking accounts, all accounts remain in place with some resources shared but licensing is allocated the appropriate PLA ID for each Microsoft Partner Account, normally linked accounts are used for different regional accounts or when companies need to keep separate accounts for Incentive and MCI engagement payments.

When Merging accounts, you choose what the master Microsoft Partner Account will be and everything is consolidated into that one account and the other account no longer exists.

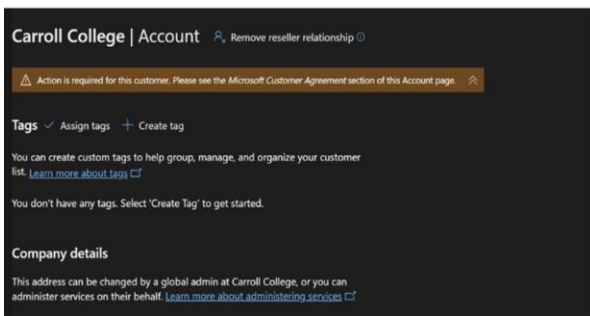
### [\*\*Manage locations in your partner account - Partner Center | Microsoft\*\*](#)

#### [\*\*Learn\*\*](#)

## Microsoft Customer Agreement (MCA) Attestation – Starting January 5, 2026

- MCA attestation will transition to an API-only experience.
- The current UI and v1 API will be retired.
- Partners using bulk attestation tools should note that read-only access begins October 7, 2025, with full retirement on January 5, 2026.

### Banner on customer account page



### Message under the Microsoft Customer Agreement Section of the Account page

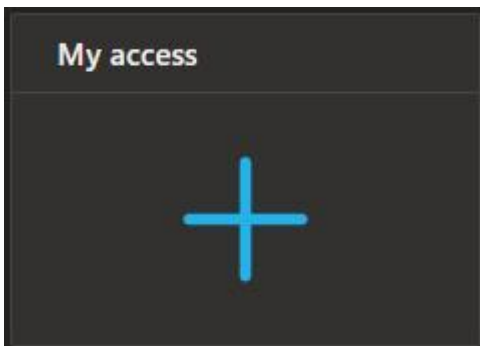
#### Microsoft Customer Agreement

**Action required:** Your customer accepted the MCA prior to April 1, 2023, and must review and accept the [new terms](#) before October 7, 2025, to avoid the **blocking of new purchases and certain subscription management actions such as quantity increases or decreases, term duration, or billing plan changes, and upgrades.** Accepting the new terms will not impact current operations or processes. Review [customer acceptance of the MCA](#) for full details

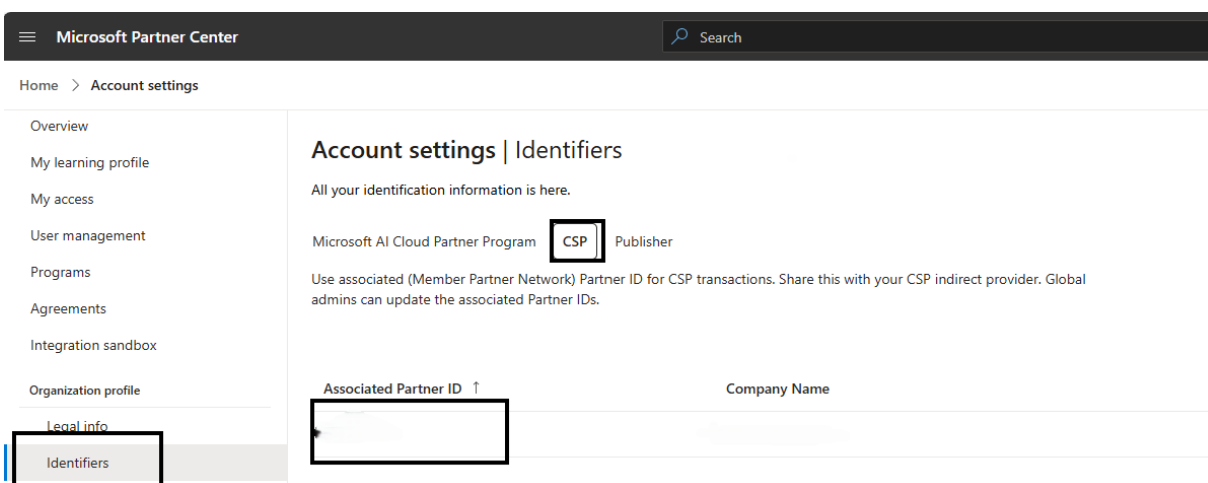
## Ensuring you PLA is registered correctly within the Dicker Data Portal to allow the continuation of being an Indirect Provider.

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. For ease of use, you can run an annuity report within the Dicker Data Portal to check all your subscriptions are listed under your PLA and will need to only change those manually that are incorrect.

Click on the My access tile- Organisational Profile- Identifiers



- On the left hand side click "Identifiers" then CSP
- The number that appears under "Associated Partner ID" is the one you need to use



Microsoft Partner Center

Home > Account settings

Overview  
My learning profile  
My access  
User management  
Programs  
Agreements  
Integration sandbox  
Organization profile  
Legal info  
**Identifiers**

### Account settings | Identifiers

All your identification information is here.

Microsoft AI Cloud Partner Program **CSP** Publisher

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
<input type="text"/>	