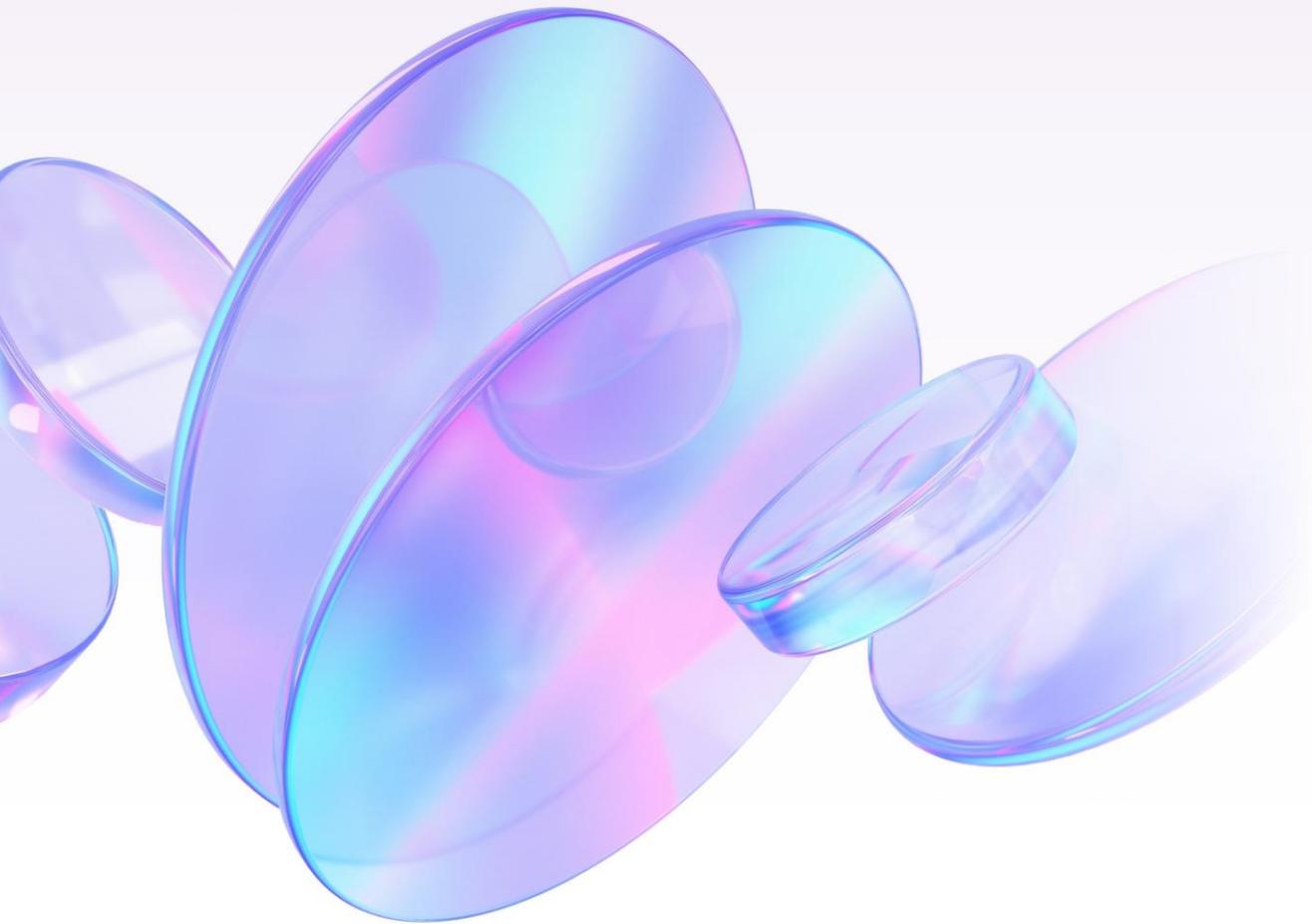




# INDIRECT RESELLER SET UP GUIDE



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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](#)

- **This step is only for those needing a new PLA**

- **DO NOT USE THIS UNLESS THIS IS REQUIRED**

### **Add location to existing partner centre**

#### **Step 1: Sign in to Partner Center**

- Go to Partner Center.
- Sign in with your existing Partner Center account (the one tied to your MPN ID).

#### **Step 2: Navigate to Account Settings Via The My Access Tile**

- In Partner Center:
  - Go to Organisational Profile – Legal Info-
  - Under **Business Locations**, you'll see your current Partner Location(s).

#### **Step 3: Add a New Location**

- Click **Add Location**.
- Provide:
  - **Legal business name** and add Indirect after the name so you can determine the different locations
  - **Address** (must match your business registration).
  - **Primary contact details**.
- This creates a **new Partner Location ID (PLA)** and allows you to associate a new tenant.
- This can take 3-5 business days for Microsoft to confirm. When accepted Microsoft will advise the GA that this has been completed via email and you will receive your new PLA number.

#### **Step 4 – Set up a new tenant ID.**

- Go to the official Microsoft documentation: <https://learn.microsoft.com/azure/active-directory/fundamentals/active-directory-access-create-new-tenant>
- Follow the instructions to set up your new tenant.
- Setting up agreements with new credentials

- Upon confirmation of the creation of the new tenant ID and the location ID login to partner center and use the new .onmicrosoft.com credentials. This will allow you to set this up as an Indirect Reseller tenant.

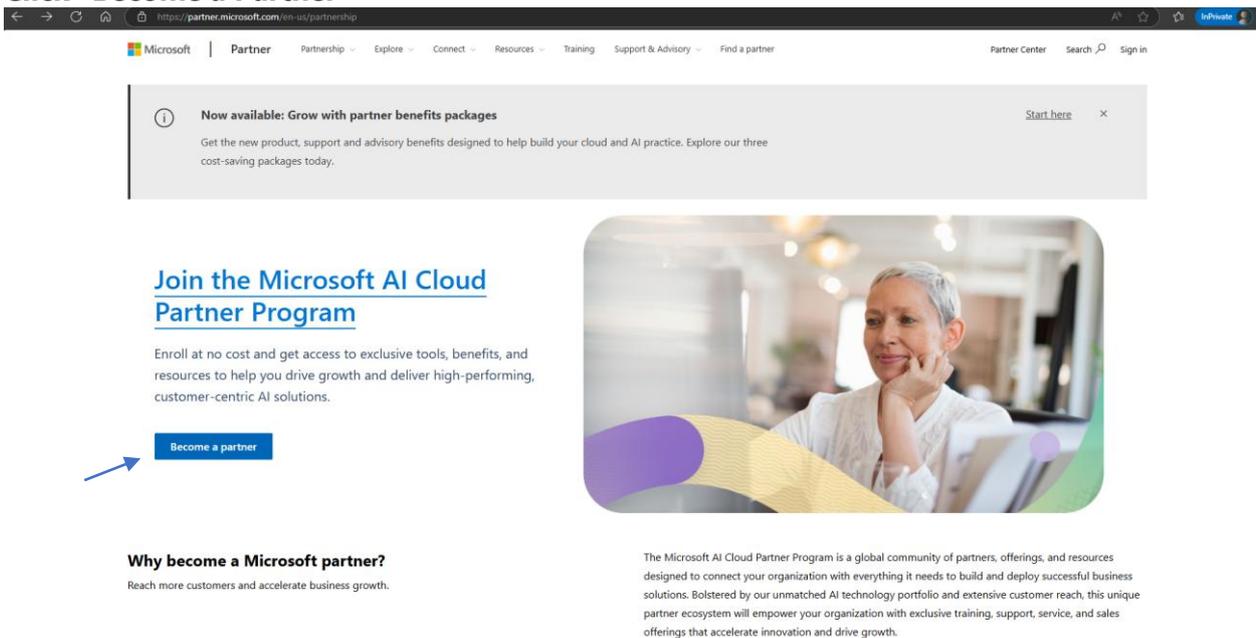
## Step 5 – enrol in the Indirect Reseller Program

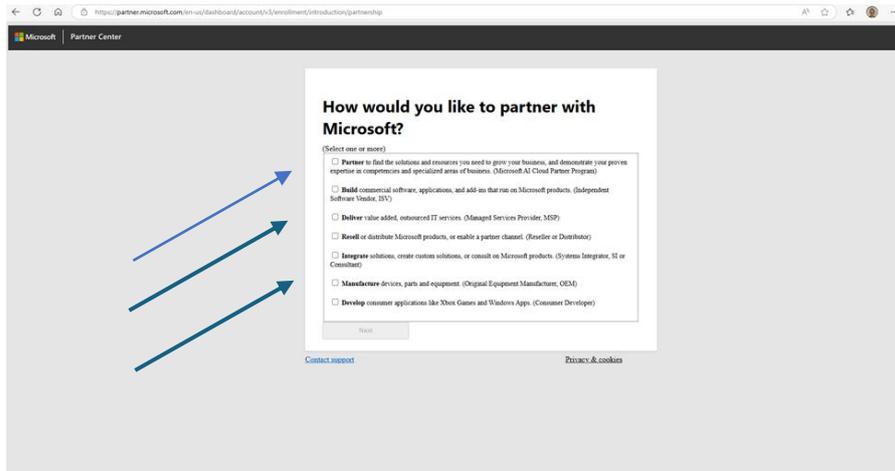
Use your work account only, the domain needs to be in the country in which you are doing business. You cannot use a co.nz email account for an AU partner centre account and vice versa. This should be done with your new Tenant ID & Location ID

## Join the Microsoft Partner Network

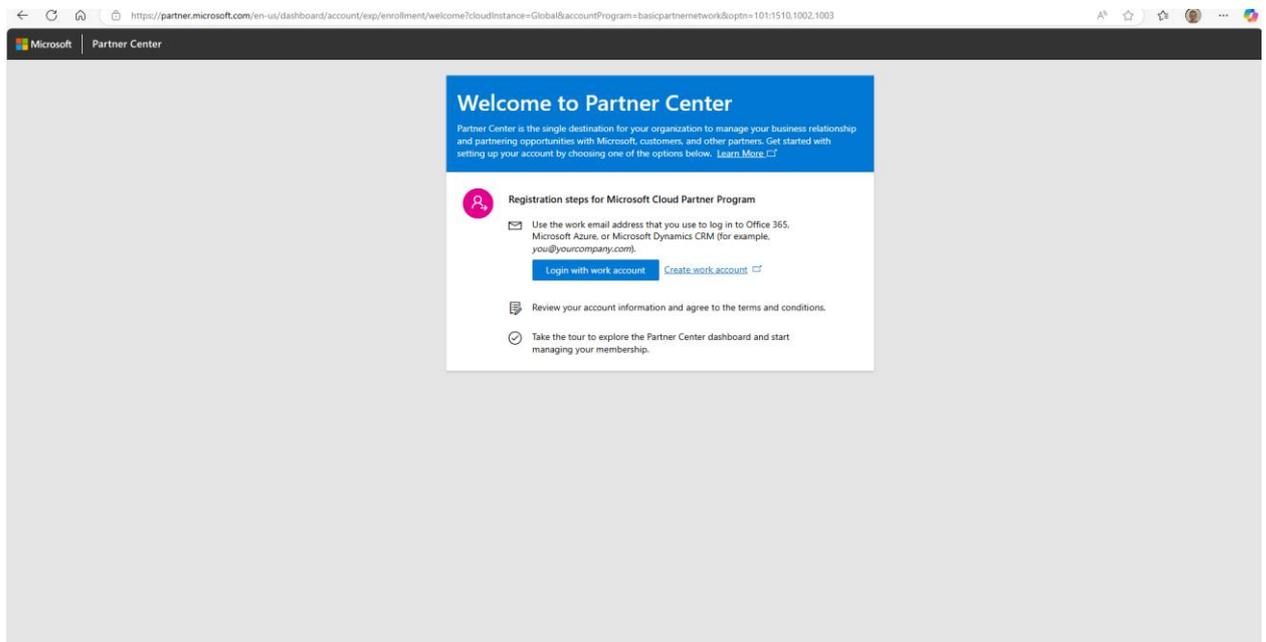
Visit <https://partner.microsoft.com>

Click "Become a Partner"





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 declined. 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 Organisation 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 ⓘ



## 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.

## 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.

## **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**

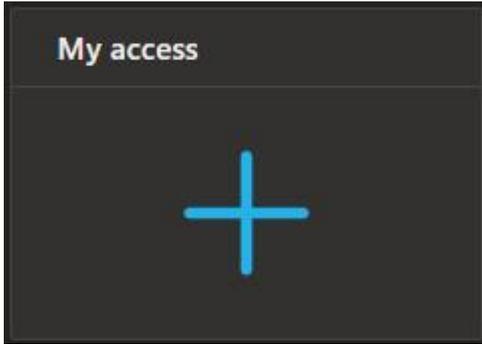
Microsoft Customer Agreement

**⚠ 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



Overview  
My learning profile  
My access  
Account management  
User management  
Programs  
Agreements  
Shared services  
Activity log  
Integration sandbox  
Organization 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] |

Search

### ASfP/PSfP Support Contract status

| Partner ID | Contract Status | Agreement end date |
|------------|-----------------|--------------------|
|------------|-----------------|--------------------|