



CREATE A MULTICITY/MULTIDESTINATIONS ORDER NDC PORTAL

UPDATE: November 2025

CREATE A MULTICITY/MULTIDESTINATIONS ORDE

It's a booking with 2 or more segments where you manually specify each origin and destination and their dates.

IMPORTANT CONSIDERATIONS:

- Maximum of 8 origins/destinations (ODs): you can add up to 8 segments in a single Multicity purchase.
- Multicity is the search/issuance format to build itineraries with multiple legs, continuous or not. It may include Open Jaw or not.
- Seat selection and baggage purchase are not available in the Multidestinations/Open Jaw issuance flow; only after the order is issued.
- The option for voluntary changes and reissues is currently unavailable for multicity/multidestinations tickets. The alternative to perform a voluntary change is to use the "ticket as form of payment" functionality.

The other post-sale processes, such as:

- sale of ancillaries (seat/baggage),
- refunds,
- void,
- split,
- involuntary changes,

Can be performed on a multicity/multidestinations ticket.



1. After logging into the NDC Portal, on the home page, click the “Multidestinations” option.

Fields for the first segments will be displayed. To add more segments, click “Add a flight.”

Each click adds a new row.

The screenshot displays the NDC by LATAM portal interface. At the top, the LATAM AIRLINES logo and NDC PORTAL text are on the left, while navigation links for Orders, Bookings, Help, and T&C are in the center. On the right, there are Notifications, a language selector (LATA:), and a user profile dropdown (SB Supervisor...). Below the header, the main title 'NDC by LATAM' is on the left, and a search bar 'Enter the order number' with a 'Go to detail' button is on the right. The main content area is titled 'Buy or reserve flights'. It features three tabs: 'One-way', 'Round trip', and 'Multi-city' (which is selected and highlighted with a red arrow). To the right of the tabs are dropdown menus for 'Economy', '1 passenger', and a help icon. Below the tabs, there are two flight segments, 'Flight 1' and 'Flight 2'. Each segment has an 'Origin' field (with placeholder 'Enter an origin'), a 'Destination' field (with placeholder 'Enter a destination' and a right arrow icon), and a 'Flight date' field (with placeholder 'Select the day' and a calendar icon). At the bottom of the form, there is an 'Account code' field (with placeholder 'Enter the code') and two buttons: '+ Add a flight' (highlighted with a red arrow) and 'Search'.

2. Fill in: origin and destination for each segment, travel date, and number of passengers.

If there is an account code, enter it in the corresponding field before starting the search.

To proceed, click “Search.”

The screenshot displays the NDC by LATAM web interface. At the top, the LATAM logo and 'NDC PORTAL' are on the left, while 'Orders', 'Bookings', 'Help', and 'T&C' are in the center. On the right, there are links for 'Notifications', 'IATA', and a user profile 'SB Supervisor...'. Below the header, the 'NDC by LATAM' title is on the left, and a search bar 'Enter the order number' and a 'Go to detail' button are on the right. The main section is titled 'Buy or reserve flights'. It features three tabs: 'One-way', 'Round trip', and 'Multi-city' (which is highlighted with a red dashed box). To the right of the tabs are dropdown menus for 'Economy', '1 passenger', and a help icon. Below this, three flight segments are listed: 'Flight 1' (Santiago de Chile, SCL - Chile to São Paulo, GRU - Brazil, Tue, 09 Dec), 'Flight 2' (São Paulo, GRU - Brazil to Lima, LIM - Peru, Wed, 17 Dec), and 'Flight 3' (Lima, LIM - Peru to Santiago de Chile, SCL - Chile, Wed, 31 Dec). Each segment has a 'Delete flight' link. At the bottom, there is an 'Account code' field with the placeholder 'Enter the code' (highlighted with a red dashed box), an 'Add a flight' button, and a 'Search' button. Red arrows point to the 'Multi-city' tab, the origin/destination fields of each flight segment, the 'Account code' field, and the 'Search' button.

LATAM AIRLINES NDC PORTAL Orders Bookings Help T&C Notifications IATA SB Supervisor... ▼

NDC by LATAM

Q Enter the order number Go to detail

Buy or reserve flights

One-way Round trip **Multi-city** Economy ▼ 1 passenger ▼ ?

Flight 1 Delete flight X

Origin: Santiago de Chile, SCL - Chile → Destination: São Paulo, GRU - Brazil Flight date: Tue, 09 Dec

Flight 2 Delete flight X

Origin: São Paulo, GRU - Brazil → Destination: Lima, LIM - Peru Flight date: Wed, 17 Dec

Flight 3 Delete flight X

Origin: Lima, LIM - Peru → Destination: Santiago de Chile, SCL - Chile Flight date: Wed, 31 Dec

Account code

Enter the code

+ Add a flight Search

3. After selecting the desired fare for each flight, check the “**Trip Summary**” on the right and validate the segments.

Click “**Continue.**”

NDC
PORTAL

Notifications
|
IATA

56 Supervisor...

Summary: 1 Passenger | Flight 1 SCL → GRU, mar 09, dic | Flight 2 GRU → LIM, mié 17, dic | Flight 3 LIM → SCL, mié 31, dic

Summary of the trip

Flight 1 • Santiago de Chile - São Paulo • 09 Dec 2025

8:55

SCL

Direct

3 hr 50 min

12:45

GRU

Change

Flight 2 • São Paulo - Lima • 17 Dec 2025

4:00

GRU

Direct

5 hr

7:00

LIM

Change

Flight 3 • Lima - Santiago de Chile • 31 Dec 2025

11:50

LIM

Direct

3 hr 30 min

17:20

SCL

Change

↓

Continue

4. **Important:** Seat selection and baggage purchase are not available at this stage.
You can add ancillaries (seat and baggage) after the order is issued.

Click “Continue to passengers.”



NDC
PORTAL

Notifications

IATA:

SB Supervisor... ▼




Seat selection and baggage purchase
are not available

You can add them later from the details in the Portal, through latam.com or by
contacting GSS.





Continue to passengers

5. Enter each passenger's details. Click "Save," then "Continue."



NDC

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 Notifications
 |
  IATA:

SB

Supervisor...

▼


Passengers

LS

Leonardo Santos - Passport - FBY5522522


✓

▼




Request special assistance

If the passenger has special food needs, has reduced mobility, sensory or invisible disability, travels with a service animal, is a senior passenger or has a medical condition that requires attention, **request special assistance from a LATAM Trade agent, after purchasing the tickets.** [See more information.](#)

[Go to LATAM Trade](#) 

×



Continue

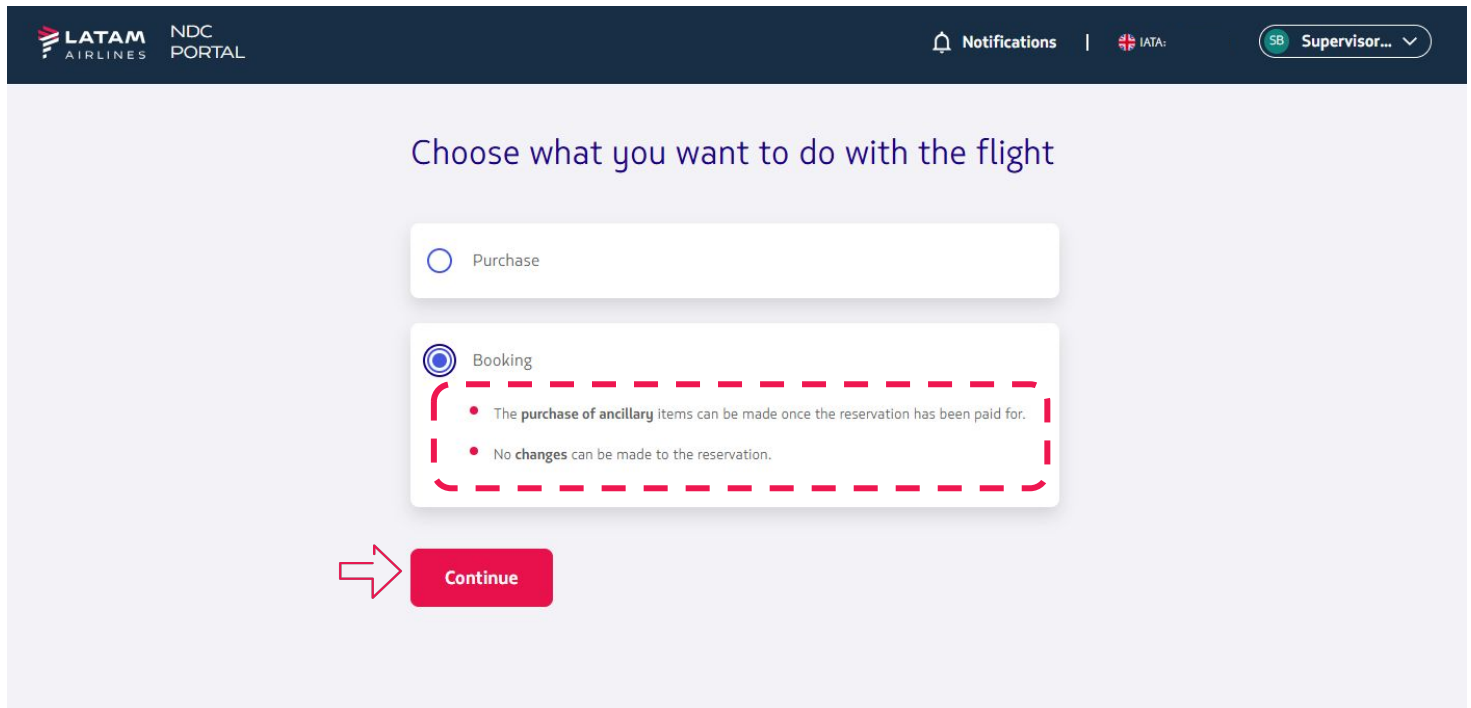
Final price

£718.50

6. Choose between: Buy or Reserve.

When reserving, an alert about ancillaries will be displayed.

Click “Continue.”



The screenshot shows the LATAM NDC Portal interface. The header includes the LATAM AIRLINES logo, NDC PORTAL text, a Notifications bell icon, a language selector for IATA, and a user profile dropdown for 'SB Supervisor...'. The main content area is titled 'Choose what you want to do with the flight'. It features two radio button options: 'Purchase' and 'Booking'. The 'Booking' option is selected and highlighted with a red dashed border. Below the 'Booking' option, a red dashed box contains two bullet points: 'The purchase of ancillary items can be made once the reservation has been paid for.' and 'No changes can be made to the reservation.' A red arrow points to a red 'Continue' button.

LATAM AIRLINES NDC PORTAL

Notifications | IATA: SB Supervisor... ▾

Choose what you want to do with the flight

☐ Purchase

☒ Booking

- The purchase of ancillary items can be made once the reservation has been paid for.
- No changes can be made to the reservation.

➡ Continue

8. Go to “**Bookings**,” search for the order you created, and review the trip type, which will appear as “**MC - Multicity/Multidestinations.**”

Reservation management

Order number, passenger's last name, PNR, IATA

LA0452696XXVO

Search

⊕ New reservation

1 reservations in total

Filter by:

Booked

Canceled

Expired

IATA	Order no.	Status	PNR	Reservation date	Payment deadline	Type	Itinerary	Passengers	Amount	Actions
91280641	LA0452696XXVO	Booked	PJIIPE	13/11/25	Processing ⓘ	MC		SANTOS	GBP718.5	⋮

The multidestination order has been successfully created!

9. If you choose “Buy,” enter the payment method, accept the “terms and conditions”, and click “Pay.”

NDC PORTAL

Notifications
|
|

Supervisor...

Confirm and pay for the purchase

Payment methods

Ticket as payment
You can add one ticket per passenger and use it as credit to quote a new total amount for the reservation.

Quote >

Available payment methods

☒ Cash

☐ Credit card | UATP

☐ Payment link

Do you need to add tax information?
The information entered will be included on the purchase receipt, although it may take several minutes to appear.

☐ Add information

☒ Accept the purchase
[Terms and Conditions](#)

Final price


Pay


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Passenger information



11. Go to “Purchases,” search for the issued order, and check that the trip type appears as “MC - Multicity/Multidestinations.”

 NDC PORTAL

Orders Bookings Help T&C

Notifications | LATAM

SB Supervisor... ▾

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LA0452696XXVODate of issue from: Date of issue until: Show by:

Apply filters

1 orders in total [Clear filters](#)Filter by: [Issued](#) [Paid](#) [Voided](#) [Refunded](#) [Expired](#) [Debt](#)

The multideestination order has been issued successfully!

