



INSTRUCTIONS FOR NDC ONBOARDING REGISTRATION

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This form is mandatory for the onboarding process to NDC by LATAM.

Please complete all fields with accurate and up-to-date information to avoid delays in activation.

REGISTRATION FORM URL:

https://www.latamtrade.com/en_un/procom/register-now-ndc-eng



Step 1

Access the registration form and select **English** as the language.

Connect to NDC by LATAM!
¡Conéctate a NDC by LATAM!
Conecte-se ao NDC by LATAM!

Remember that this form must be filled out by the legal representative.
Recuerda que este formulario debe ser llenado por el representante legal.
Lembre-se que este formulário deve ser preenchido pelo representante legal.

Choose your language.
Escoge tu idioma.
Escolha seu idioma.

English

Español

Português

Siguiente

Step 2

Complete the **agency information** exactly as it appears in your official records.

In the agency address, make sure to include:

- Street
- City
- Country
- Postal Code

* = Respuesta obligatoria

*** Agency name**

*** TAX ID**

Local agency tax identification. For example RUT (Chile), RUC (South America), CNPJ (Brazil), NIF, UTR (Europe), etc.

*** Agency address**

Please include Street, city, country and zip code.

Step 3

The **primary IATA** that will be used to issue tickets in NDC must:

- Have 8 digits
- Be numeric
- Not include spaces or hyphens

If you need to register more than 25 IATAs, you must complete an additional form, enter the same primary IATA, and then add the remaining IATAs.

*** Inform us the main IATA with 8 digits that your agency will use to issue in NDC.**

Only numbers, no special characters.

Add the rest of the IATAs with 8 digits that will be used to issue in NDC by LATAM.

Only numbers, no special characters. Separate each IATA by a comma. Limited by 25 IATAs per form.



Step 4

If your country is eligible (Chile, Argentina, Bolivia or Paraguay), please indicate whether you wish to issue in local **currency** or USD.

Considerations:

- Only one currency can be assigned per IATA and per form.
- To operate in two currencies, you must use different IATAs and complete a separate form for each one.

*** If multicurrency is available in your country (POS), please select which currency would you like to use in this form's IATAs.**

For example: ARS, USD, BRL, EUR, etc.

BRL

CLP

USD

COP

ARS

EUR

GBP

MXN

PYG

AUD

CAD



Step 5

Enter the name of a **legal representative** of the agency (owner, director or manager).

This person will be responsible for:

- Accepting the NDC Terms and Conditions
- Acting as the official contact for the agency
- Receiving the first user with Administrator role



Step 6

The **legal representative's email** must belong to the same person included in the legal representative field.

Non-corporate or generic email domains will not be accepted, such as: name.lastname@gmail.com, agency@gmail.com, management@agency.com

Paso 7

The **legal representative's phone number** must correspond to the same person indicated in that field, as it will be used to activate two-factor authentication (SMS).

Please enter the phone number with the country code, without the “+” sign or any spaces.

*** Name of the legal representative**

*** Email of the legal representative**

Enter a single email. Generic emails such as info@latam.com or management@latam.com will not be accepted. Avoid non-corporate emails such as xxx@gmail.com or xxx@hotmail.com.

*** Legal Representative's Phone Number**

Only numbers, no special characters.

Enter your number with your country code. Ex: 1XXXXXXXXXX

*** For any type of connection, it will be necessary to create an ADMIN user in the NDC by LATAM Portal, where it will be necessary to sign our Terms and Conditions. If the ADMIN user is not created for your agency we will create a new one with the legal representative information provided.**

*Please review the role and permissions for the ADMINISTRATOR user in latamtrade.com



I agree with the use of the email entered for the creation of the ADMIN user.

Step 8

Select only the **new connection types** you wish to enable.

If an IATA already has an active connection, you do not need to select it again, as it will be ignored and treated as a duplicate request.

* Today we have four types of connections to our NDC by LATAM:

- **Via NDC Portal:** Our online website, where you can access NDC content for free. It doesn't require any development from your side to consume our content.
- **Via NDC API:** This is the application program interface that allows you to connect LATAM's NDC content to your own software.
- **Via Aggregator:** Third-party technology supplier. We approve and recommend these suppliers to give you the best service and level of fulfillment of the tool.
- **Via GDS NDC Provider:** Certified third-party technology provider. These providers belong to the GDSs.

Please select all the options for how you would like to connect. By default, an ADMIN user will always be created in the Portal NDC by LATAM for any option.

By default, for any connection type we will always create at least one ADMIN user in the NDC by LATAM Portal.

<input checked="" type="checkbox"/>	Portal NDC by LATAM
<input checked="" type="checkbox"/>	API NDC by LATAM
<input checked="" type="checkbox"/>	Via Approved Aggregator
<input checked="" type="checkbox"/>	Via GDS NDC Provider

Via NDC by LATAM Portal:

To enable access to the NDC Portal, an ADMIN user is first set up for the legal representative listed in the form. From there, they can manage the account and add users with different roles and permissions.

* = Respuesta obligatoria

*** Please note that LATAM creates the first ADMIN user, that needs to be a legal representative. The additional users can be created by this user as NDC by LATAM allows self-management of the account's users.**

*Please review the role and permissions for the ADMINISTRATOR user in latamtrade.com

Anterior Siguiente



Via NDC by LATAM API:

The agency must first create a user in the developer portal (Sandbox) and then include it in the form. Unlike the legal representative's email, this user may have a department email address.

* = Respuesta obligatoria

* For the API, please create your user in our sandbox according to this step by step:
[https://www.latamtrade.com/content/dam/latam-portal-agencias/ndc/Sandbox_enrollment%20\(1\).pdf](https://www.latamtrade.com/content/dam/latam-portal-agencias/ndc/Sandbox_enrollment%20(1).pdf)

Now share with us the email of the created user:

Via Approved Aggregator:

Select only the new aggregators to be configured for the IATAs.
Connections will only be made with aggregators approved by LATAM.

* = Respuesta obligatoria

*** Which aggregator are you going to connect with?**

- Aaron Group
- Air Gateway
- Argo
- Envision
- Ideas Fractal
- Lemontech
- Ligai
- Lleego
- Netatica
- Netviax
- Orchestra
- Paramek
- Reserve
- Tech Travel
- Travel Fusion
- VOEARES (Furk.Tech)
- Wooba
- Infotera
- Other

If you chose "Other", what is the Aggregator?

Describe all of them separated by commas

*** Do you agree to share your IATAs and allow emissions on these IATAs with the selected aggregators?**

Yes I agree.

Anterior
Siguiete

Via GDS NDC Provider:

Select only new providers to associate. Currently, connections are available only through Sabre.

* = Respuesta obligatoria

*** Which GDS Provider are you going to connect with?**

Sabre

Amadeus

Other

If you chose "Other", what is the GDS Provider?

Describe all of them separated by commas

Introdúzca hasta 200 caracteres...

*** Do you agree to share your IATAs and allow emissions on these IATAs with the selected GDS Providers?**

Don't forget to finalize your GDS NDC connection by following the steps in the manual "Instructions for Activating the GDS Provider for Your Agency" available at https://www.latamtrade.com/en_us/procom/manuals-ndc-en11

Yes I agree.

Anterior
Siguiete

Thank you for contacting us and wanting to discover NDC by LATAM.

Gracias por contactarnos y querer descubrir nuestra herramienta NDC by LATAM.

Obrigado por nos contatar e querer descobrir nossa ferramenta NDC by LATAM.

More information / Más información / Mais informações: [latamtrade.com](https://www.latamtrade.com)

All Done!

PROCESS COMPLETION

Once the form has been submitted with the correct information, the estimated configuration time is approximately 21 business days.



