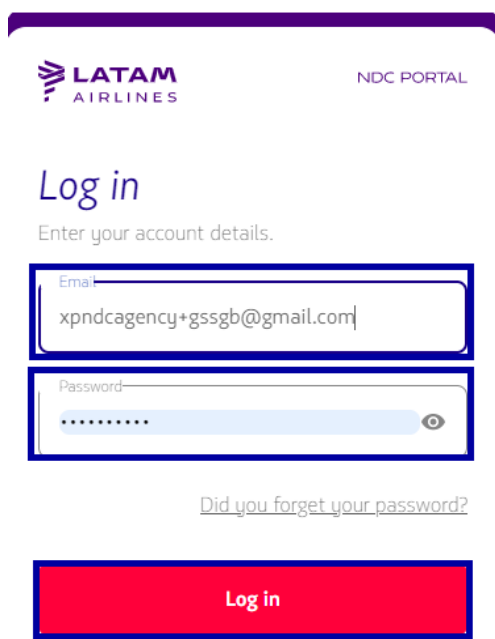
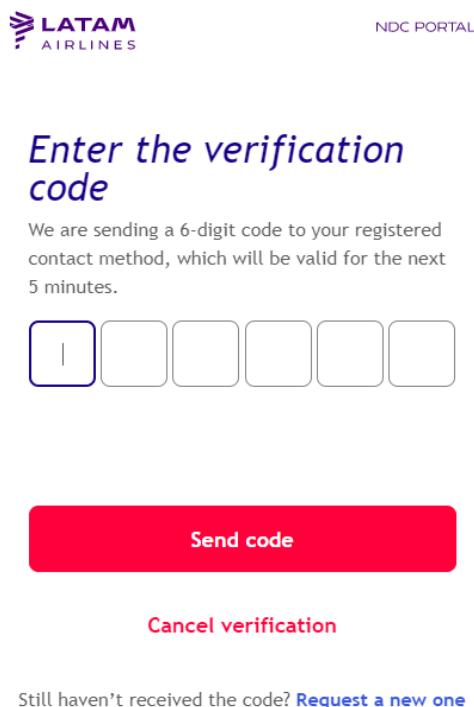


Step by step to create an Order/Reservation NDC Portal

1. Log in with your “**Email**” and “**Password**” and then click on “**Login**”

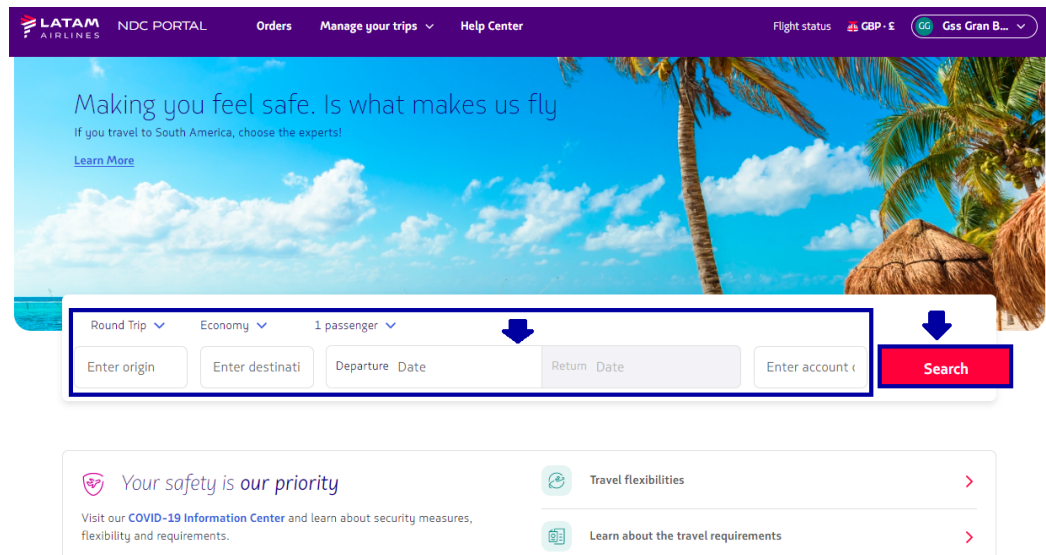


2. You will also need to enter the verification code (2FA- Double authentication factor) that will arrive by phone or email. After typing, click on “**Send code**”





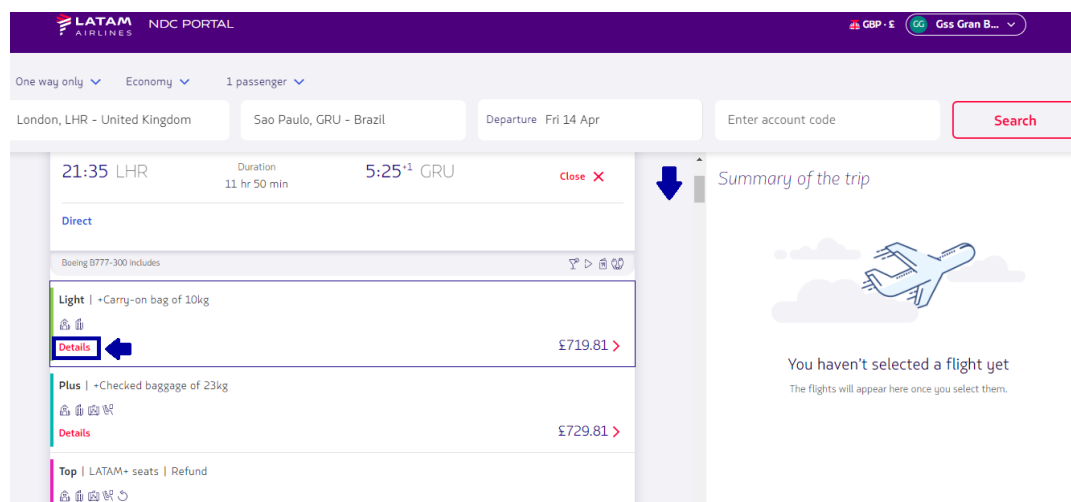
3. On the home page, fill in the data according to the customer's needs, and click on **"search "**
(Round trip or One Way) Cabin/ Number of passengers
Origin/Destination and dates



The image shows the LATAM NDC Portal home page. The header includes the LATAM logo, 'NDC PORTAL', and navigation links: 'Orders', 'Manage your trips', and 'Help Center'. On the right, it shows 'Flight status', currency 'GBP - £', and a user profile 'Gss Gran B...'. The main banner features a tropical scene with palm trees and a thatched hut, with the text 'Making you feel safe. Is what makes us fly' and 'If you travel to South America, choose the experts!'. Below the banner is a search form with dropdowns for 'Round Trip', 'Economy', and '1 passenger'. It has input fields for 'Enter origin', 'Enter destination', 'Departure Date', 'Return Date', and 'Enter account code'. A red 'Search' button is on the right. Below the search form, there's a section titled 'Your safety is our priority' with a link to 'Visit our COVID-19 Information Center'. To the right of this are two links: 'Travel flexibilities' and 'Learn about the travel requirements'.

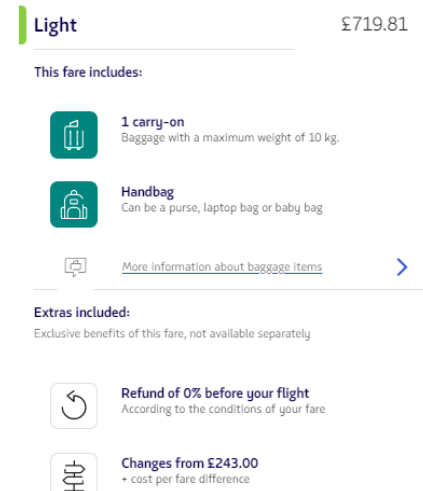
4. On the availability screen, you must choose the flight and the type of fare, if it is a return flight, you must do the same process for the return flight.

Clicking on details, it is possible to check the information/benefits of each rate, to ensure the best experience for the customer



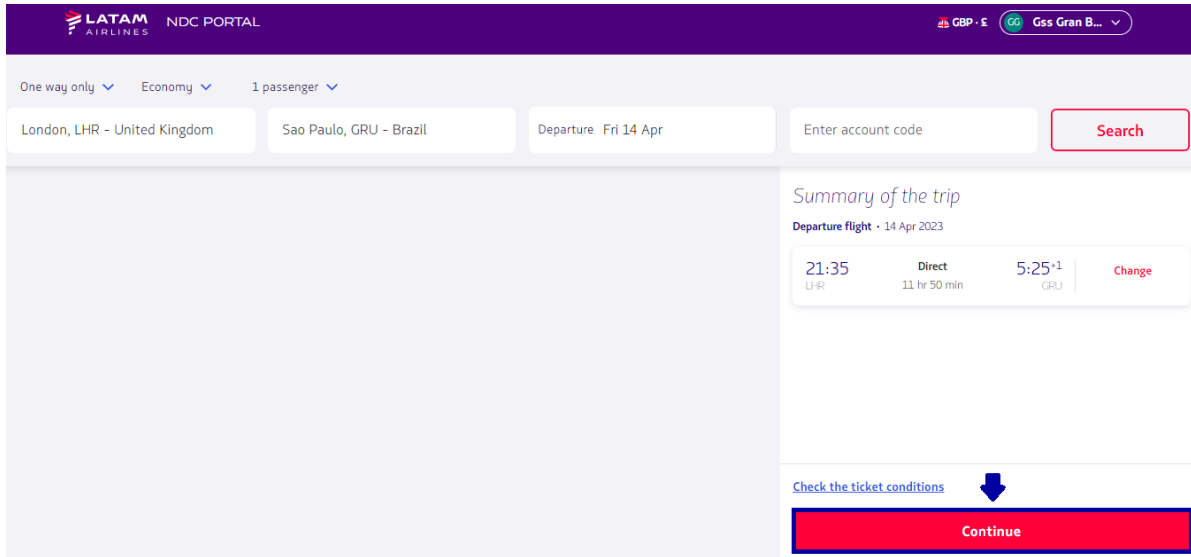
The image shows the LATAM NDC Portal availability screen. The header is the same as the home page. Below the header, there are dropdowns for 'One way only', 'Economy', and '1 passenger'. The search criteria are 'London, LHR - United Kingdom' to 'Sao Paulo, GRU - Brazil' with a 'Departure Fri 14 Apr'. There is an 'Enter account code' field and a 'Search' button. The results show a direct flight from LHR to GRU on Fri 14 Apr, duration 11 hr 50 min. Below the flight details, there are three fare options: 'Light' (Carry-on bag of 10kg) for £719.81, 'Plus' (Checked baggage of 23kg) for £729.81, and 'Top' (LATAM+ seats | Refund). Each fare option has a 'Details' link. A blue arrow points to the 'Details' link for the 'Light' fare.

See fare details



The image shows the 'See fare details' page for the 'Light' fare, priced at £719.81. It lists the included benefits: '1 carry-on' (Baggage with a maximum weight of 10 kg) and 'Handbag' (Can be a purse, laptop bag or baby bag). There is a link for 'More information about baggage items'. Under 'Extras included', it lists 'Refund of 0% before your flight' (According to the conditions of your fare) and 'Changes from £243.00' (+ cost per fare difference).

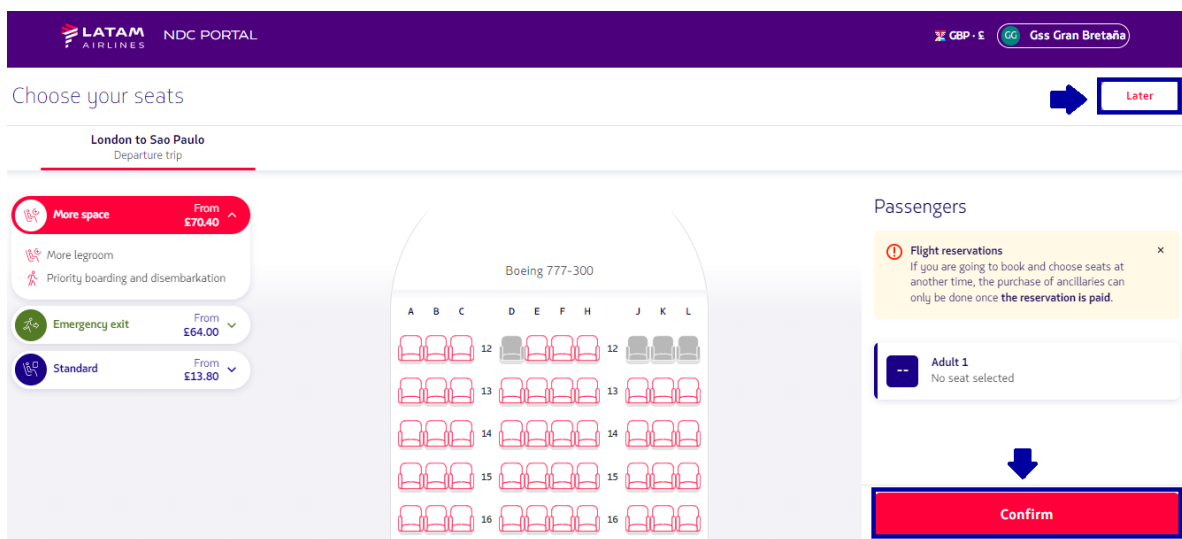
5. After selecting flights and fares, click “Continue”



The screenshot shows the LATAM NDC Portal interface. At the top, there's a purple header with the LATAM logo and 'NDC PORTAL'. Below the header, there are filters for 'One way only', 'Economy', and '1 passenger'. The main search area includes 'London, LHR - United Kingdom', 'Sao Paulo, GRU - Brazil', and 'Departure Fri 14 Apr'. There's a 'Search' button. On the right, a 'Summary of the trip' section shows 'Departure flight - 14 Apr 2023' with a flight card for LHR to GRU, Direct, 11 hr 50 min, departing at 21:35 and arriving at 5:25+1. Below this is a 'Continue' button.

6. On this screen it is possible to choose the seats and view the values

After the selection, you must click on “Confirm”, or you can choose the option to mark the seats later (after issuance)



The screenshot shows the LATAM NDC Portal seat selection screen. The header is purple with the LATAM logo and 'NDC PORTAL'. Below the header, there's a 'Choose your seats' section with a 'Later' button. The main area is titled 'London to Sao Paulo' and 'Departure trip'. It shows a Boeing 777-300 aircraft with a seat map. On the left, there are options for 'More space' (From £70.40), 'More legroom', 'Priority boarding and disembarkation', 'Emergency exit' (From £64.00), and 'Standard' (From £13.80). On the right, there's a 'Passengers' section with a 'Flight reservations' warning and a list of passengers (Adult 1, No seat selected). At the bottom, there's a 'Confirm' button.



7. It is possible to customize the trip with extra luggage, clicking on the (+), and then clicking on “Continue”, if you don’t want to buy extra baggage, just click on the “Continue” button

LATAM AIRLINES NDC PORTAL GBP - £ Gss Gran Bretaña

Add the ancillaries

Customise flights with more checked baggage and preferential boarding

Departure trip

! This flight does not include checked baggage.

Have you added hold baggage?

23 kg £57.00

Special baggage Sports, musical and audiovisual

Continue

8. Fill in all fields with the passenger's data.

After filling, click on “Save”

LATAM AIRLINES NDC PORTAL GBP - £ Gss Gran Br...

Passengers

Adult

Name(s) George Last name(s) Smith

Date of birth 01-02-1985 Gender Male

Nationality United Kingdom

Type of document ID ID Number 111111111111 Without dots or dash

☐ Add frequent flyer number

Contact information

Email test@test.com Code 44 Number 11111111

Save

Continue

Final price £ 719.81

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9. Click on “Continue”

LATAM AIRLINES NDC PORTAL

GBP · £ Gss Gran Br...

Passengers

GS George Smith - National ID - 111111111111

Continue

10. Choose the “**Booking**” option for book now and pay later.
When choosing this option, pay attention to the information

Purchase of ancillaries will only be possible after payment and issuance of the reservation

It will not be possible to modify the reservation

Click on “**Continue**”

LATAM AIRLINES NDC PORTAL

Choose what you want to do with the flight

☐ Purchase

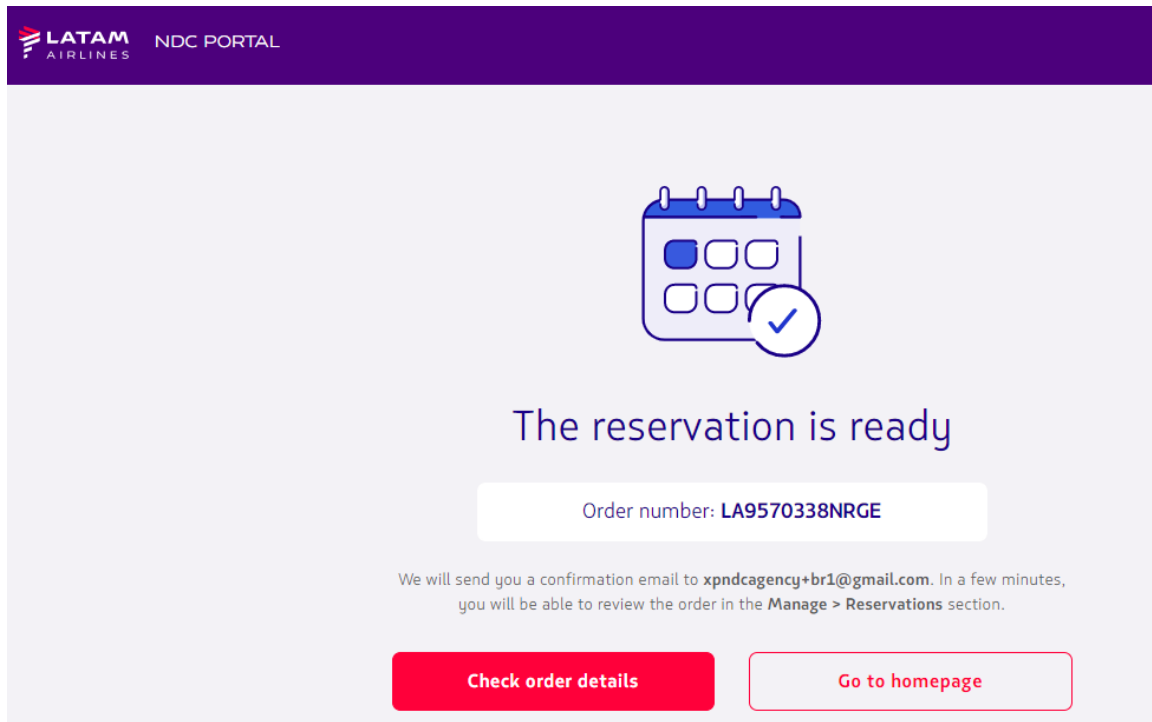
☒ Booking

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

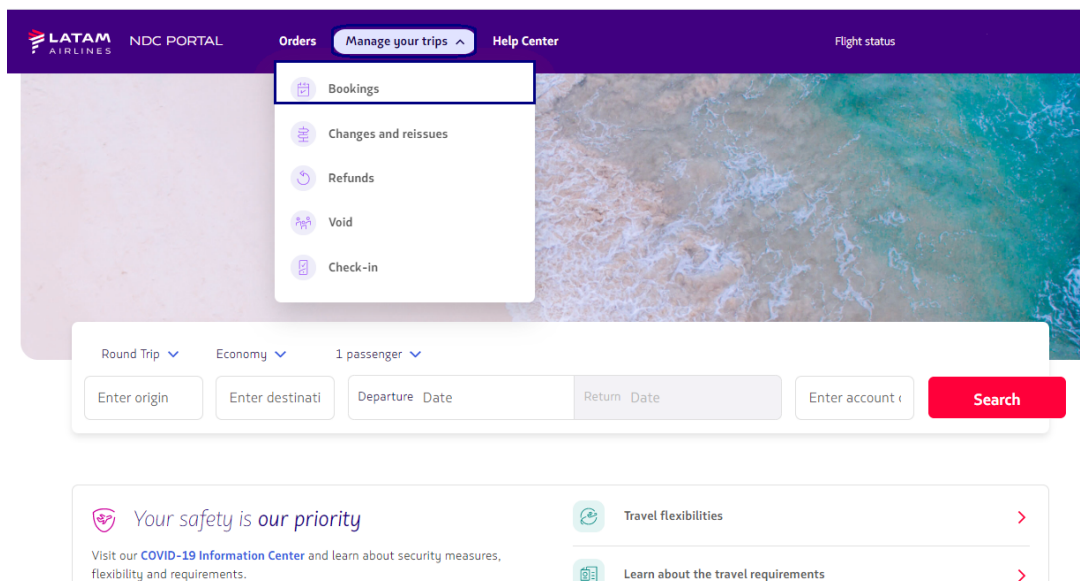
Continue



11. The portal will confirm that the reservation is made and inform the **Order Number**



12. To check information about this reservation, you must go back to the Home page and click on the **“Manage your trips”** button and then on **“Bookings”**





13. On this screen, it is possible to search a reservation order, and also see the list of all reservations made, such as information "Order ID" (Order Number), "Order Status" (if the reservation is reserved or expired), "Reservation date", "Payment Deadline", "PNR" "Passenger name", "Origin/Destination", "Amount" and "Actions"

By clicking on the 3 dots in the **"Actions"** option, it is possible to **"Pay"** this reservation, **"Cancel"** cancel the reservation or in **"Details"** you will be able to view more information about this Order

Reservation management

Order number, Passenger's last name From To Search New reservation

5 reservations in total

Filter by: Booked Expired

Order ID	Order status	Reservation date	Payment deadline	PNR	Passengers	Origin - Destination	
LA9570338NRGE	Booked	03-20-23	Processing	NOKSTG	SMITH, GEORGE	LHR - GRU	BRL 4859,79
LA9579782LKXJ	Booked	03-20-23	03-23-2023 13:23	NAZHMG	SOTOMAYOR, CARLOS	GRU - GIG	BRL 555,17
LA9570297JZOA	Expired	03-17-23	-	NOVVXQ	SOTOMAYOR, CARLOS	GRU - GIG	BRL 739,73

Pay
Cancel
Details

Reservation creation process completed!