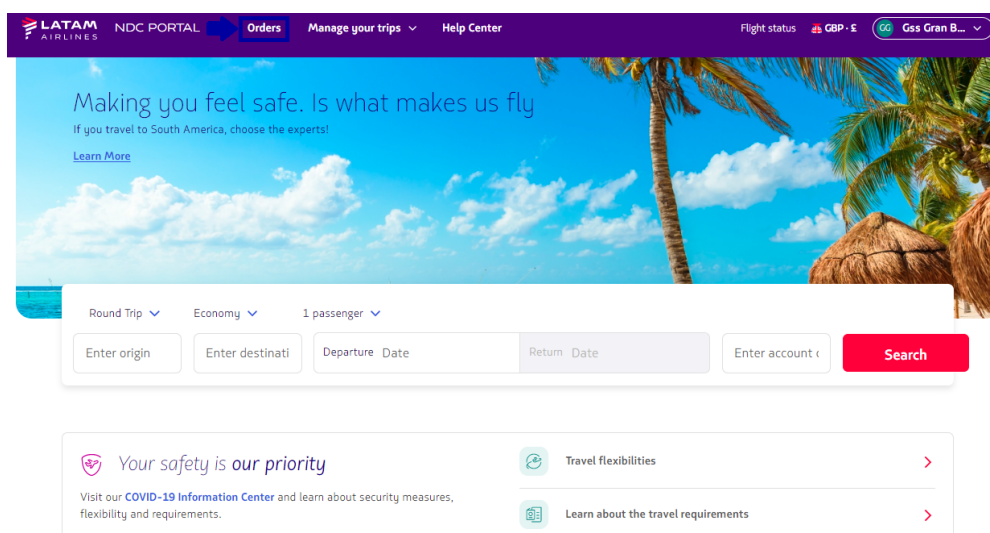


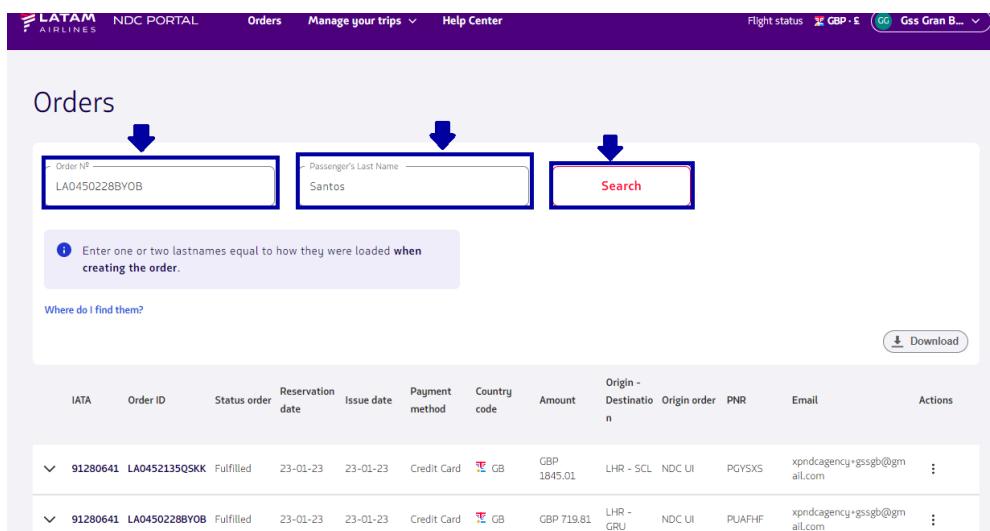
Step by step how to access or search an Order - NDC Portal

1. After logging in, on the home page click on the “**Orders**” option



2. At the top of the **Orders** page it is possible to enter the "**Order Number**" and the "**Passenger's Last Name**". The last name must be inserted exactly as informed at the time of purchase

And then click on “**Search**”



IATA	Order ID	Status order	Reservation date	Issue date	Payment method	Country code	Amount	Origin - Destination	Origin order	PNR	Email	Actions
✓	91280641 LA0452135QSKK	Fulfilled	23-01-23	23-01-23	Credit Card	GB	GBP 1845.01	LHR - SCL	NDC UI	PGVXSX	xpndcagency+gssgb@gmail.com	⋮
✓	91280641 LA0450228BYOB	Fulfilled	23-01-23	23-01-23	Credit Card	GB	GBP 719.81	LHR - GRU	NDC UI	PUAFHF	xpndcagency+gssgb@gmail.com	⋮



3. If the data is correct, the page with the details of the Reservation/Order is displayed

The screenshot shows the LATAM NDC Portal interface. 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' with a flag icon, 'GBP · £', and a 'Gss Gran B...' dropdown. The main content area is titled 'Trip to Sao Paulo' and displays 'Order Nº LA0450228BYOB' and '1 Passenger'. Below this are three buttons: 'Add Baggage', 'Choose Seats', and 'See more'. A 'Boarding Pass' button is visible in the top right. The 'Trip management' section on the right lists 'Trip administrator' (XPNDACAGENCY+GSSGB@GMAIL.COM), 'Administrator', and options to 'Check passengers details', 'Change flight tickets', and 'Ticket refund'. The 'Documents' section is also present. The flight details section shows 'Departure - Friday, 14 April 2023' for flight 'LA8085' from London (LHR) to Sao Paulo (GRU) at 21:35, with a duration of 11 hr 50 min and an arrival at 5:25⁺¹.

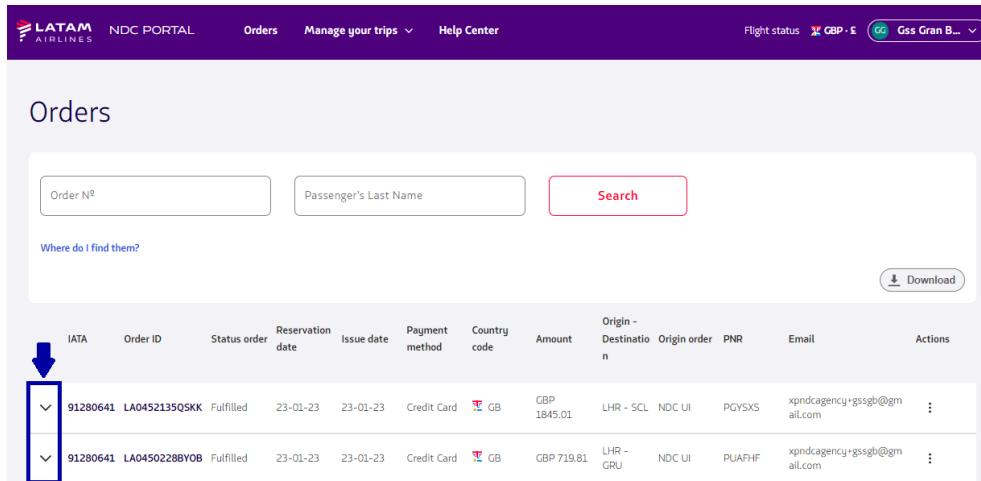
Trip info/passenger details/ancillaries if any

The screenshot shows the LATAM NDC Portal interface with the 'Trip details' section highlighted. The header is the same as the previous screenshot. The 'Trip details' section shows 'Departure - Friday, 14 April 2023' (Flight of departure 1 of 1) for flight 'LA8085' operated by LATAM AIRLINES GROUP. It lists the departure time '21:35' from London (LHR), a 'Direct' flight with a duration of '11 hr 50 min', and an arrival at '5:25⁺¹' in Sao Paulo (GRU). Below this, the passenger name 'George Smith' is displayed. The 'Baggage items included' section lists '1 handbag' and '1 carry-on bag 10 kg'. The 'Check your boarding pass' section on the right shows a 'Boarding Pass' button.



4. Another option to search is through the list presented on this page, in this list it is possible to view all the issues/reissues carried out through this login.

By clicking on the ↓ in front of each Order (left side) it is possible to have the details of the Order (Route/Flight/passenger name, ticket number)

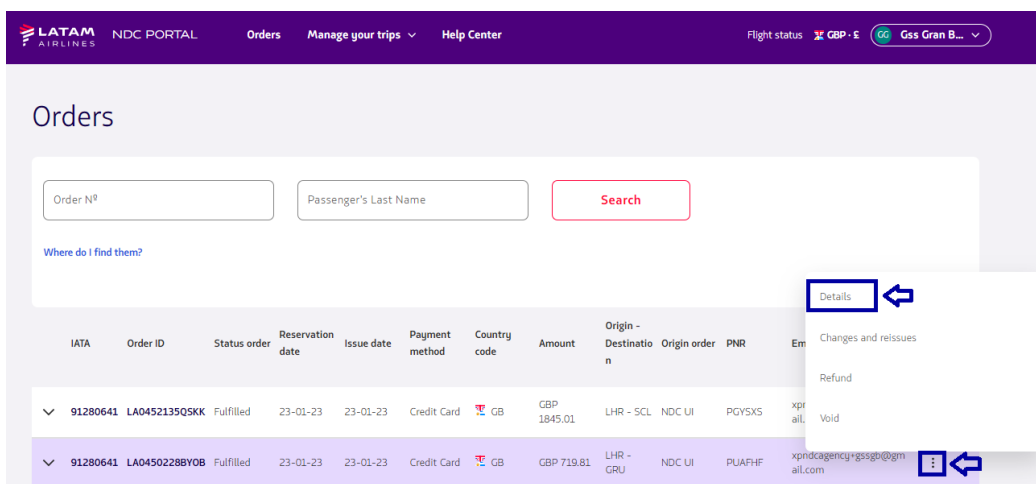


	IATA	Order ID	Status order	Reservation date	Issue date	Payment method	Country code	Amount	Origin - Destination	Origin order	PNR	Email	Actions
▼		91280641 LA0452135QSKK	Fulfilled	23-01-23	23-01-23	Credit Card	GB	GBP 1845.01	LHR - SCL	NDC UI	PGVXSX	xpndcagency+gssgb@gmail.com	⋮
▼		91280641 LA0450228BYOB	Fulfilled	23-01-23	23-01-23	Credit Card	GB	GBP 719.81	LHR - GRU	NDC UI	PUAFHF	xpndcagency+gssgb@gmail.com	⋮

- If you do not find the Order on this page, at the bottom of the search results you can find more orders, as this example shows

1 - 10 de 76 << < > >>

5. Once the order has been found go to **"Actions"** click on the 3 dots and then on **"Details"** to access the Order.



	IATA	Order ID	Status order	Reservation date	Issue date	Payment method	Country code	Amount	Origin - Destination	Origin order	PNR	Email	Actions
▼		91280641 LA0452135QSKK	Fulfilled	23-01-23	23-01-23	Credit Card	GB	GBP 1845.01	LHR - SCL	NDC UI	PGVXSX	xpndcagency+gssgb@gmail.com	⋮
▼		91280641 LA0450228BYOB	Fulfilled	23-01-23	23-01-23	Credit Card	GB	GBP 719.81	LHR - GRU	NDC UI	PUAFHF	xpndcagency+gssgb@gmail.com	⋮

Details ⬅️
Changes and reissues
Refund
Void

Process of accessing an Order completed!