



Step by step to include ancillary - NDC Portal

1. After logging in, on the homepage click on the "**Orders**" option

AIRLINES		Orders	Manage your trips 🗸	Help Center	Flig	t status 🛛 🌉 GBP • £	Gss Gran B V
Mal If you to <u>Learn M</u>	king you fee ravel to South America, ch lore	l safe. noose the exp	Is what ma	kes us fly			
Rour	nd Trip マ Economy r origin Enter	g 🗸 : destinati	L passenger 🗸 Departure Date	R	etum Date	r account (Search
Visit o flexibi	Your safety is c ur COVID-19 Information lity and requirements.	DUR PRIOR	ity earn about security meas	ures,	Travel flexibilities		> >

2. On this screen you will find a list of all issues/reissues done with this login

Or	ders												
C Wh	Drder N ^o ere do I find t	hem?		Passe	nger's Last N	ame			Search				
	IATA	Order ID	Status order	Reservation date	Issue date	Payment method	Country code	Amount	Origin - Destinatio n	Origin order	PNR	Email	Actions
~	91280641	LA0450792COYI	Voided	26-01-23	26-01-23	Credit Card	🐮 GB	GBP 1031.01	LHR - GRU	NDC UI	OQFAWF	xpndcagency+gssgb@gm ail.com	÷
~	91280641	LA0455530IXKX	Voided	24-01-23	24-01-23	Credit Card	🏆 GB	GBP 784.20	MAD - GRU	NDC UI	PGZNAX	xpndcagency+gssgb@gm ail.com	÷
~	91280641	LA0450726FZKD	Voided	24-01-23	24-01-23	Credit Card	🟆 GB	GBP 914.91	LHR - LIM	NDC UI	PGZJHY	xpndcagency+gssgb@gm ail.com	:
~	91280641	LA0452135Q5KK	Fulfilled	23-01-23	23-01-23	Credit Card	🕱 GB	GBP 1845.01	LHR - SCL	NDC UI	PGYSXS	xpndcagency+gssgb@gm ail.com	:
~	91280641	LA0450228BYOB	Fulfilled	23-01-23	23-01-23	Credit Card	🐮 GB	GBP 719.81	LHR - GRU	NDC UI	PUAFHF	xpndcagency+gssgb@gm ail.com	:

3. Also on this screen it is possible to have all the details of the Order, as detailed below

Origin/Destination information, flight details/ Ticket number/ Status

	IATA	Order ID	Status order	Reservation date	Issue date	Payment method	Country code	Amount	Origin - Destinati on	Origin order	PNR	Email	Actions
~	91280641	LA0450792COYI	Voided	26-01-23	26-01-23	Credit Card	🟋 GB	GBP 1031.01	LHR - GRU	NDC UI	OQFAWF	xpndcagency+gssgb@gma il.com	:
~	91280641	LA0455530IXKX	Voided	24-01-23	24-01-23	Credit Card	😨 GB	GBP 784.20	MAD - GRU	NDC UI	PGZNAX	xpndcagency+gssgb@gma il.com	÷
~	91280641	LA0450726FZKD	Voided	24-01-23	24-01-23	Credit Card	🏆 GB	GBP 914.91	LHR - LIM	NDC UI	PGZJHY	xpndcagency+gssgb@gma il.com	÷
^	91280641	LA0452135Q5KK	Fulfilled	23-01-23	23-01-23	Credit Card	🟆 GB	GBP 1845.01	LHR - SCL	NDC UI	PGYSXS	xpndcagency+gssgb@gma il.com	:
ę	🕑 Outbo	und flight London	to Santiago de	Chile	(~
- Q	Return	flight Santiago d	e Chile to Lond	lon 🗸									^
2	🤊 Segmer	nt 1: SCL a GRU S	tatus PNR: HK	Flight LA754,	Operated by L	ATAM AIRLINES	GROUP	Cabin: Econom	y 🛑				~
2	🤣 Segment 2: GRU a LHR Status PNR: HK Flight LA8084, Operated by LATAM AIRLINES GROUP Cabin: Economy										^		
ſ	کر Santos,	Ana - Adult Ticke	t Number: 045	2186767169	Status ticket: (× +							

4. In "Actions" click on the 3 dots of the Order/Reservation in which you want to include the ancillary and choose the option "Detail"

Orc	ders											
Ord	der Nº			Passe	nger's Last N	lame			Search			
Where	e do I find tł	iem?										(J Download
	IATA	Order ID	Status order	Reservation date	Issue date	Payment method	Country code	Amount	Origin - Destinatio n	Origin order	PNR	Email
~	91280641	LA0450792COYI	Voided	26-01-23	26-01-23	Credit Card	🐮 GB	GBP 1031.01	LHR - GRU	NDC UI	OQFAWF	xp. Details ail. Changes and reissues
\sim	91280641	LA0455530IXKX	Voided	24-01-23	24-01-23	Credit Card	🐮 GB	GBP 784.20	MAD - GRU	NDC UI	PGZNAX	xpr ail. Refund
~	91280641	LA0450726FZKD	Voided	24-01-23	24-01-23	Credit Card	T GB	GBP 914.91	LHR - LIM	NDC UI	PGZJHY	xpr Void ail.
~	91280641	LA0452135QSKK	Fulfilled	23-01-23	23-01-23	Credit Card	🟆 GB	GBP 1845.01	LHR - SCL	NDC UI	PGYSXS	xpndcagency+gssgb@gm il.com

5. When accessing the Order/Reservation it is possible to add ancillaries and customize the trip

LATAM NDC PO	RTAL Orders	Manage your trips ∨ Helı	9 Center	Flight status 🦹 GBP - £ 🧔 Gss Gra	an B
Trip to San _{Order №} : LA04521	tiago de Chil з зосsкк 1 Passeng	e		Boarding Pass	
Add Bag	gage	Choose +	See more	Trip management	
				Administrator	~
🖉 Depar	ture - Tuesday, 23 May 2	023		A Check passengers details	>
₽ L	A8085			Change flight tickets	>
21 Lon	:35 don	Duration 11 hr 50 min	5:25 ⁺¹ Sao Paulo GRU	5 Ticket refund	>
Deta	ail			Documents	

6. In this example we are going to add the baggage (1 piece of 23kg), to include it just click on the (+)

AIRLINES NDC PORTAL		🕱 CBP · £ 🥳 Gss Gran Bretaña)
Add the ancillaries	ardiaz	
Departure	Return	
Have you added hold baggage?		
23 kg Add another one for £81.00	1 included with Plus rate \bigcirc 1 \bigoplus	
Special baggage Sports, musical and audiovisual	~	
1 additional baggage	£81.00	Continue

- To add baggage for the return flight, simply click on the "Return" tab

2

		🕱 CBP - £ 🌀 Gss Gran Bretaña
Add the ancillaries		
Departure	Return	
Have you added hold baggage?		
23 kg Add another one for £81.00	1 included with Plus rate	
Special baggage Sports, musical and audiovisual	~	
1 additional baggage	£81.00	Continue
Did you add the baggage with the necessary weight? Avoid additional charges for carrying excess weight.		▲ Final price £0.00

7. After adding the baggage, click on "Continue"

AIRLINES NDC PORTAL		द्रू CBP · £ 🥳 Gss Gran Bretaña)
Add the ancillaries		
Customise flights with more checked baggage and preference	ential boarding	
Departure	Return	
Have you added hold baggage?		
23 kg Add another one for £81.00	1 included with Plus rate	
Special baggage Sports, musical and audiovisual	~	•
1 additional baggage	£81.00	Continue
Did you add the baggage with the necessary weight? Avoid additional charges for carrying excess weight.		∽ Final price £0.00

8. Choose the payment method and click "Confirm"

AIRLINES NDC PORTAL	t CBP ⋅ £ (GG Gss Gran Br ∨
Purchase confirmation Choose a payment method	
Add credit card details	
At the moment payment in installments is not available.	
Accept the purchase Terms and Conditions [2]	
	Confirm
	• Final price £81.00

9. Fill in the requested data and click on "Add"

	Add credit card de
Purchase confirmation Choose a payment method	Card Details
Add credit card details At the moment payment in installments is not available.	As shown on the card Expiration
Accept the purchase <u>Terms and Conditions</u> [2]	

Add credit card details
Card Details
Card number
Name and last name
As shown on the card
Expiration
Add
Add



Before continuing by clicking on "Final Price" it is possible to confirm the values

AIRLINES NDC PORTAL	🗶 CBP · £ 🥳 Gss Gran Br	~
Durchase confirmation		
Purchase conjinnation		
Choose a payment method		
Datricia Santos		
VISA Visa		
Change card		
At the moment payment in installments is not available.		
Accent the purchase Terms and Conditions 12		
Varelet one handman return and structure E		
	•	
	Confirm	
	Final price	£81.00

And then click on "Confirm"

11. After processing and once you get the authorization of the payment, the data will be sent by email





12. In **"See order details"** it is possible to view the ancillary that has been purchased

LA8085 Operated by	LATAM AIRLINES GROUP	
21:35 .ondon .HR	Direct 11 hr 50 min	5:25 ⁺¹ Sao Paulo GRU
AS		
Ana Santos		
Ana Santos	led.	
Ana Santos Saggage items includ	led.	
Ana Santos Jaggage items includ 1 handbag	led. 10 kg	
Ana Santos Baggage items includ C 1 handbag D 1 carry-on bag : C 1 checked bagg	led. 10 kg age 23 kg	

Adding ancillaries process completed!