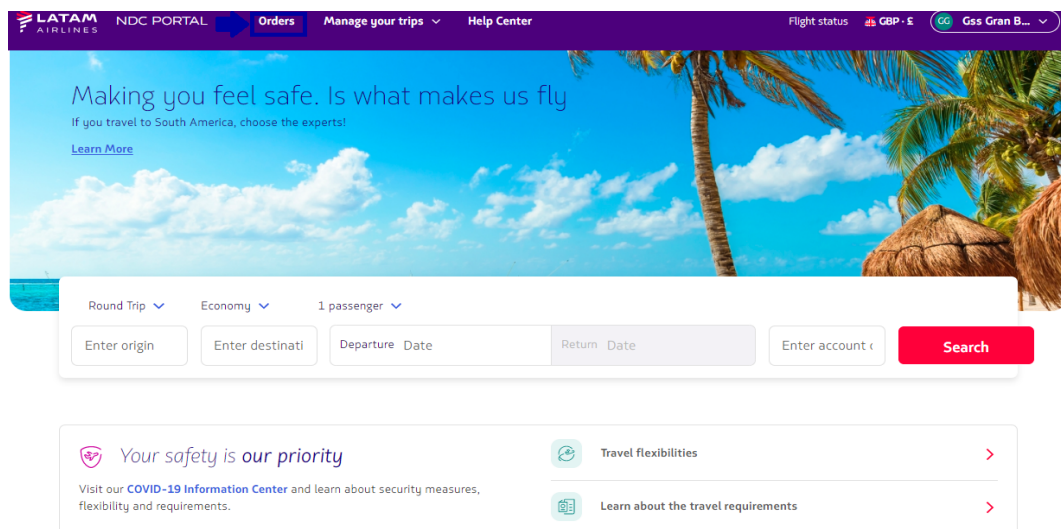



Step by step to include ancillary - NDC Portal


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



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

Orders

Where do I find them? 

 Download

	IATA	Order ID	Status order	Reservation date	Issue date	Payment method	Country code	Amount	Origin - Destination	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@gmail.com	⋮
▼	91280641	LA0455301XXK	Voided	24-01-23	24-01-23	Credit Card	GB	GBP 784.20	MAD - GRU	NDC UI	PGZNAX	xpndcagency+gssgb@gmail.com	⋮
▼	91280641	LA0450726FZKD	Voided	24-01-23	24-01-23	Credit Card	GB	GBP 914.91	LHR - LIM	NDC UI	PGZJHY	xpndcagency+gssgb@gmail.com	⋮
▼	91280641	LA0452135QSKK	Fulfilled	23-01-23	23-01-23	Credit Card	GB	GBP 1845.01	LHR - SCL	NDC UI	PGYSXS	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. 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 - Destination	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@gmail.com	⋮
✓	91280641	LA0455530IXXX	Voided	24-01-23	24-01-23	Credit Card	GB	GBP 784.20	MAD - GRU	NDC UI	PGZNAX	xpndcagency+gssgb@gmail.com	⋮
✓	91280641	LA0450726FZKD	Voided	24-01-23	24-01-23	Credit Card	GB	GBP 914.91	LHR - LIM	NDC UI	PGZJHY	xpndcagency+gssgb@gmail.com	⋮
^	91280641	LA0452135QSKK	Fulfilled	23-01-23	23-01-23	Credit Card	GB	GBP 1845.01	LHR - SCL	NDC UI	PGYSXS	xpndcagency+gssgb@gmail.com	⋮
Outbound flight London to Santiago de Chile													⋮
Return flight Santiago de Chile to London													⋮
Segment 1: SCL a GRU Status PNR: HK Flight LA754, Operated by LATAM AIRLINES GROUP Cabin: Economy													⋮
Segment 2: GRU a LHR Status PNR: HK Flight LA8084, Operated by LATAM AIRLINES GROUP Cabin: Economy													⋮
Santos, Ana - Adult Ticket Number: 0452186767169 Status ticket: OK													⋮

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"

Orders

Order N°

Passenger's Last Name

Search

Where do I find them?

Download

Actions

IATA	Order ID	Status order	Reservation date	Issue date	Payment method	Country code	Amount	Origin - Destination	Origin order	PNR	Email		
▼	91280641	LA0450792COYI	Voided	26-01-23	26-01-23	Credit Card	GB	GBP 1031.01	LHR - GRU	NDC UI	OQFAWF	xpndcagency+gssgb@gmail.com	Details
▼	91280641	LA0455530IXXX	Voided	24-01-23	24-01-23	Credit Card	GB	GBP 784.20	MAD - GRU	NDC UI	PGZNAX	xpndcagency+gssgb@gmail.com	Changes and reissues
▼	91280641	LA0450726FZKD	Voided	24-01-23	24-01-23	Credit Card	GB	GBP 914.91	LHR - LIM	NDC UI	PGZJHY	xpndcagency+gssgb@gmail.com	Refund
▼	91280641	LA0452135QSKK	Fulfilled	23-01-23	23-01-23	Credit Card	GB	GBP 1845.01	LHR - SCL	NDC UI	PGYSXS	xpndcagency+gssgb@gmail.com	Void



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

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



- To add baggage for the return flight, simply click on the **“Return”** tab

LATAM AIRLINES NDC PORTAL GBP - £ Gss Gran Bretaña


Add the ancillaries

Customise flights with more checked baggage and preferential boarding


Departure

Return

Have you added **hold baggage**?

 **23 kg**
Add another one for **£81.00**

1 included with Plus rate
- 1 +

 **Special baggage**
Sports, musical and audiovisual

▼

1 additional baggage

£81.00

Did you add the baggage with the necessary weight?
Avoid additional charges for carrying excess weight.

Continue

Final price **£0.00**

7. After adding the baggage, click on **“Continue”**

LATAM AIRLINES NDC PORTAL GBP - £ Gss Gran Bretaña


Add the ancillaries

Customise flights with more checked baggage and preferential boarding


Departure

Return

Have you added **hold baggage**?

 **23 kg**
Add another one for **£81.00**

1 included with Plus rate
- 1 +

 **Special baggage**
Sports, musical and audiovisual

▼

1 additional baggage

£81.00

Did you add the baggage with the necessary weight?
Avoid additional charges for carrying excess weight.

Continue

Final price **£0.00**



8. Choose the payment method and click “Confirm”

LATAM AIRLINES NDC PORTAL

GBP · £ 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](#)

Confirm

Final price **£81.00**

9. Fill in the requested data and click on “Add”

LATAM AIRLINES NDC PORTAL

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](#)

Add credit card details

Card Details

Card number

Name and last name

As shown on the card

Expiration

Add



10. Read our terms and conditions and click on accept.

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

And then click on “Confirm”

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

Purchase confirmation

Choose a payment method

VISA Patricia Santos
Visa
**** 4602
[Change card](#)

At the moment payment in installments is not available.

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

Confirm

Final price £81.00

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

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

Payment done

We sent a copy of the voucher to
xpndcagency+gssgb@gmail.com

[See order details](#)



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

Departure - Tuesday, 23 May 2023
Flight of departure (1 of 2)

LA8085 Operated by LATAM AIRLINES GROUP

21:35 London LHR	Direct 11 hr 50 min	5:25 ⁺¹ Sao Paulo GRU
------------------------	-------------------------------	--

AS

Ana Santos

Baggage items included.

- 1 handbag
- 1 carry-on bag 10 kg
- 1 checked baggage 23 kg

Additional baggage

- 1 checked baggage 23 kg

Adding ancillaries process completed!