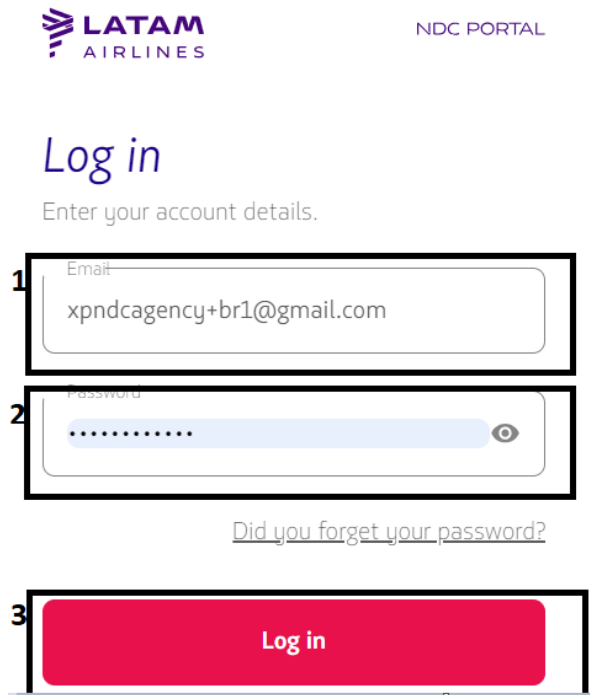


Step by step to access the sales report on the NDC by LATAM Portal

The profiles that allow managing reports are: *Supervisor, Issuing Agent and Financial Agent*

For more information on each profile, [Click here](#).

1. Sign in with your "Email" Is "Password" and then click "Login"



LATAM AIRLINES NDC PORTAL

Log in

Enter your account details.

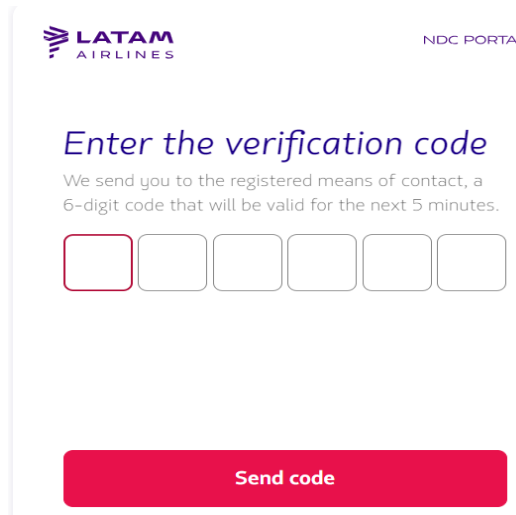
1 Email
xpndcagency+br1@gmail.com

2 Password
.....

[Did you forget your password?](#)

3 Log in

2. You will also need to enter the verification code (2FA) that you will receive by phone or email. After typing, click "Send code"



LATAM AIRLINES NDC PORTAL

Enter the verification code

We send you to the registered means of contact, a 6-digit code that will be valid for the next 5 minutes.

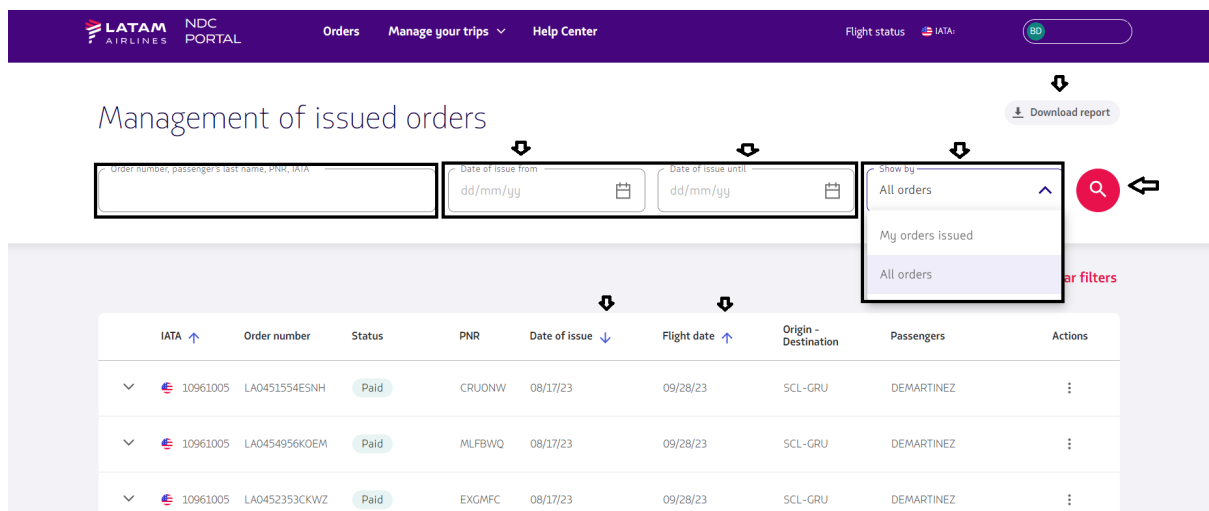
Send code

3. Select the “**Purchases**” option, the list of orders issued will be displayed on this page, with filter options for a better view below, following the available options.

- **Issue date** - Filter to view issues from a specific period
- **Show by:** **My tickets issued** or **All tickets** - Filter to view all orders/bookings issued on this IATA, or just its issues

It is also possible to sort by the arrows next to Date of issue/Date of flight the most recent or oldest Orders/Reservations (or vice versa)

4- And to access the emissions file/report, click on the right side at the top and click on the “Download report” option:



Management of issued orders

Download report

Order number, passenger's last name, PNR, IATA

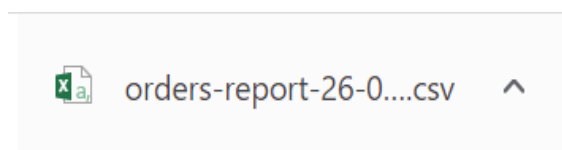
Date of issue from dd/mm/yy

Date of issue until dd/mm/yy

Show by: All orders, My orders issued, All orders

IATA	Order number	Status	PNR	Date of issue	Flight date	Origin - Destination	Passengers	Actions
10961005	LA0451554ESNH	Paid	CRUONW	08/17/23	09/28/23	SCL-GRU	DEMARTINEZ	
10961005	LA0454956KOEM	Paid	MLFBWO	08/17/23	09/28/23	SCL-GRU	DEMARTINEZ	
10961005	LA0452353CKWZ	Paid	EXGMFC	08/17/23	09/28/23	SCL-GRU	DEMARTINEZ	

4. An Excel file with information related to the order will be downloaded:



Report download process complete!