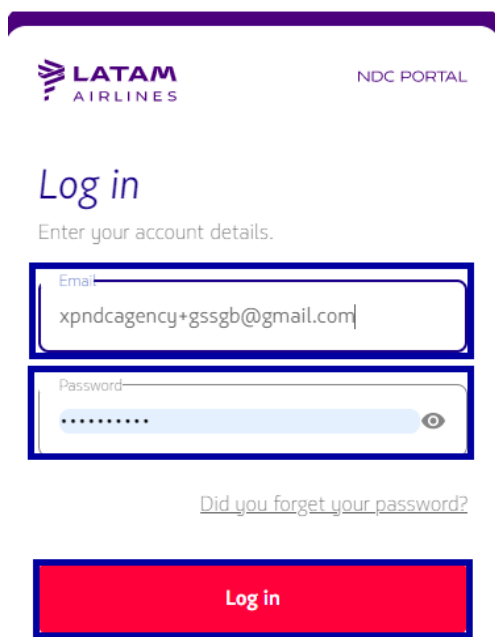


## Step by step to create and issue an Order - NDC Portal

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

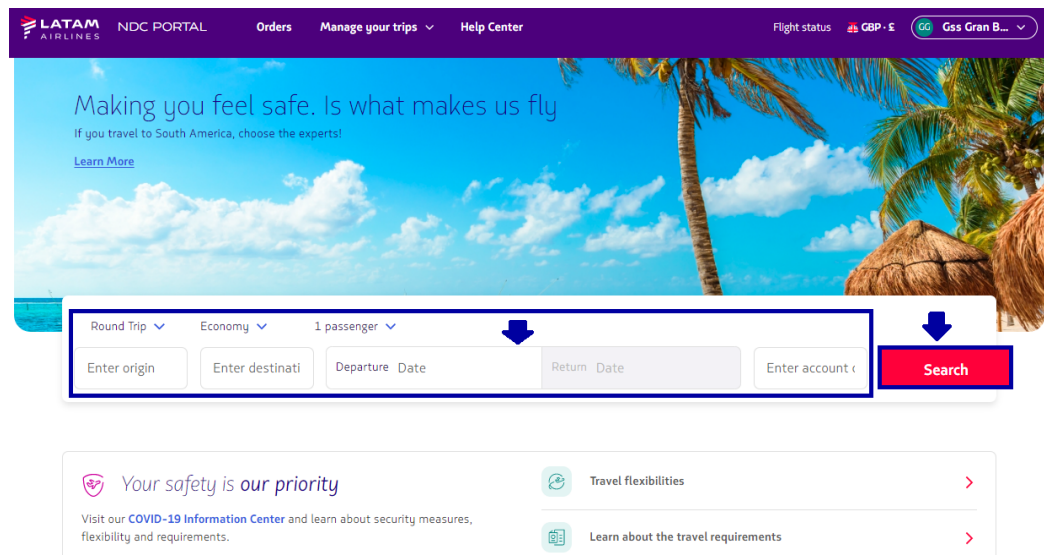


2. You will also need to enter the verification code (2FA- Double authentication factor) that will arrive by phone or email. After typing, click on “**Send code**”

Request a new one'." data-bbox="362 609 661 925"/>



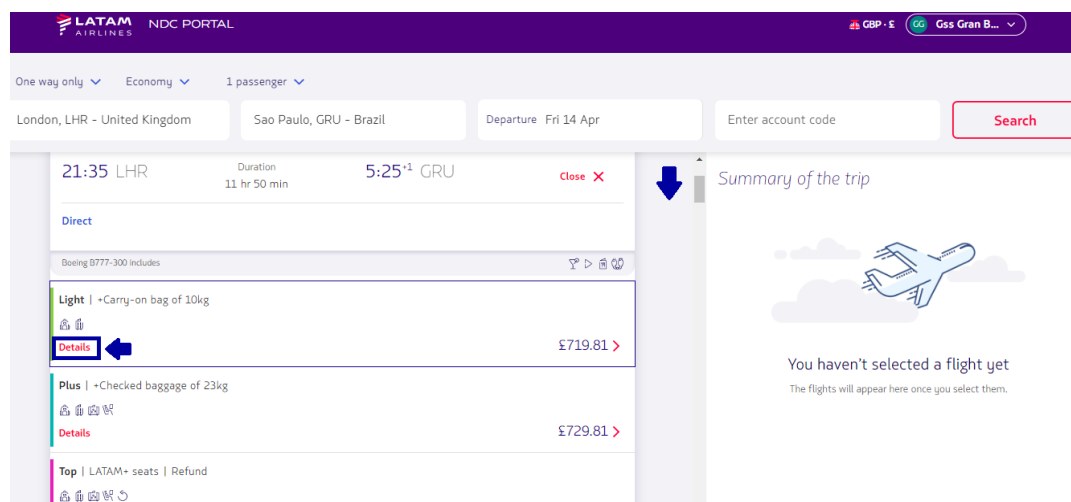
3. On the home page, fill in the data according to the customer's needs, and click on **"search"**  
(Round trip/One Way) Cabin/ Number of passengers  
Origin/Destination and dates



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, there's a 'Flight status' section with a currency selector (GBP - £) and a dropdown menu (Gss Gran B...). The main banner features a tropical beach 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 fields for 'Round Trip' (dropdown), 'Economy' (dropdown), '1 passenger' (dropdown), '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 section 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 carry out 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 includes the LATAM logo, 'NDC PORTAL', and navigation links: 'Orders', 'Manage your trips', and 'Help Center'. On the right, there's a 'Flight status' section with a currency selector (GBP - £) and a dropdown menu (Gss Gran B...). The main search form has fields for 'One way only' (dropdown), 'Economy' (dropdown), '1 passenger' (dropdown), 'London, LHR - United Kingdom', 'Sao Paulo, GRU - Brazil', 'Departure Fri 14 Apr', and 'Enter account code'. A red 'Search' button is on the right. Below the search form, there's a flight summary section with a 'Close' button. The flight details are: '21:35 LHR', 'Duration 11 hr 50 min', '5:25<sup>+1</sup> GRU'. Below this, there's a 'Direct' link. The flight details are: 'Boeing B777-300 Includes'. Below this, there's a list of fare options: 'Light | +Carry-on bag of 10kg' (£719.81), 'Plus | +Checked baggage of 23kg' (£729.81), and 'Top | LATAM+ seats | Refund'. Each fare option has a 'Details' link. A red arrow points to the 'Details' link for the 'Light' fare.

## See fare details

**Light** £719.81

### This fare includes:

- 1 carry-on**  
Baggage with a maximum weight of 10 kg.
- Handbag**  
Can be a purse, laptop bag or baby bag
- [More information about baggage items](#)

### Extras included:

Exclusive benefits of this fare, not available separately

- Refund of 0% before your flight**  
According to the conditions of your fare
- Changes from £243.00**  
+ cost per fare difference



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

NDC PORTAL

GBP · £ GG Gss Gran B...

One way only ▼ Economy ▼ 1 passenger ▼

London, LHR - United Kingdom

Sao Paulo, GRU - Brazil

Departure Fri 14 Apr

Enter account code

Search

### Summary of the trip

Departure flight · 14 Apr 2023

21:35  
LHR

Direct  
11 hr 50 min

5:25<sup>+1</sup>  
GRU

Change

[Check the ticket conditions](#)

Continue

## 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)

NDC PORTAL

GBP · £ GG Gss Gran Bretaña

Choose your seats ➔ Later

London to Sao Paulo

Departure trip

More space From £70.40

More legroom

Priority boarding and disembarkation

Emergency exit From £64.00

Standard From £13.80

Boeing 777-300

A	B	C	D	E	F	H	J	K	L

Passengers

**Flight reservations** ×

If you are going to book and choose seats at another time, the purchase of ancillaries can only be done once **the reservation is paid**.

Adult 1

No seat selected

Confirm

Final price ^ £ 719.81



7. It is possible to customize the trip with extra baggage, clicking on the (+), and then on **“Continue” button**, if you don’t want to add 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 0 +

**Special baggage**  
Sports, musical and audiovisual

**Continue**

Final price £ 719.81

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)  Last name(s)

Date of birth\*  Gender

Nationality

Type of document  ID Number   
Without dots or dash

☐ Add frequent flyer number

Contact information

Email  Code  Number

**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

Final price ^ £ 719.81

## 10. Choose “Buy” to issue now or “Reserve” to issue at another time and then click “Continue”

LATAM AIRLINES NDC PORTAL

GBP · £ Gss Gran Br...

Choose what you want to do with the flight

☒ Purchase

☐ Booking

Continue

Final price ^ £ 719.81

## 11. Choose the “Form of payment”

LATAM AIRLINES NDC PORTAL

GBP · £ Gss Gran Br...

Purchase confirmation

Choose a payment method

☒ Cash

☐ Credit card

At the moment payment in installments is not available.

Sending receipt

The person who receives the voucher will be the only one who can make changes or request a refund (trip administrator). Check that the email is spelled correctly.

xpndcagency+gssgb@gmail.com

Pay

Final price ^ £ 719.81



## 12.Fill in all the requested data and “Add”

(Example payment with credit card)

LATAM AIRLINES NDC PORTAL

Purchase confirmation

Choose a payment method

☐ Cash

☒ Credit card

At the moment payment in installments is not available.

Sending receipt

The person who receives the voucher will be the only one who can make changes or request a refund (trip administrator). Check that the email is spelled correctly.

xpndcagency+gssgb@gmail.com

Add credit card details



Card Details

Card number

Name and last name

As shown on the card

Expiration



Add

## 13.Read our terms and conditions and click on accept.

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

Finally, click on “Pay”

LATAM AIRLINES NDC PORTAL

GBP - £ Gss Gran Br...

☒ Credit card

VISA George Smith

Visa \*\*\*\* 4602

Change card

At the moment payment in installments is not available.

Sending receipt

The person who receives the voucher will be the only one who can make changes or request a refund (trip administrator). Check that the email is spelled correctly.

xpndcagency+gssgb@gmail.com

☒ Accept the purchase Terms and Conditions

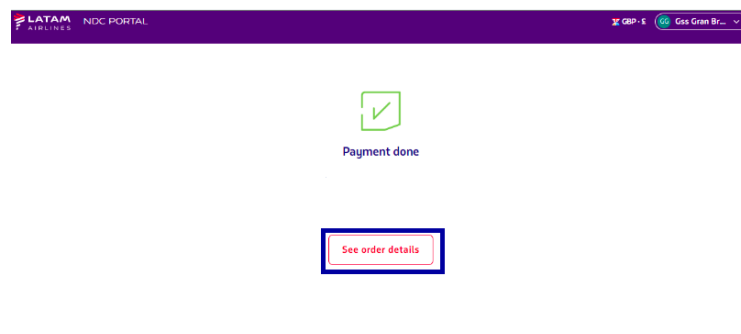
Pay

Final price

£ 719.81



14. After processing and as soon as the payment authorization is obtained, the agent will be able to click on **“View order details”** or click on the option **“Orders”**



**Issuance process completed!**