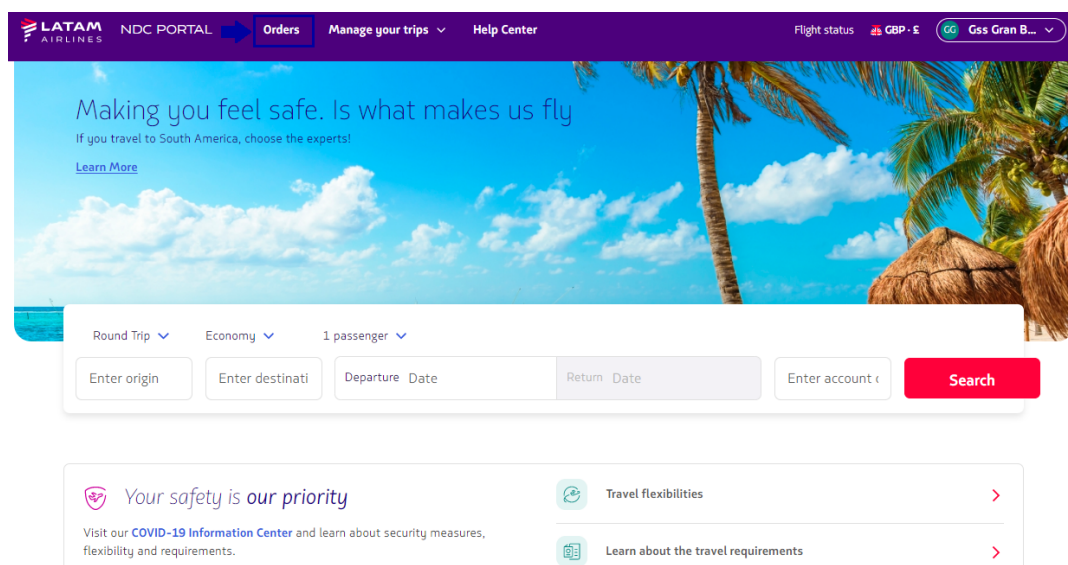


Step by step reissue - NDC Portal

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



2. Look for the Order/Reserve to be changed in the list below, or enter the Order N° and Last Name to access the Order

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 LA0452135QSKK	Fulfilled	23-01-23	26-01-23	Credit Card	GB	GBP 1926.01	LHR - SCL	NDC UI	PGYSXS	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 LA0450228BYOB	Fulfilled	23-01-23	23-01-23	Credit Card	GB	GBP 719.81	LHR - GRU	NDC UI	PUAFHF	xpndcagency+gssgb@gmail.com	⋮



3. Once you find the Order in the list under **“Actions”**, click on the 3 dots and choose the option **“Changes and Reissues”**

Orders

Order N° Passenger's Last Name

[Where do I find them?](#)

IATA	Order ID	Status order	Reservation date	Issue date	Payment method	Country code	Amount	Origin - Destination	Origin order	PNR	Email	Details	
✓	91280641	LA0450792COYI	Voided	26-01-23	26-01-23	Credit Card	GB	GBP 1031.01	LHR - GRU	NDC UI	OQFAWF	xprail.com	Changes and reissues
✓	91280641	LA0452135QSKK	Fulfilled	23-01-23	26-01-23	Credit Card	GB	GBP 1926.01	LHR - SCL	NDC UI	PGVSXS	xpndagency+gssgb@gmail.com	Refund
✓	91280641	LA0455530IXXX	Voided	24-01-23	24-01-23	Credit Card	GB	GBP 784.20	MAD - GRU	NDC UI	PGZNAX	xpndagency+gssgb@gmail.com	Void
✓	91280641	LA0450726FZKD	Voided	24-01-23	24-01-23	Credit Card	GB	GBP 914.91	LHR - LIM	NDC UI	PGZJHY	xpndagency+gssgb@gmail.com	

Or if you prefer to access the Order by typing the Purchase Number and Last Name, after accessing the Order in **Trip management**, click on the option **“Change flights tickets”**

Trip management



Trip administrator
XPNDAGENCY+GSSGB@GMAIL.COM



Administrator



Check passengers details



Change flight tickets




Ticket refund





4. The screen below is displayed, the Order and Last Name data are already filled in , to continue it is necessary to click on the “**Search**” button



LATAM AIRLINES NDC PORTAL Orders Manage your trips Help Center Flight status GBP · £ Gss Gran B...

Changes and reissues

Enter the order data.

Order Number
LA0452135QSKK

Passenger last name
SANTOS

[Where to find it?](#)

Search

5. Review the rebooking conditions -> Select the flight you want to change -> Choose the new date and click “**Continue**”

LATAM AIRLINES NDC PORTAL Orders Manage your trips Help Center Flight status GBP · £ Gss Gran B...

Conditions for change

Keep this information in mind before making changes to the order

- The change of tickets shall apply to all passengers of the order.
- If the order includes seats, baggage and preferential boarding, they will be refunded to the original means of payment, once the change has been made.

[Go back](#)

Select the flight you wish to change

Order Number: LA0452135QSKK

☒ London to Santiago de Chile
Original departure date: 23/05/23 When changing this flight, a penalty of GBP 243 plus price difference (if applicable) will be paid.
New date: 05/25/23

☐ Santiago de Chile to London
Original return date: 31/05/23 When changing this flight, a penalty of GBP 243 plus price difference (if applicable) will be paid.

Continue



6. This screen displays a list of flight options and fare difference values

Departure: 25/05/23 | Return: 31/05/23 [Change](#)

Sort by: Lower price ▼

Fare Plus ★ [See fare details](#)

Departure: [stop](#)

21:35 LHR | Duration 17 hr 40 min | 10:15 SCL

Difference payable
£1,454.00
Difference to be paid for 1 adult

Select

Fare Top ★ [See fare details](#)

Departure: [stop](#)

11:00 LHR | Duration 1 day | 10:15 SCL

Difference payable
£2,353.27
Difference to be paid for 1 adult

Select

Summary of the original trip

Plus

Departure: 23-05-23 | Return: 31-05-23
21:35 | 16:01

New flights will appear here when you select them

Difference to be paid for 1 adult
£0.00

Continue

7. After selecting the flight, click on “Continue”

Departure: 25/05/23 | Return: 31/05/23 [Change](#)

Sort by: Lower price ▼

Fare Plus ★ [See fare details](#)

Departure: [stop](#)

21:35 LHR | Duration 17 hr 40 min | 10:15 SCL

Difference payable
£1,454.00
Difference to be paid for 1 adult

Selected

Fare Top ★ [See fare details](#)

Departure: [stop](#)

11:00 LHR | Duration 1 day | 10:15 SCL

Difference payable
£2,353.27
Difference to be paid for 1 adult

Select

Summary of the original trip

Plus

Departure: 23-05-23 | Return: 31-05-23
21:35 | 16:01

New outbound flight

Plus

Departure: 25-05-23 | 21:35

[See fare details](#)

Difference to be paid for 1 adult
£1,454.00

Continue



8. Review the detailed pricing on rebooking and select a payment method

If there is an ancillary in that Order, it will be refunded automatically and this screen will show the information

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

Confirm the flight change

Order number **LA045213505KK** 1 passenger.
Round trip flight from **London to Santiago de Chile**.

Details about the change

Total to be paid: £1,454.00	
Difference payable 1 passenger	£1,845.01
New fare for 1 passenger	£3,056.01
Difference for new fare	£1,211.00
Change fee	-£243.00
Total to be paid: £1,454.00	

Payment method

[Add credit card details](#)

Summary of the original trip

Plus [See fare details](#)

Departure: 23-05-23	Return: 31-05-23
21:35	16:01
1 stops	1 stops

New outbound flight

Plus [See fare details](#)

Departure: 25-05-23	21:35
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9. Fill in the requested data and then click on “Add”

LATAM AIRLINES NDC PORTAL

Confirm the flight change

Order number **LA045213505KK** 1 passenger.
Round trip flight from **London to Santiago de Chile**.

Details about the change

Total to be paid: £1,454.00	
Difference payable 1 passenger	£1,845.01
New fare for 1 passenger	£3,056.01
Difference for new fare	£1,211.00
Change fee	-£243.00
Total to be paid: £1,454.00	

Payment method

[Add credit card details](#)

Add credit card details

Card Details

Card number

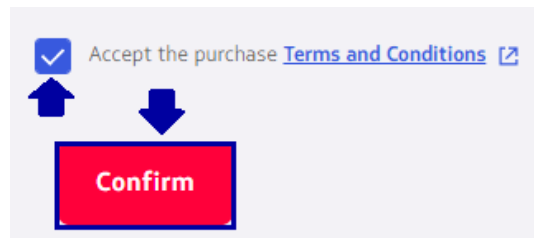
Name and last name

As shown on the card

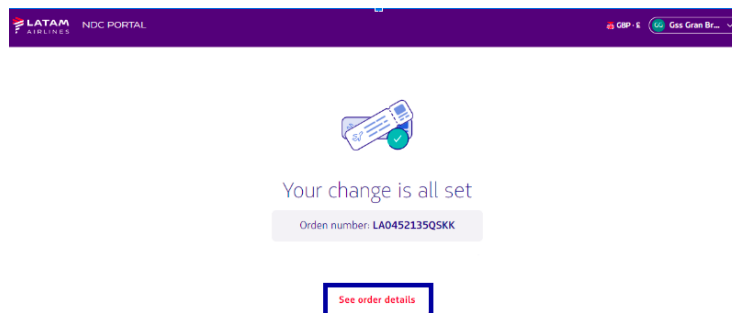
Expiration

Add

10. Don't forget to read our Terms and Conditions, then click on **“Confirm”**



11. After processing and as soon as you get approval for the purchase. It is also possible to consult the information of the new flight by clicking on **“View order details”** where it is also possible to make the **“Download purchase receipt”**



Completed reissue process!