



PAYMENT LINK FOR RESERVED ORDERS - NDC PORTAL

Update: April 2025

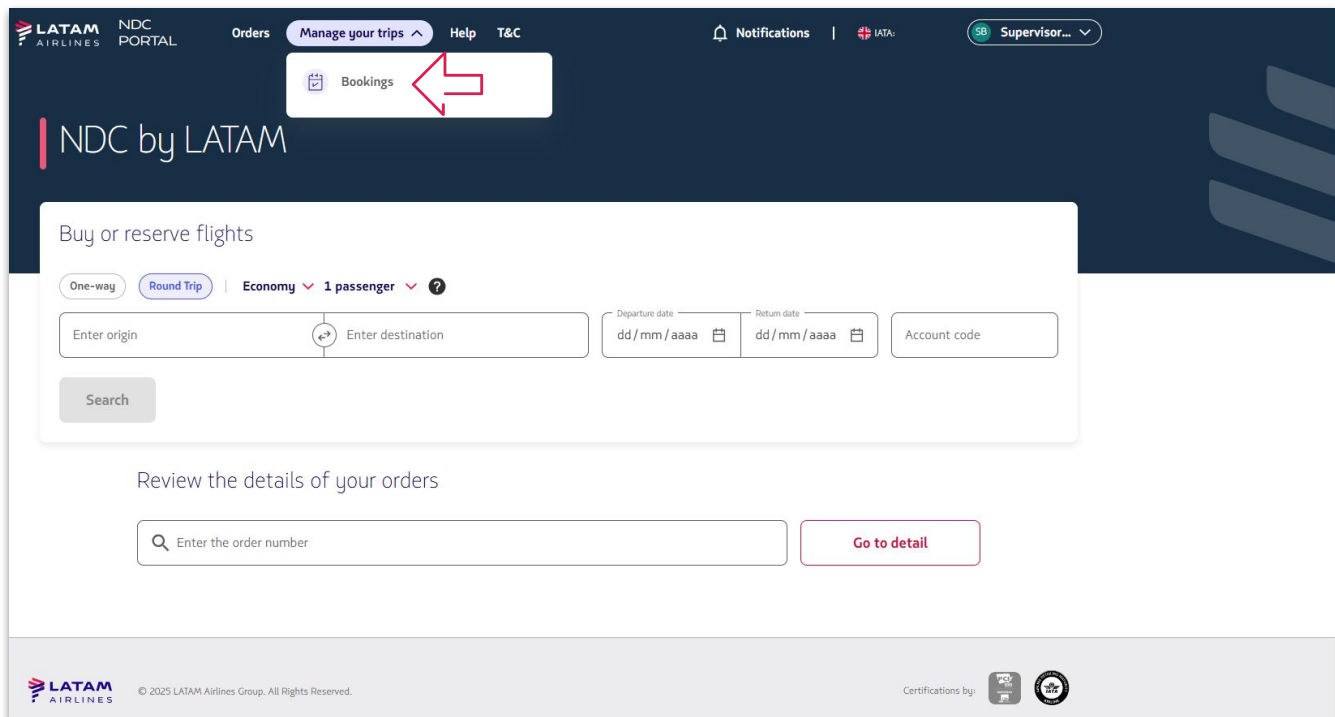
PAYMENT LINK FOR RESERVED ORDERS NDC PORTAL

Payment Link is a new payment option in the NDC Portal and is available for all **reserved** orders

IMPORTANT CONSIDERATIONS:

- Available for **reservations** only: This payment method applies only to reserved orders (it does not apply to immediate issuance, changes, or ancillaries).
- The link's duration is 48 hours.
- The link can be opened more than once; this does not cause any problems.
- If the email is entered incorrectly, the payment link can be requested again to the correct email address by following the same steps again.

1. After logging in to the homepage, click on the “Manage your Trips” and “Bookings”



LATAM AIRLINES NDC PORTAL

Orders **Manage your trips** Help T&C

Notifications | LATAM | Supervisor...

Bookings

NDC by LATAM

Buy or reserve flights

One-way **Round Trip** | Economy | 1 passenger

Enter origin | Enter destination | Departure date: dd/mm/aaaa | Return date: dd/mm/aaaa | Account code

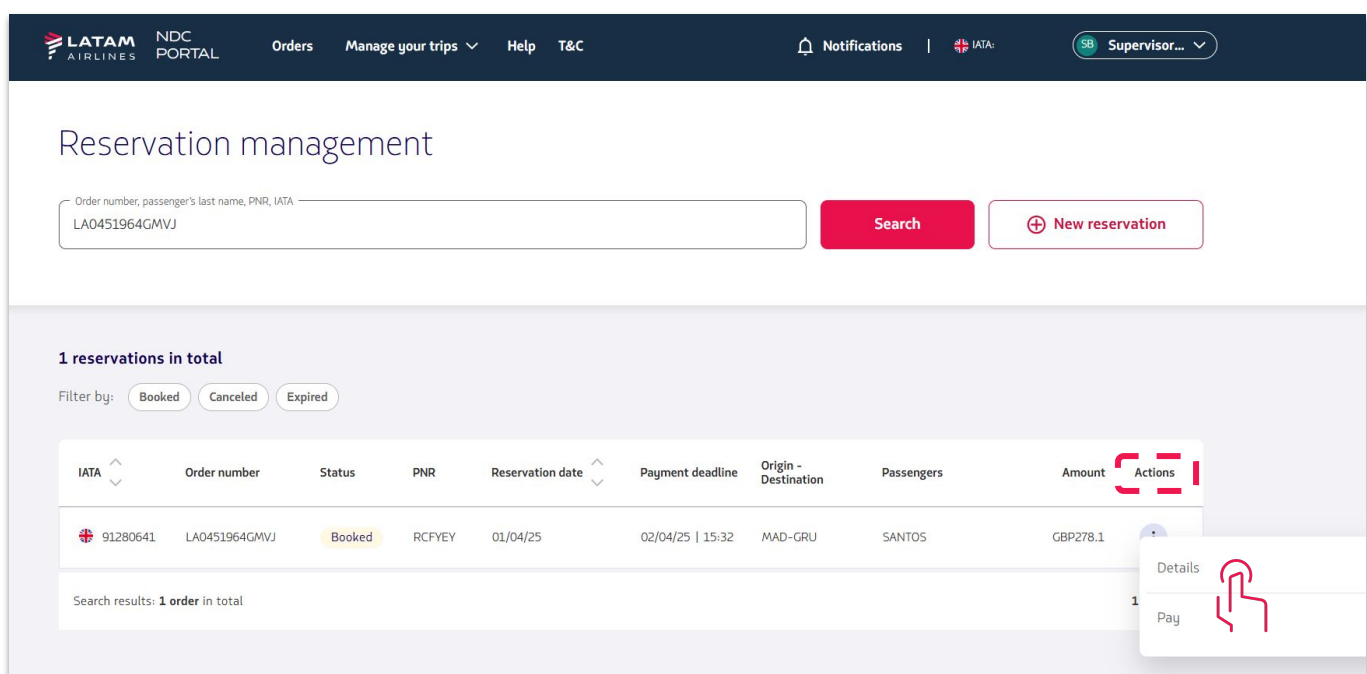
Search

Review the details of your orders

Enter the order number | Go to detail

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2. Locate the Order/Reservation you wish to pay for in the list, or enter the Order Number or last name to access the Order, and click on “Actions” and “Details”



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Orders **Manage your trips** Help T&C

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Reservation management

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

LA0451964GMVJ | Search | + New reservation

1 reservations in total

Filter by: Booked Canceled Expired

IATA	Order number	Status	PNR	Reservation date	Payment deadline	Origin - Destination	Passengers	Amount	Actions
LA	LA0451964GMVJ	Booked	RCFYEY	01/04/25	02/04/25 15:32	MAD-GRU	SANTOS	GBP278,1	Details Pay

Search results: 1 order in total

3. In the Booking details, you can review the itinerary and passenger details, and then select the **“Go to Payment page”** option

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[Go back](#)

Booking details

IATA ✈	Booking status Booked	Reservation date 01/04/25	Total to be paid: £278.10 Payment deadline: 02/04/25 15:32 Cancel Go to payment page
Order number LA0451964GMVJ	PNR RCFYEY	Booking creator xpndcagency+br1@gmail.com	

Flight itinerary
Madrid ➔ São Paulo | 1 Passenger

Departure

Flight Madrid (MAD) to São Paulo (GRU)
✈ LA8075, operated by LATAM Airlines
Departure: 23/04/25 | 14:25 / Arrival: 23/04/25 | 19:50 / Duration: 10 hr 25 min
PNR Status: HK
Cabin: Economy

Adult 1

Santos, Patricia
Adult
Email: EMAIL@EMAIL.COM | Mobile number: +44 512336998
[See ancillaries](#)

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4. When selecting the **Payment Link** option, the payer's email field will appear. After completing the email, you must accept the terms and conditions and click **'Send'**

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Confirm and pay for the purchase

Available payment methods

- ☐ Cash
- ☐ Credit card | UATP
- ☒ **Payment link**
The order will remain reserved until payment is confirmed.

Payer's email

Do you need to add tax information?
The information entered will be included on the purchase receipt, although it may take several minutes to appear.

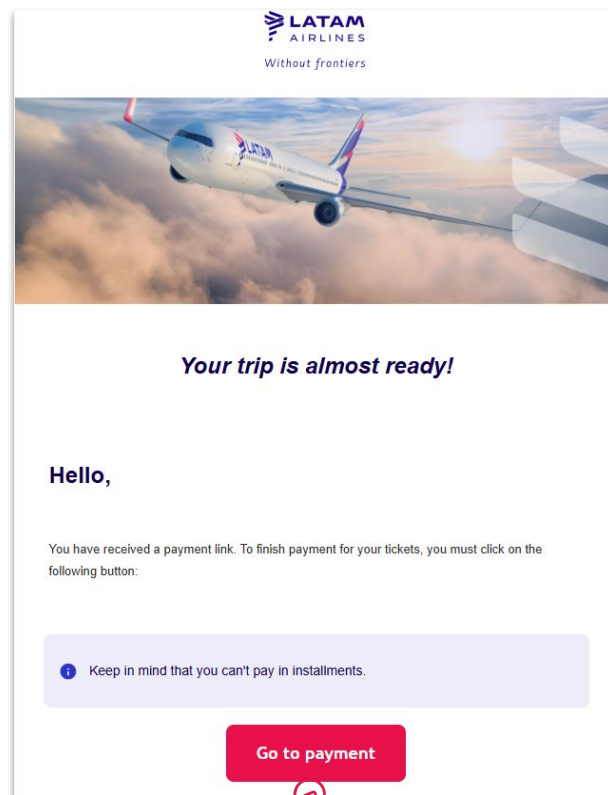
☐ Add information

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

Send

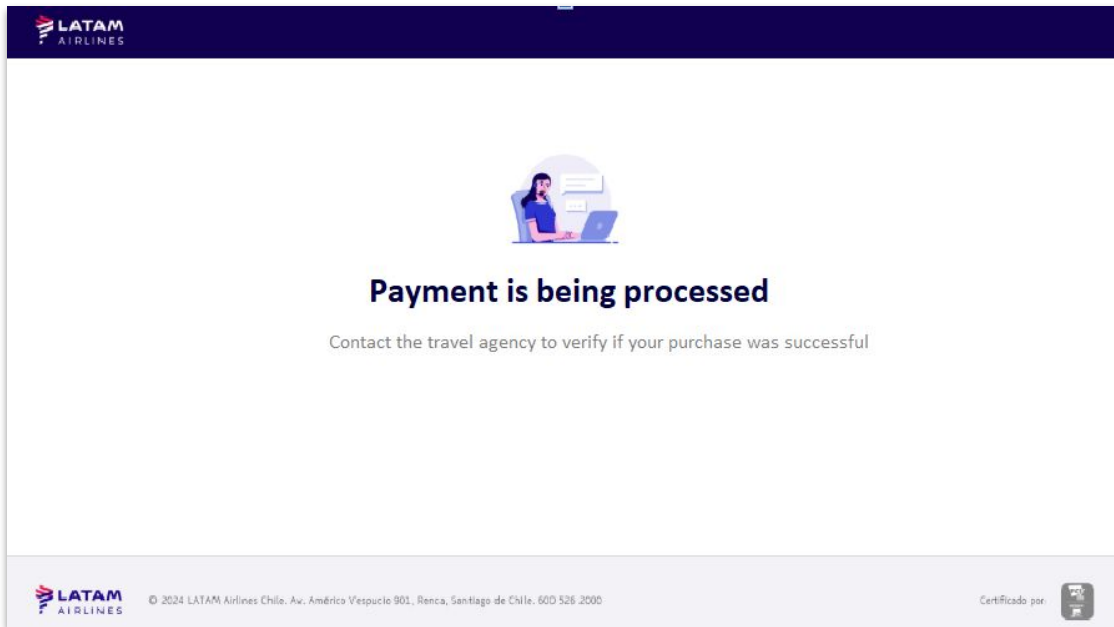
Final price £278.10

5. The Booking Details screen will be displayed for the agent, and an email will be sent to the passenger with Payment Link: the e-mail title should be “Complete payment for your trip”. To enter the card details, the passenger must click on **“Go to Payment”**

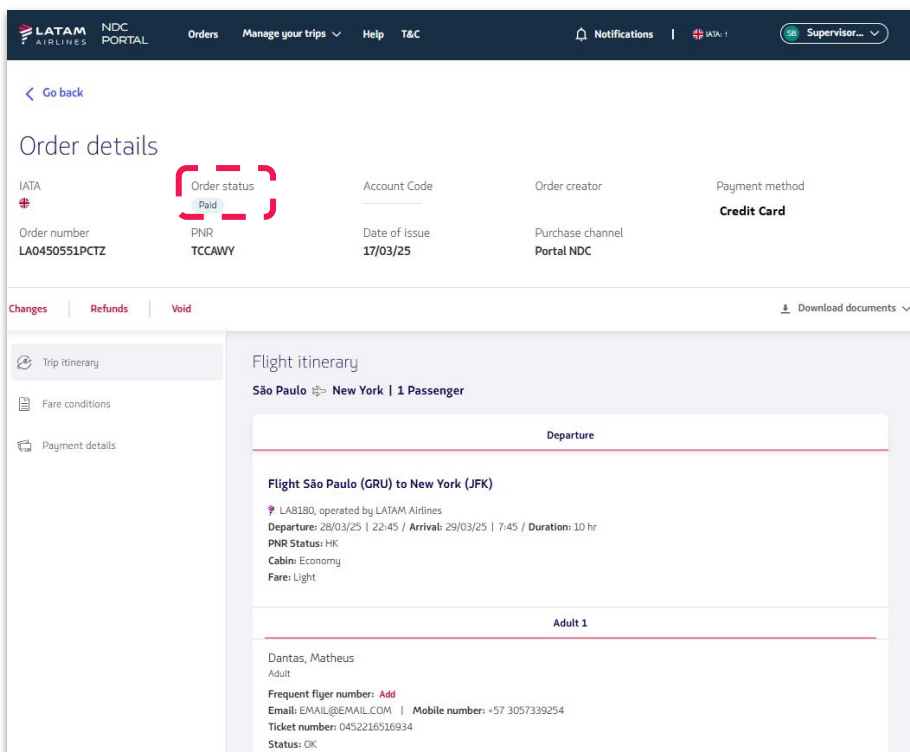


6. The payer must enter the credit card details in the form and click 'Pay'

5. The payer will see a screen that says “Payment is being processed”



6. Once the payment is finalized, the Order status will change to “Paid” and the agency will be able to see this status by searching for the order in the Orders option and by accessing the order details



Issuance process of a reserved order with the
payment link method completed

