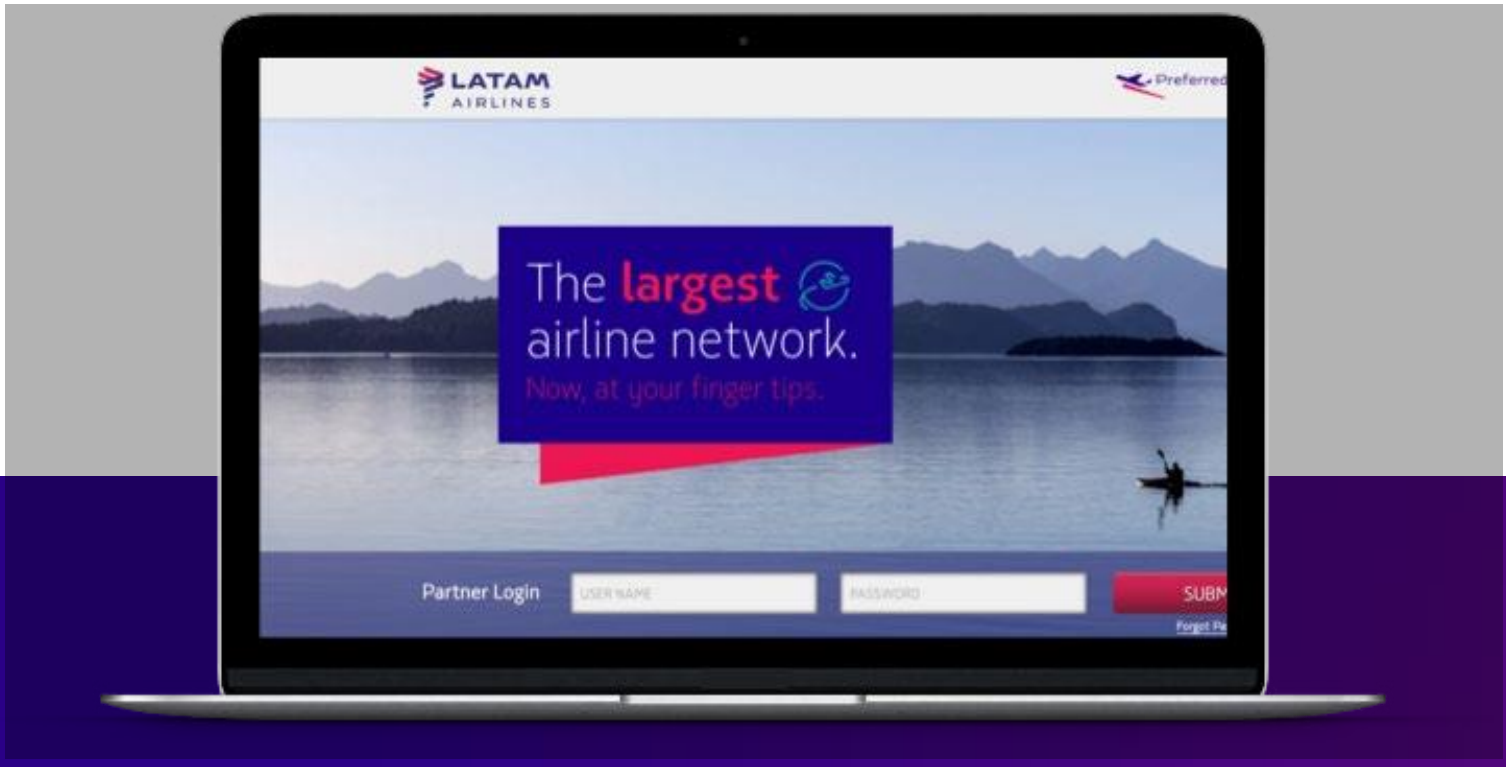
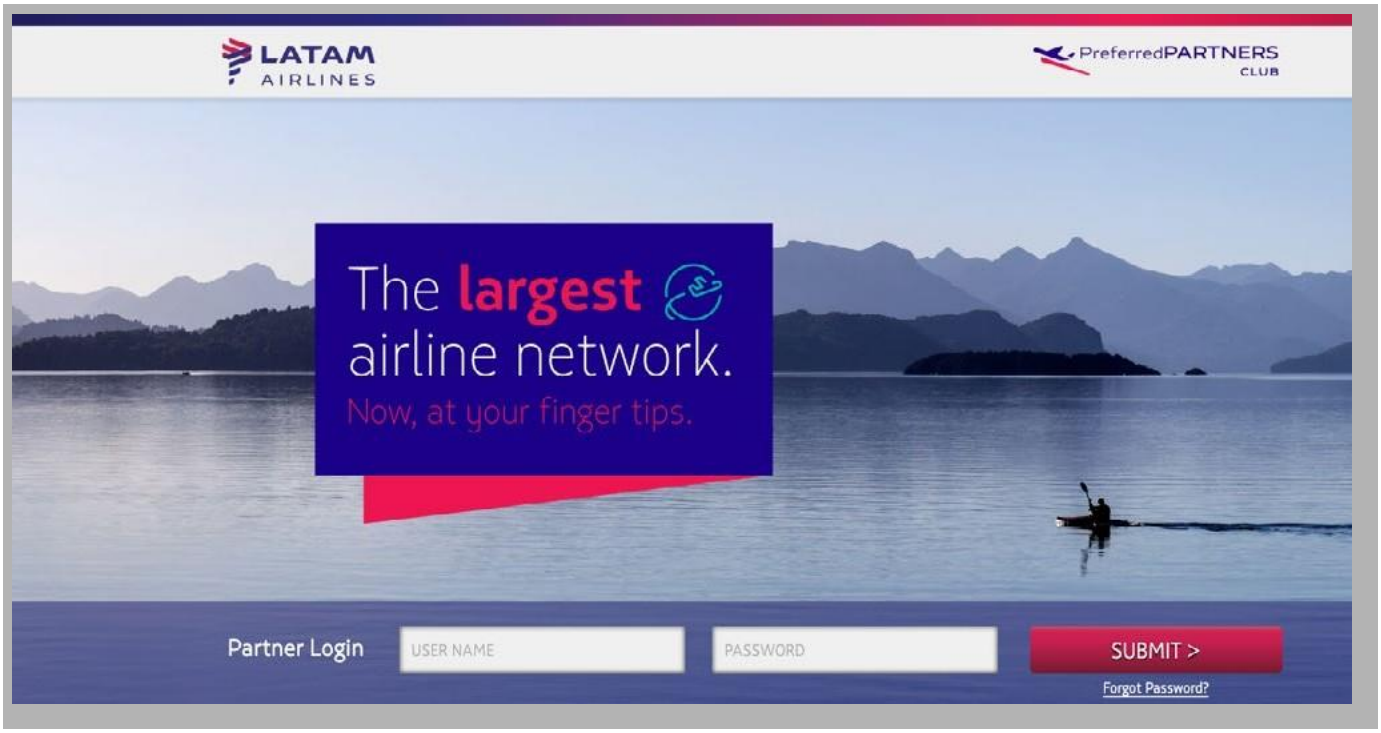
PreferredPARTNERS CLUB

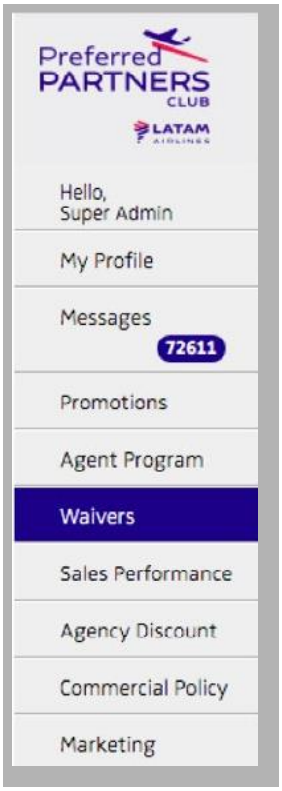
LATAM AIRLINES



LATAM Trade

ADVP Manual





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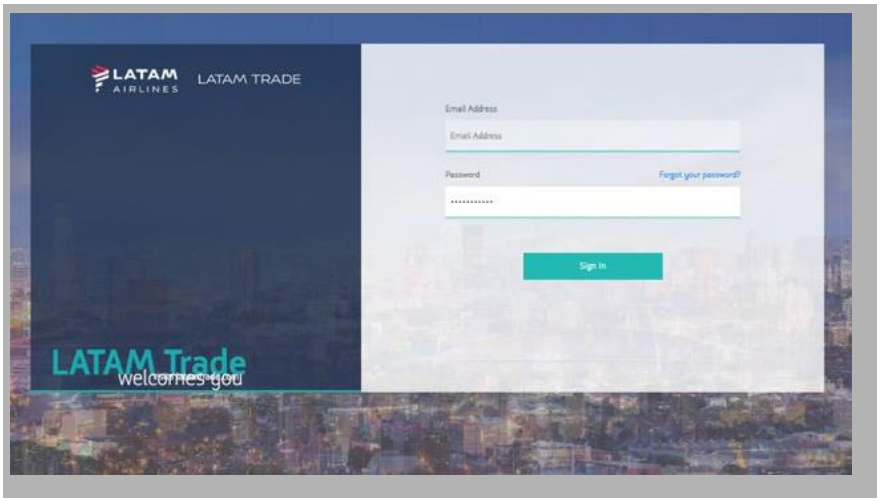
2. On your web browser go to **www.preferrredpartnersclub.net**
3. **Log in with you user and password.**
4. **From the tabs on the left, click on "WAIVERS"**



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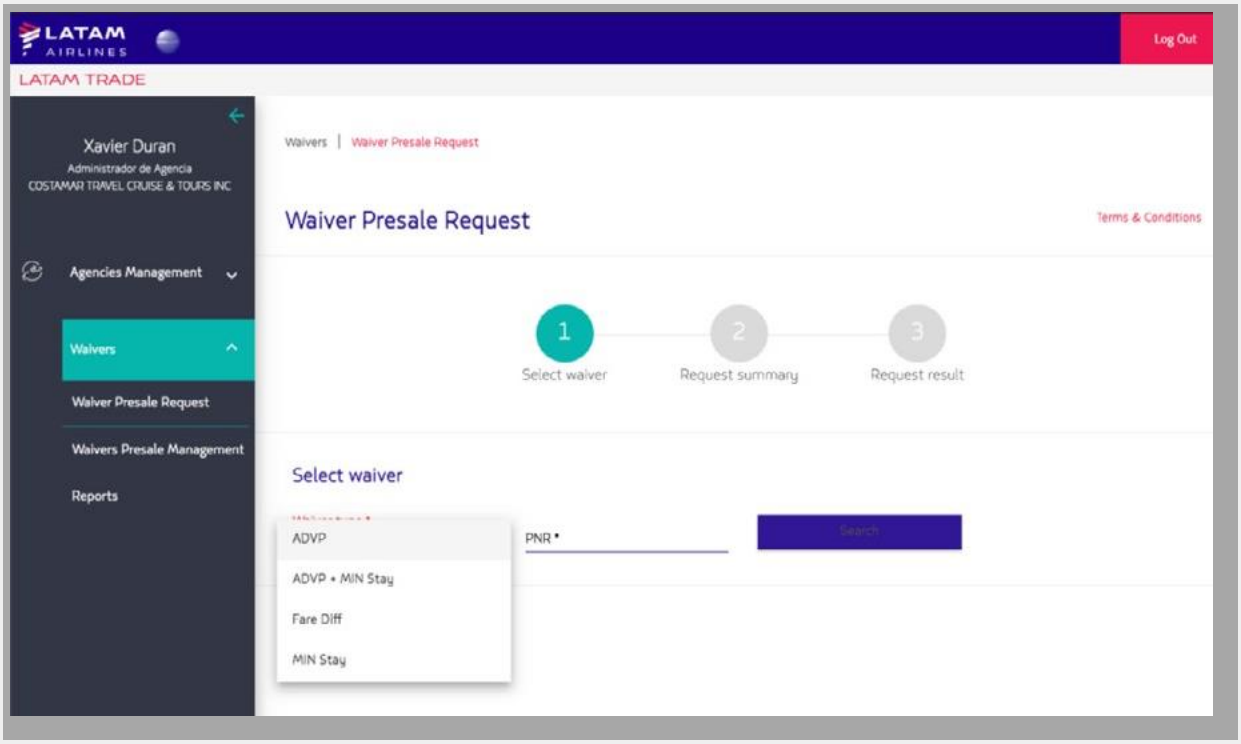
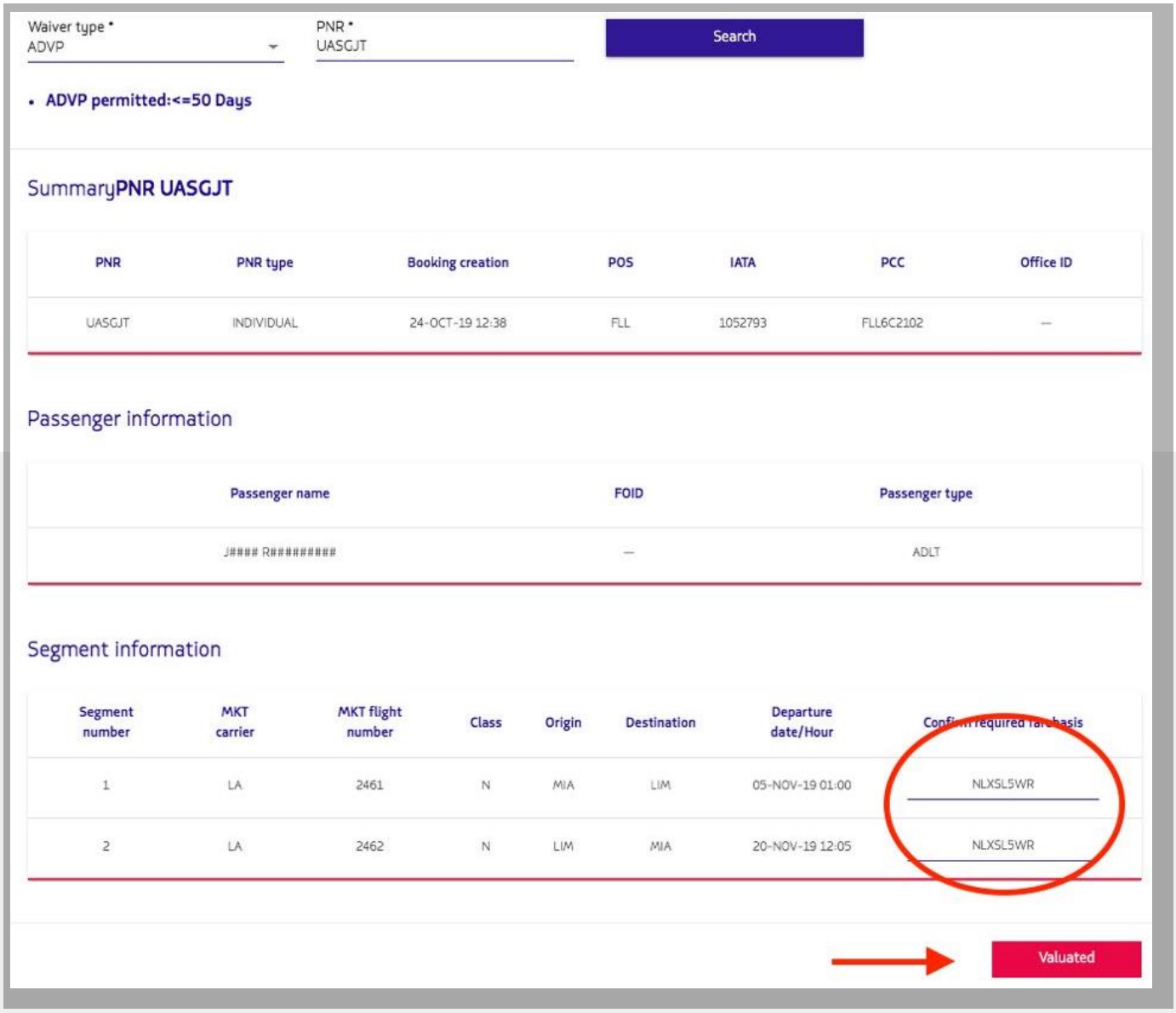


6 On the tab to the left, **click on "Waivers Presale Request"**

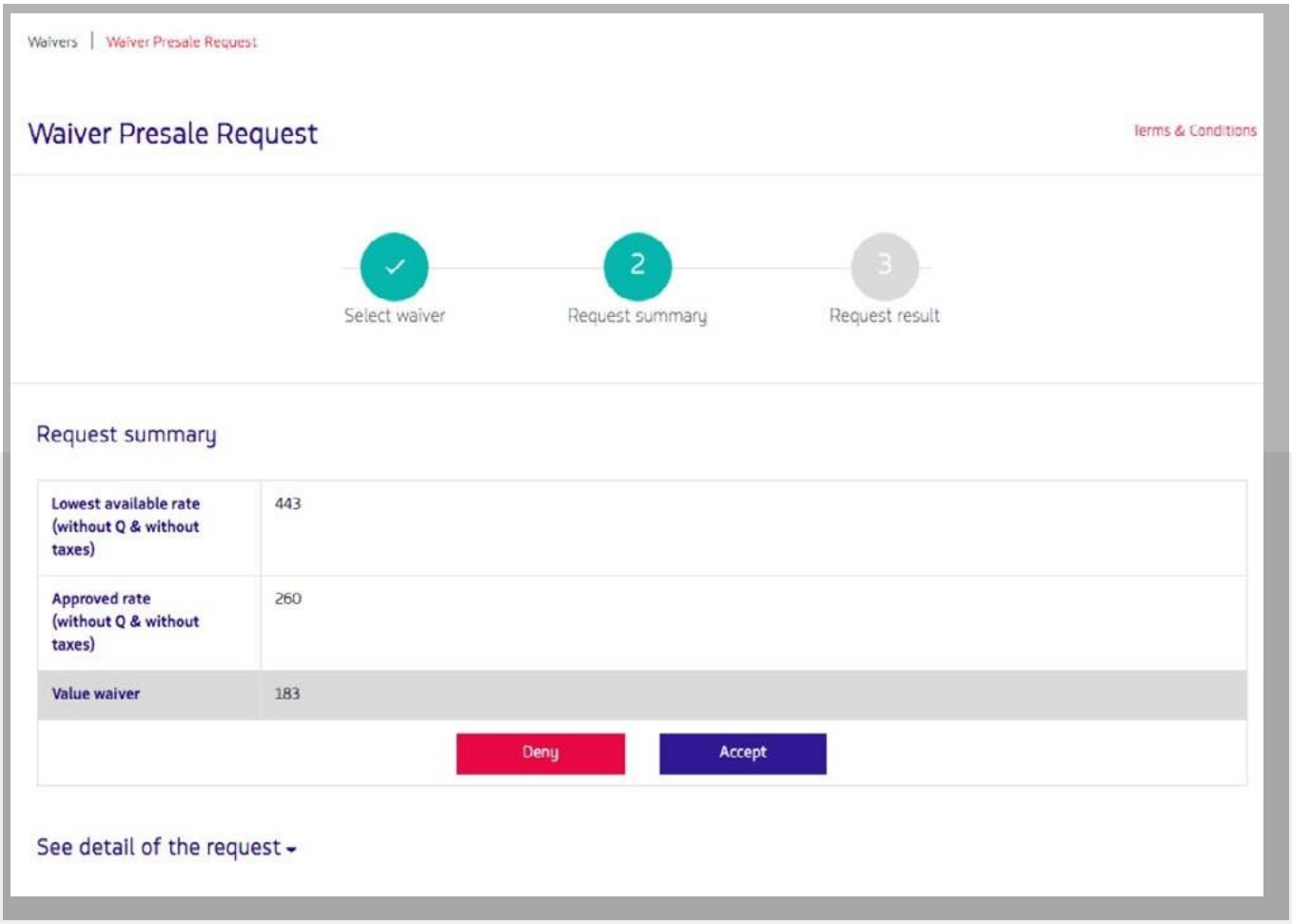
7 On the scroll menu, **select the type of waiver needed.**

8 **Enter the LA PNR**



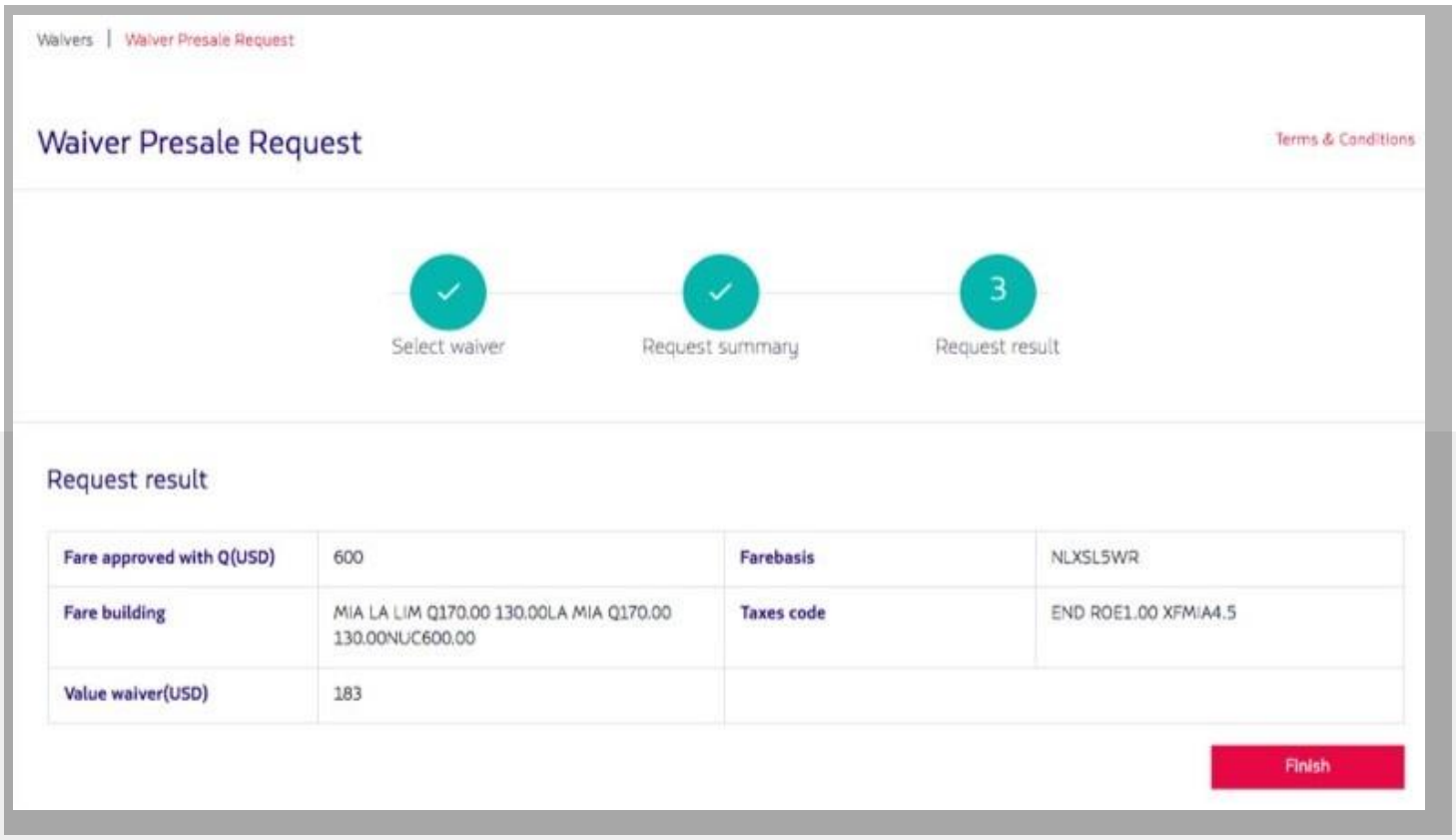
9 Enter the **LATAM fare basis to be used.**

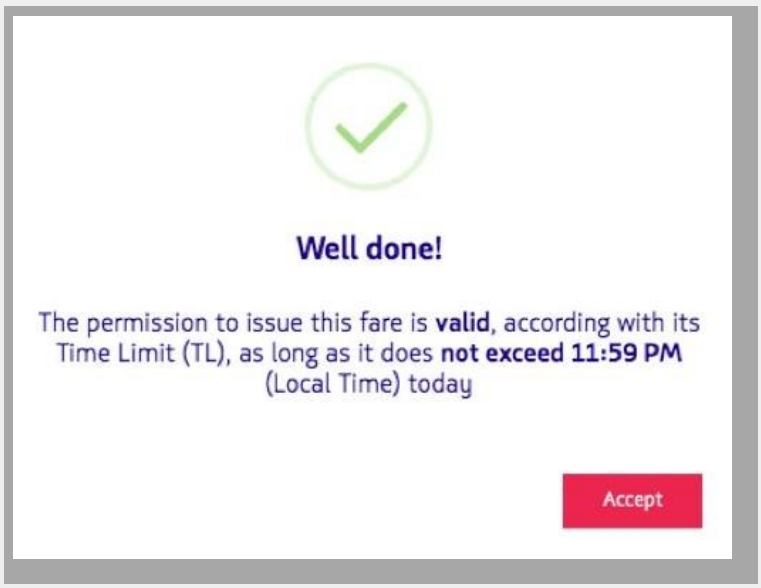
10 **Click Submit.**



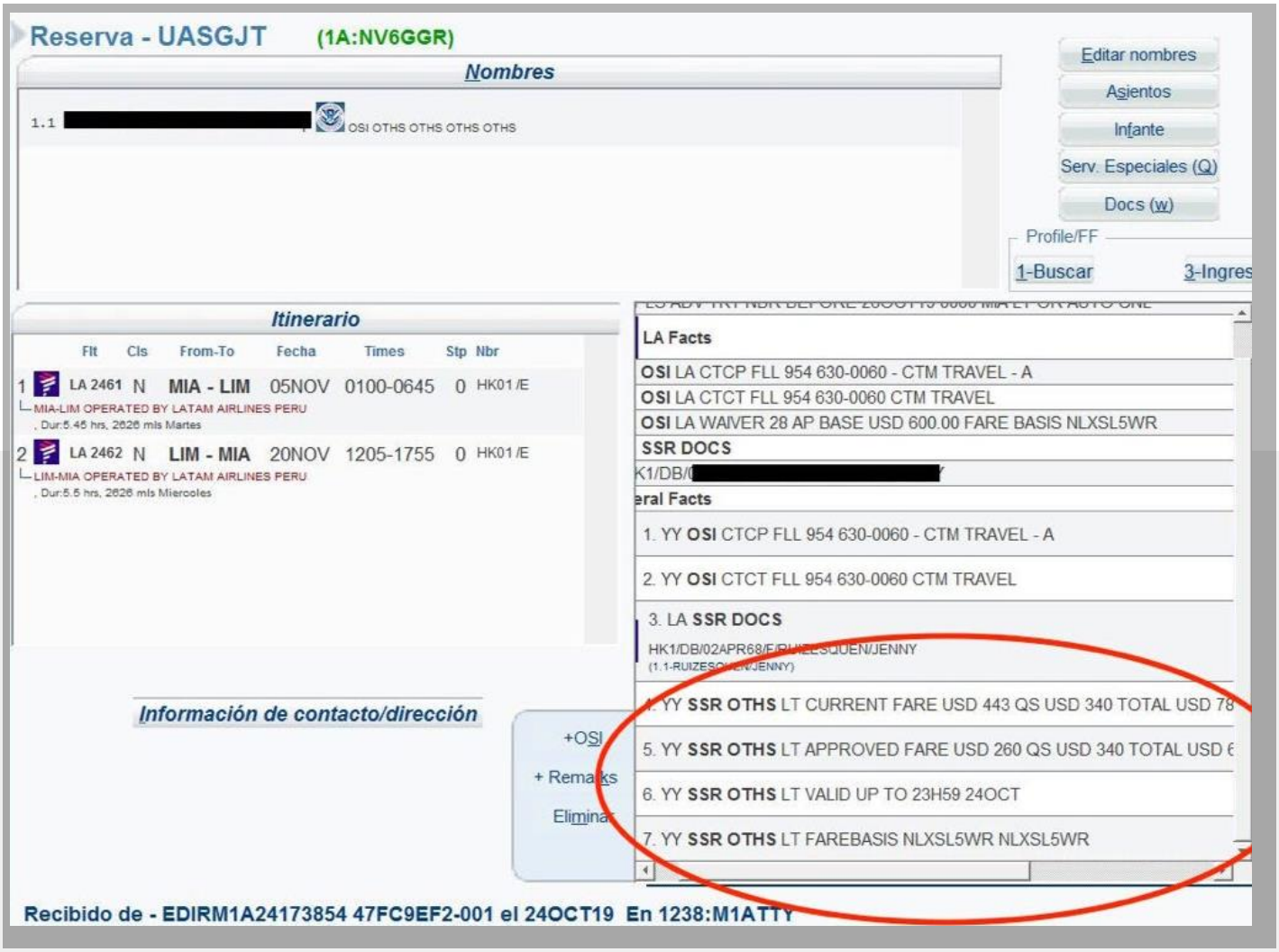
11 LATAM TRADE will show a result. **If it's not correct, it will show the error, and you can try again after you correct the fare.**

12 If the fare is correct, it will show a summary, and you can **click "ACCEPT" to continue.**





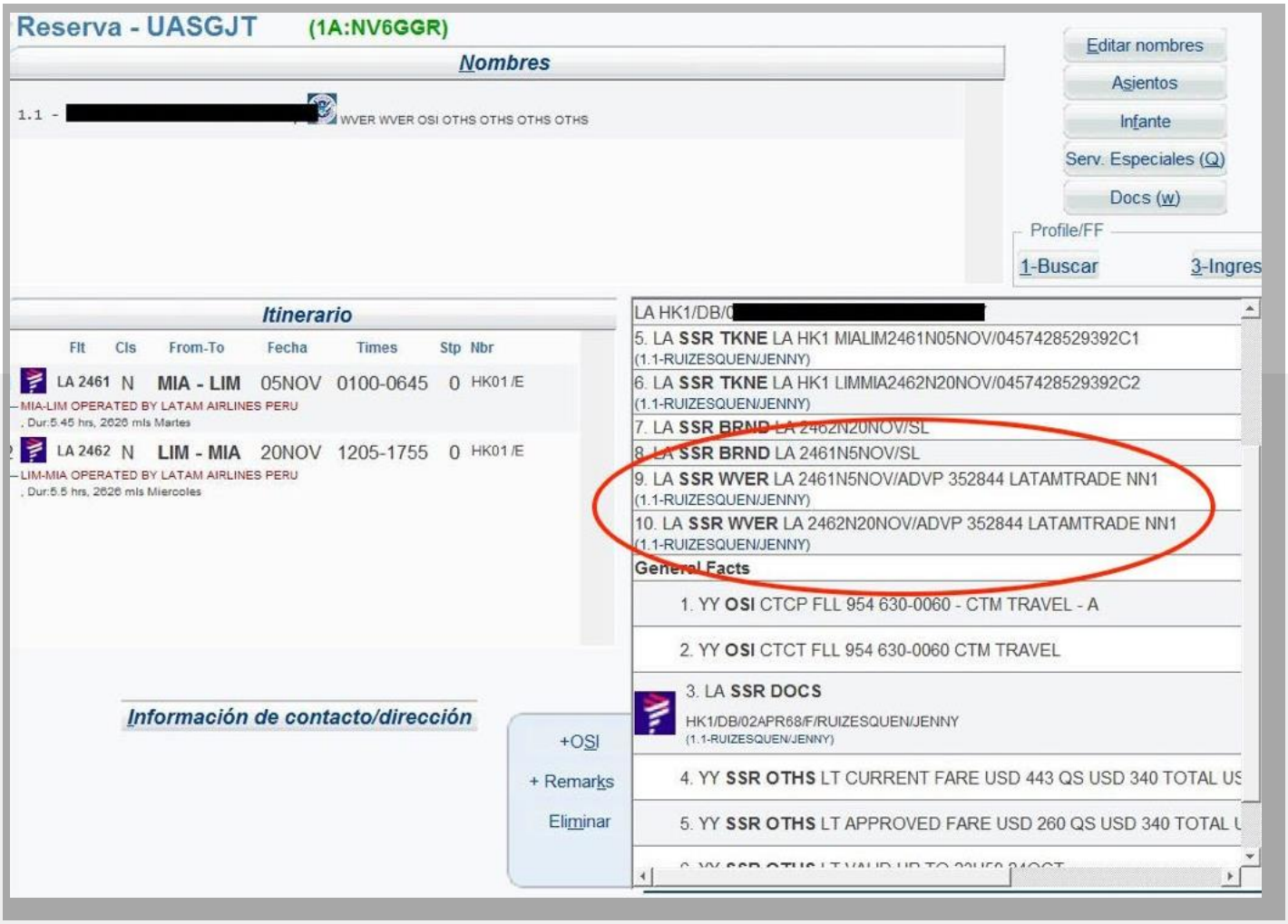
13 Example of **approved waiver and fare construction.**



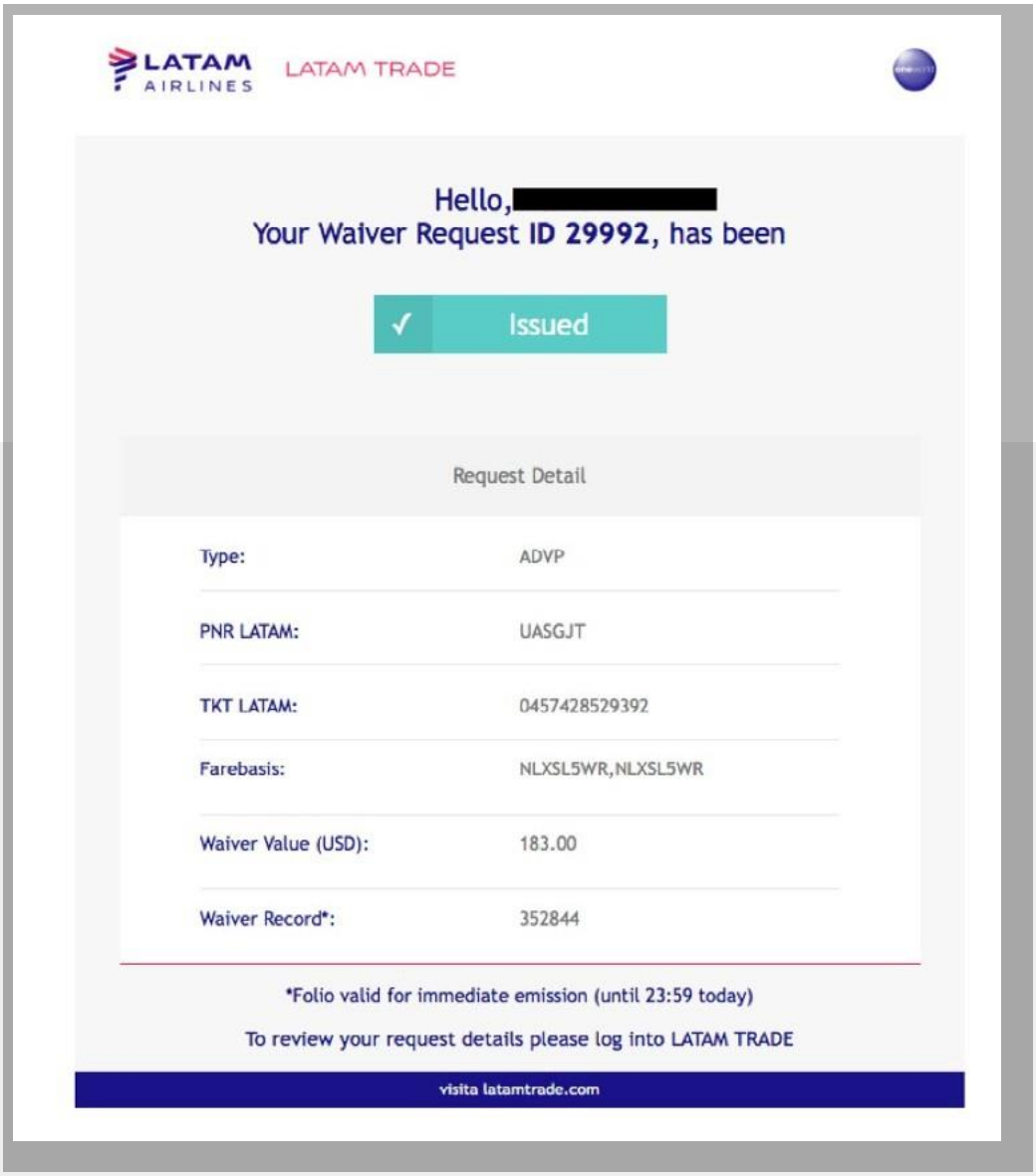
14 LATAM TRADE will put **a remark on the PNR with the fare details.**

15 The next step is for you to issue the ticket, and wait for the system to detect it. **You will always have until 11:59 pm of the same day to issue it.**

16 If the ticket is not issued within that time frame, **the waiver will expire and the budget will go back to your account.**



17 Example of the final waiver. **This step completes the process.**



LATAM AIRLINES LATAM TRADE

Hello, [redacted]
Your Waiver Request ID 29992, has been

✓ Issued

Request Detail

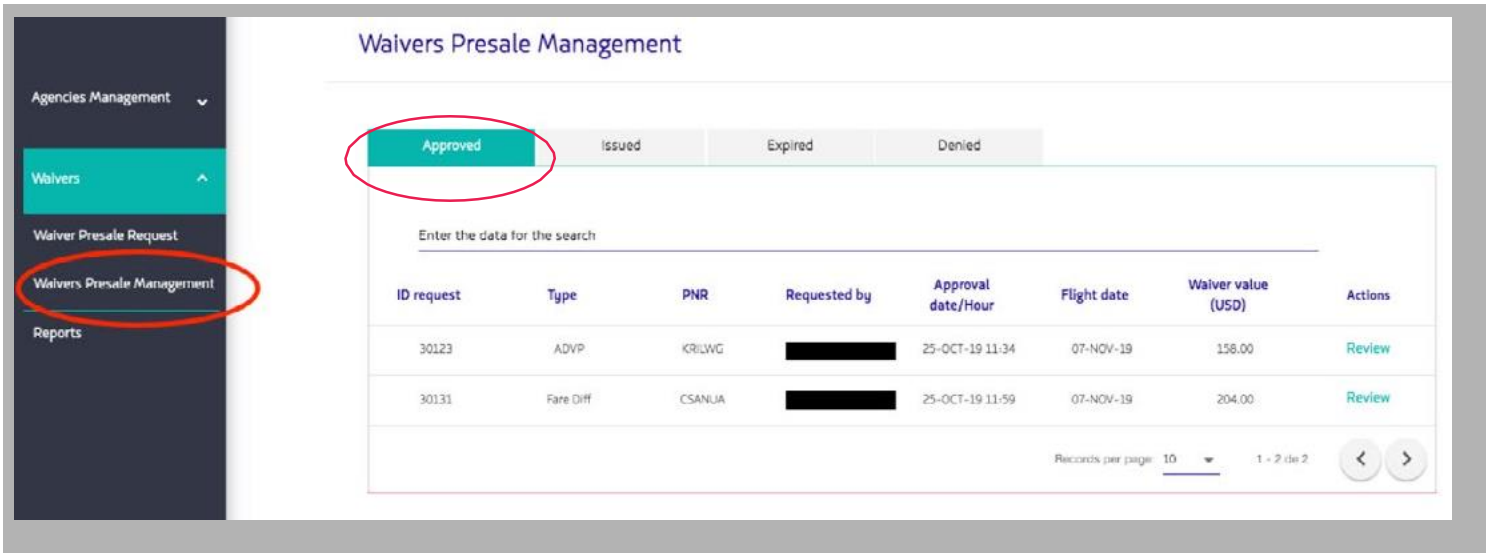
Type:	ADVP
PNR LATAM:	UASGJT
TKT LATAM:	0457428529392
Farebasis:	NLXSL5WR,NLXSL5WR
Waiver Value (USD):	183.00
Waiver Record*:	352844

*Folio valid for immediate emission (until 23:59 today)

To review your request details please log into LATAM TRADE

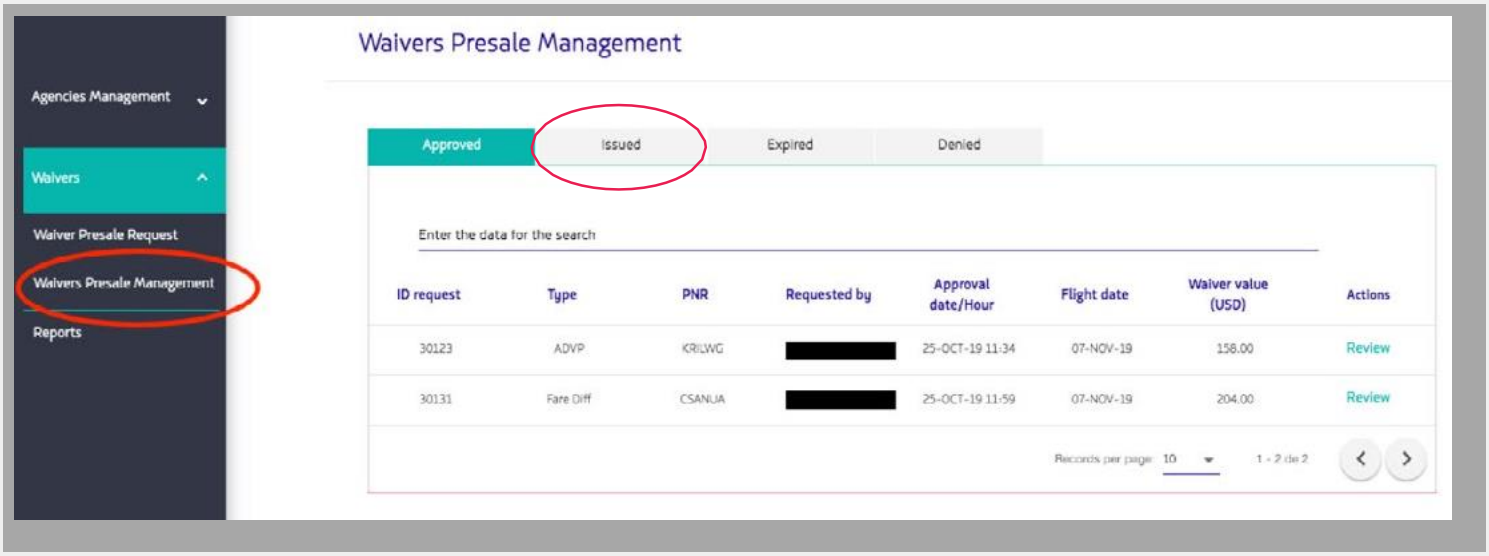
visita latamtrade.com

18 LATAM TRADE will send an email with the **summary and status.**

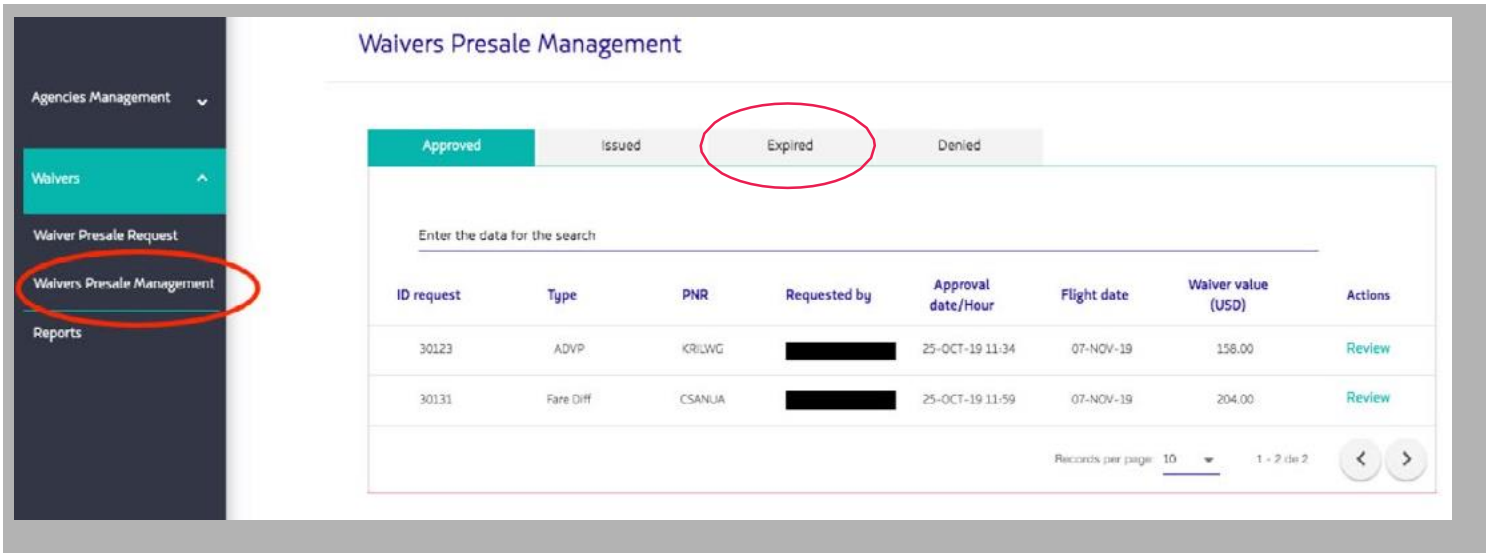


19 On your account, **you can review all waivers requested on "Waiver Presale Management".**

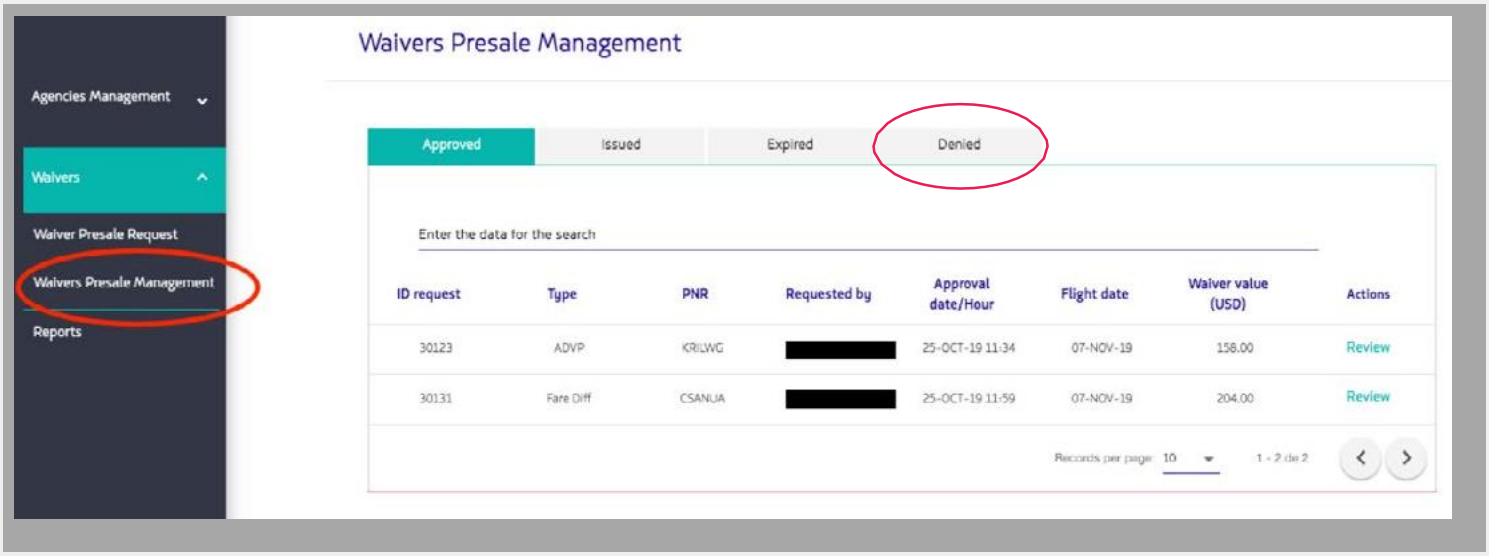
20 **Approved:** These are all the waivers waiting for a ticket to be issued.



21 **Issued:** Here you will find all requests that have been issued and finalized.



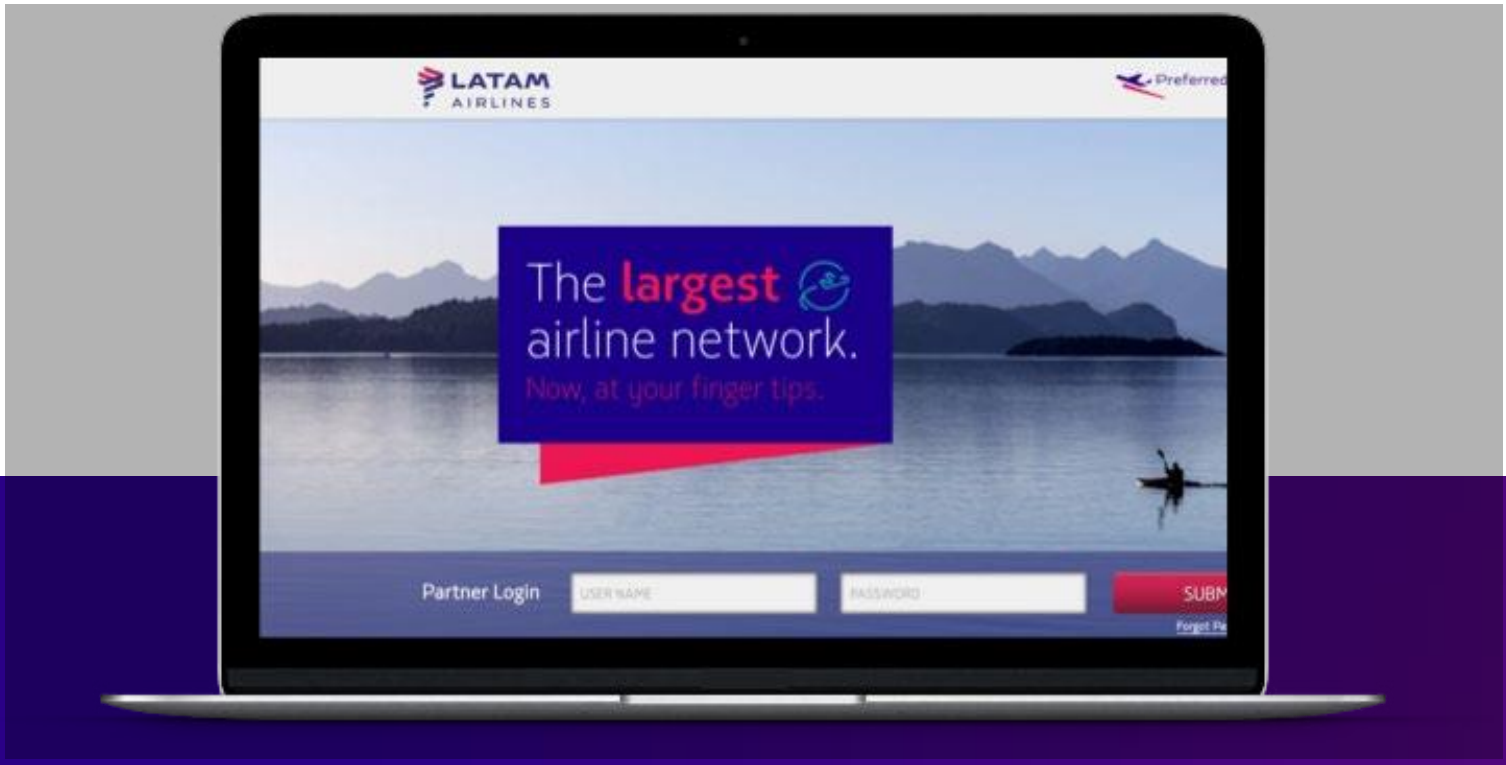
22 **Expired:** Here you will find requests that were not issued due to time limit expiration.



23 **Denied:** These are requests without final waiver. The system was unable to process them due to differences between the approved fare and the issued ticket.

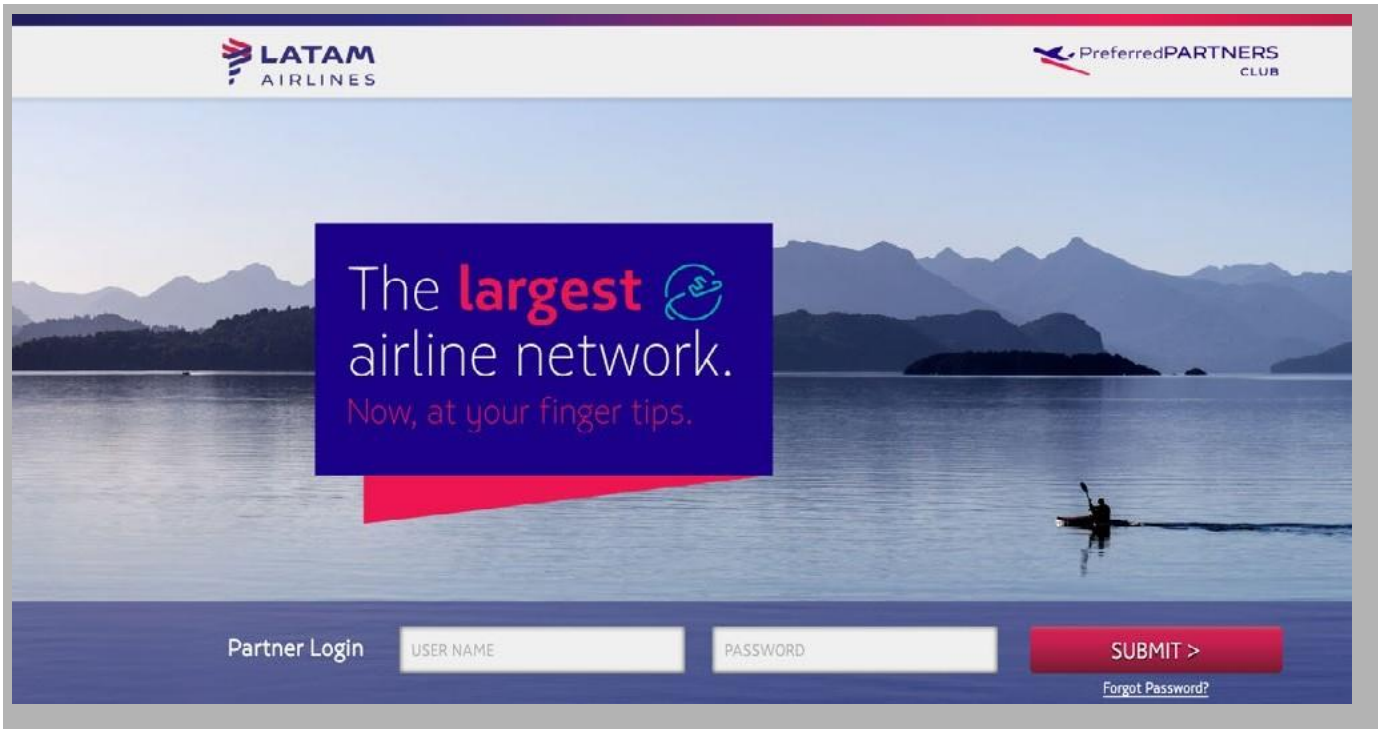
PreferredPARTNERS CLUB

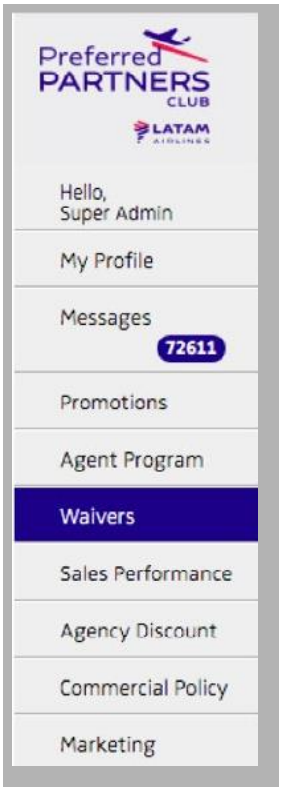
LATAM AIRLINES



LATAM Trade

Fare Match Manual





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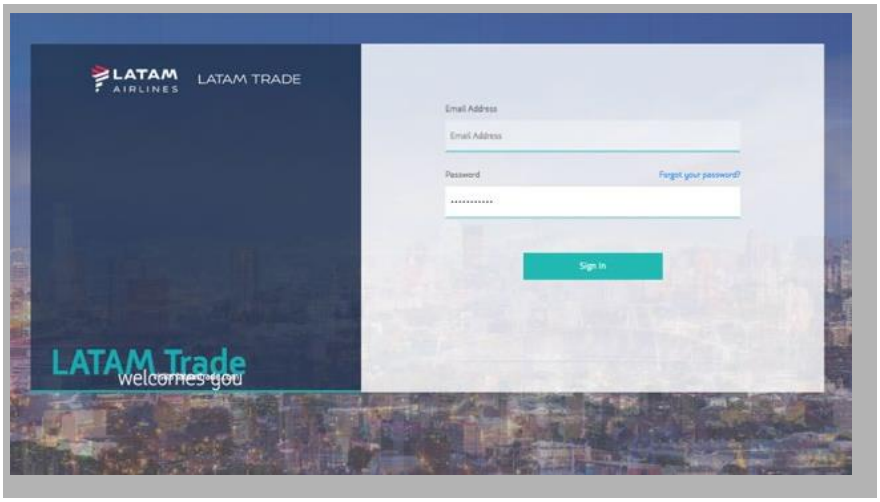
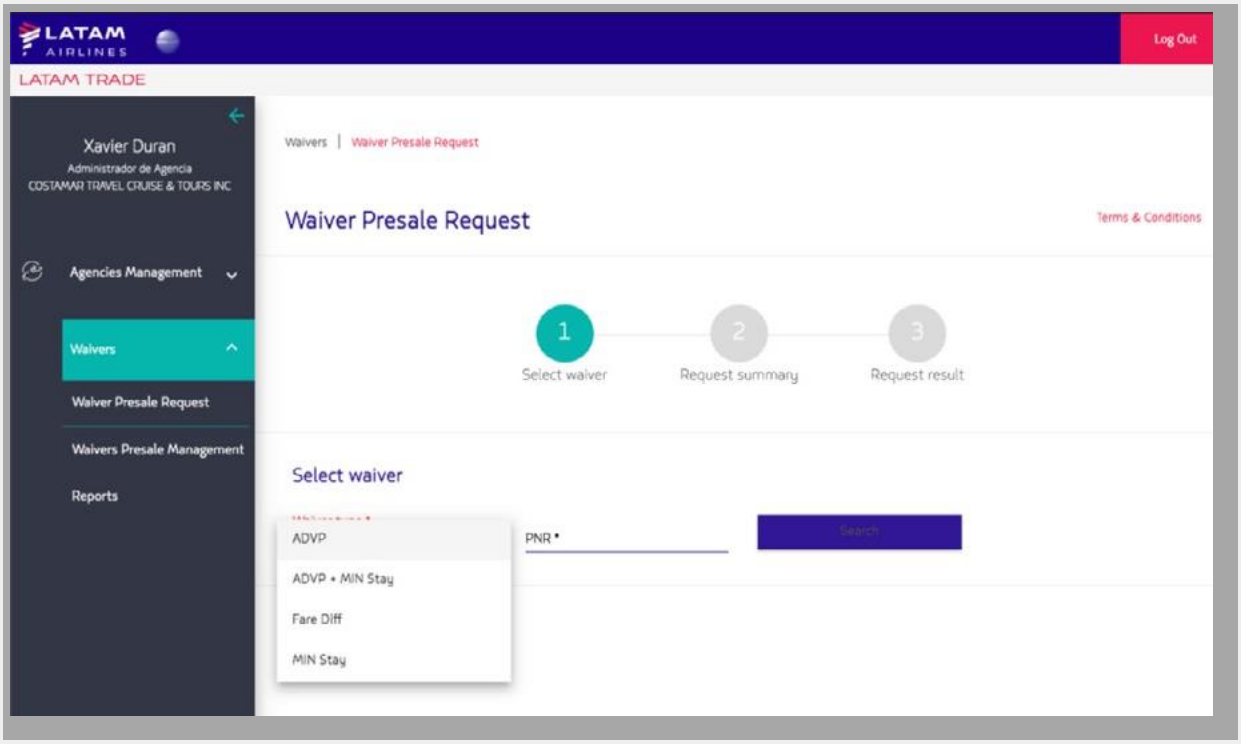


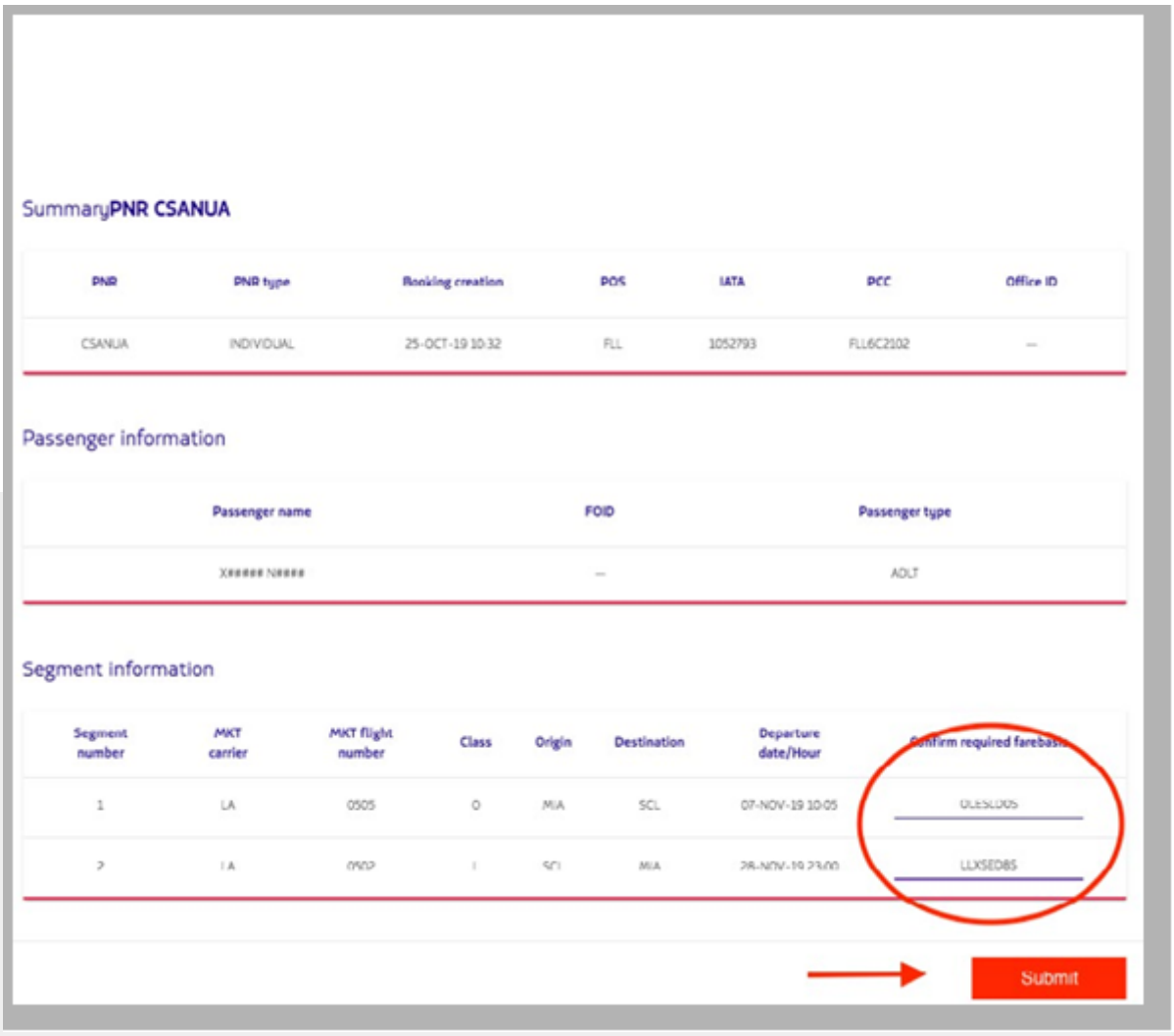
5 Log in to LATAM TRADE with **your User Name and NEW temporary Password**



6 On the tab to the left, **click on "Waivers Presale Request"**

7 On the scroll menu, **select the type of waiver, for this case is "Fare Diff"**

8 **Enter the LA PNR**



Summary**PNR CSANUA**

PNR	PNR type	Booking creation	POS	IATA	PCC	Office ID
CSANUA	INDIVIDUAL	25-OCT-19 10:32	FLL	1052793	FLL6C2102	--

Passenger information

Passenger name	FOID	Passenger type
X##### N####	--	ADLT

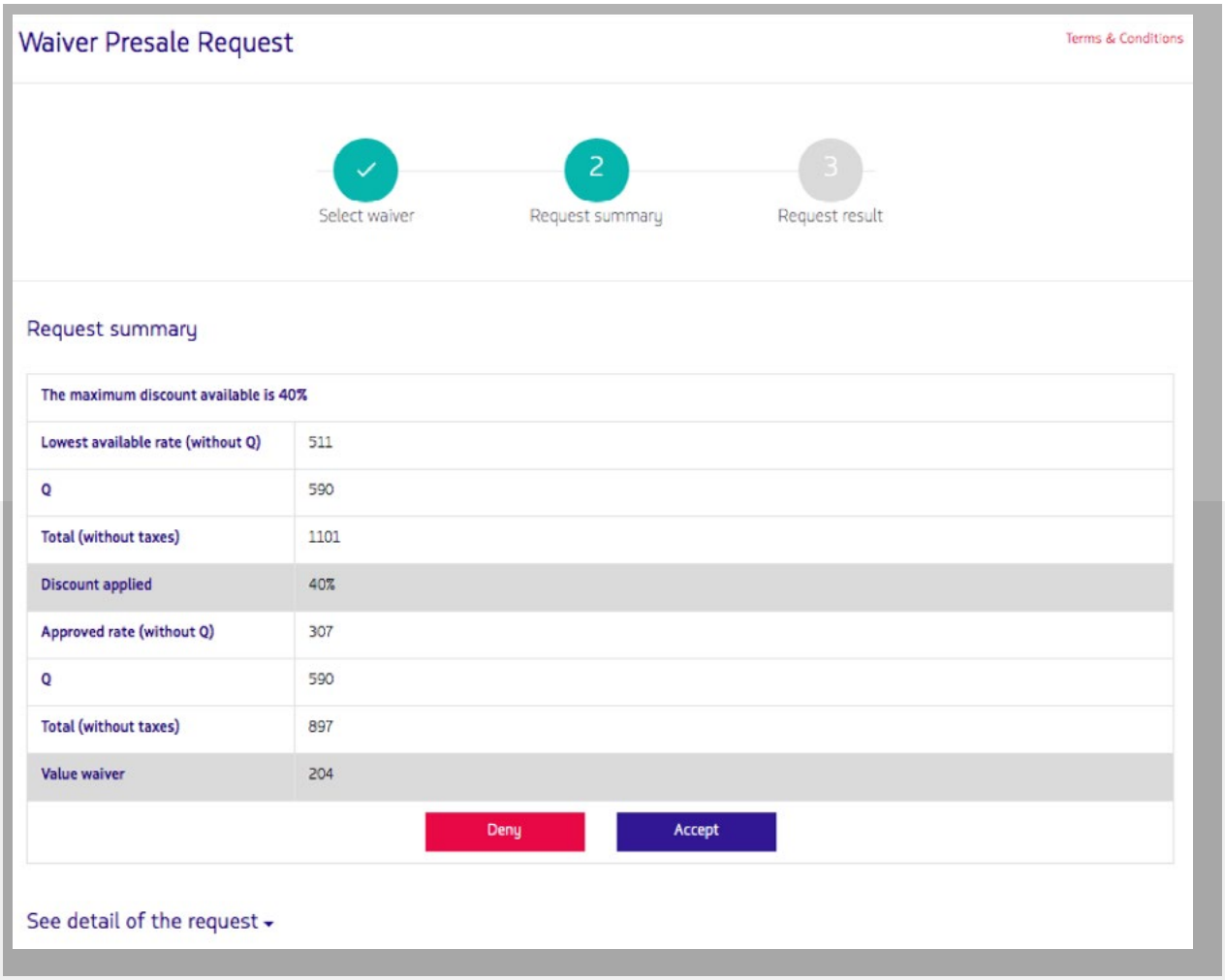
Segment information

Segment number	MKT carrier	MKT flight number	Class	Origin	Destination	Departure date/Hour	Confirm required farebasis
1	LA	0505	O	MIA	SCL	07-NOV-19 10:05	OLESL0O5
2	LA	0502	L	SCL	MIA	28-NOV-19 23:00	LLXSED8S

Submit

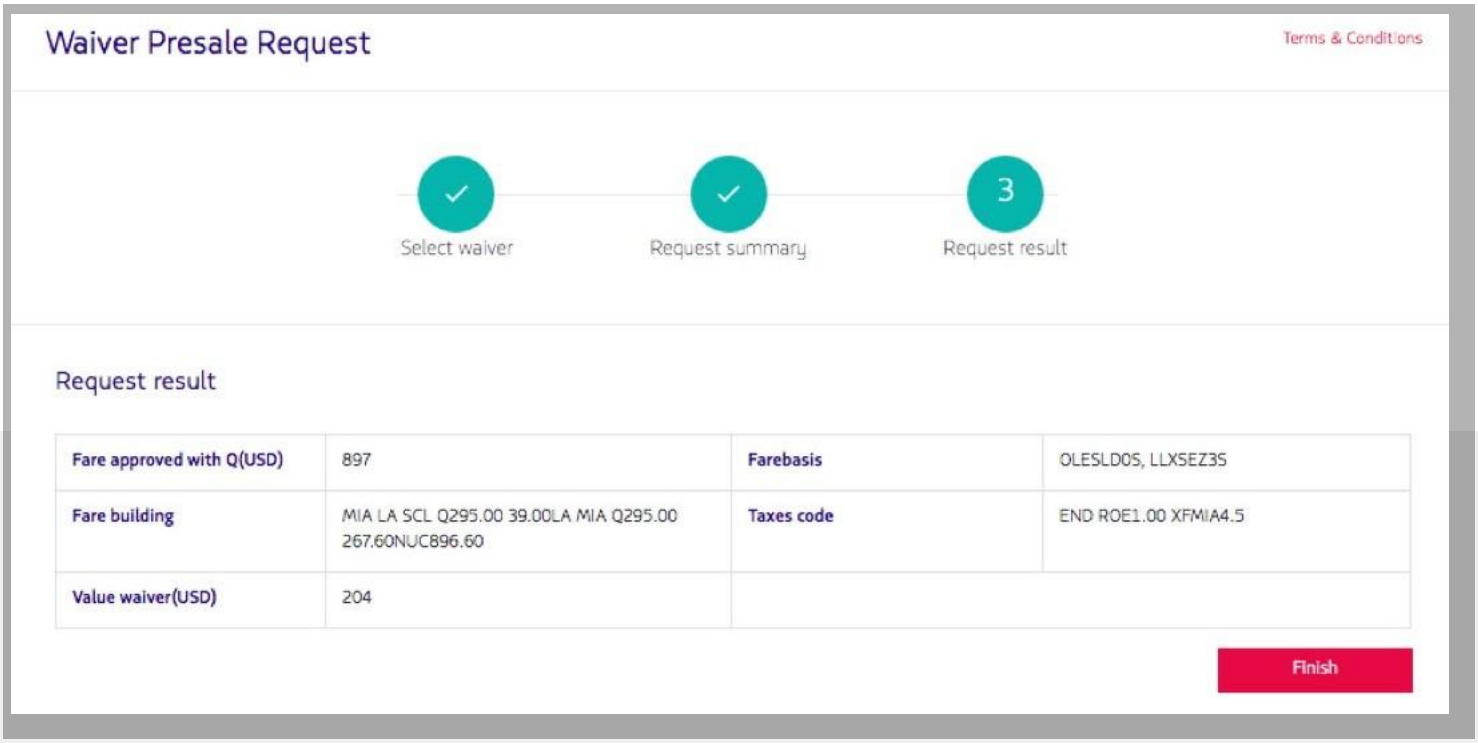
9 Enter the **LATAM fare basis to be used**

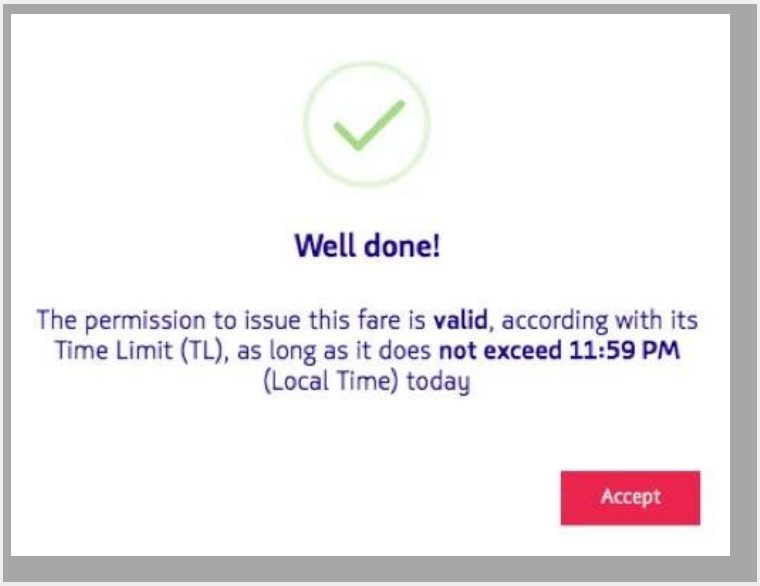
10 **Click "Submit"**



11 LATAM TRADE will show a result, **if it's not correct it will show the error. You can try again after you correct the fare**

12 If the Fare is correct, it will display a summary with two options. **If the match is not possible because of the parameters, it will offer a discount which you could accept. It can also approve the match and you can click "Accept"**





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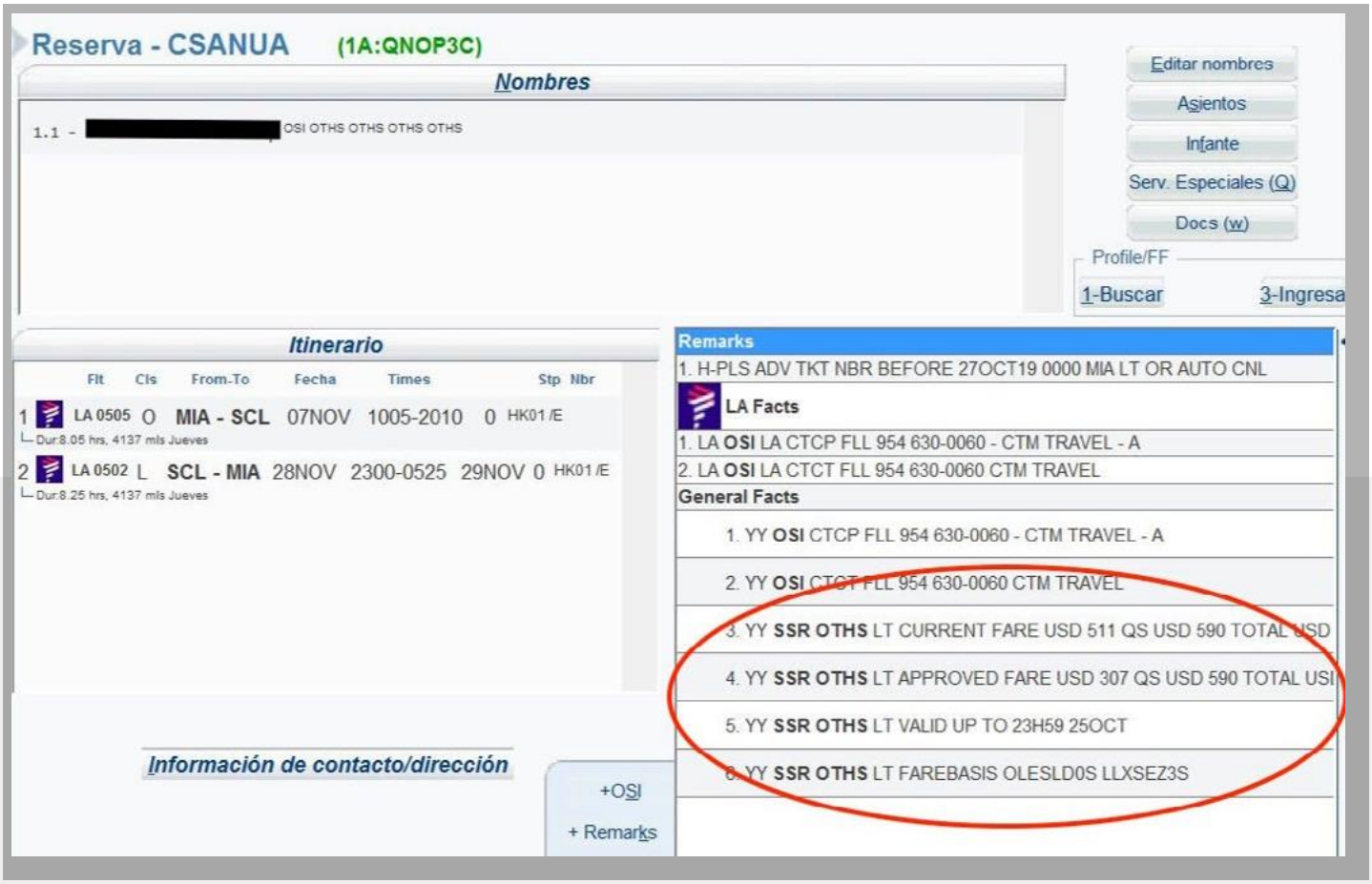

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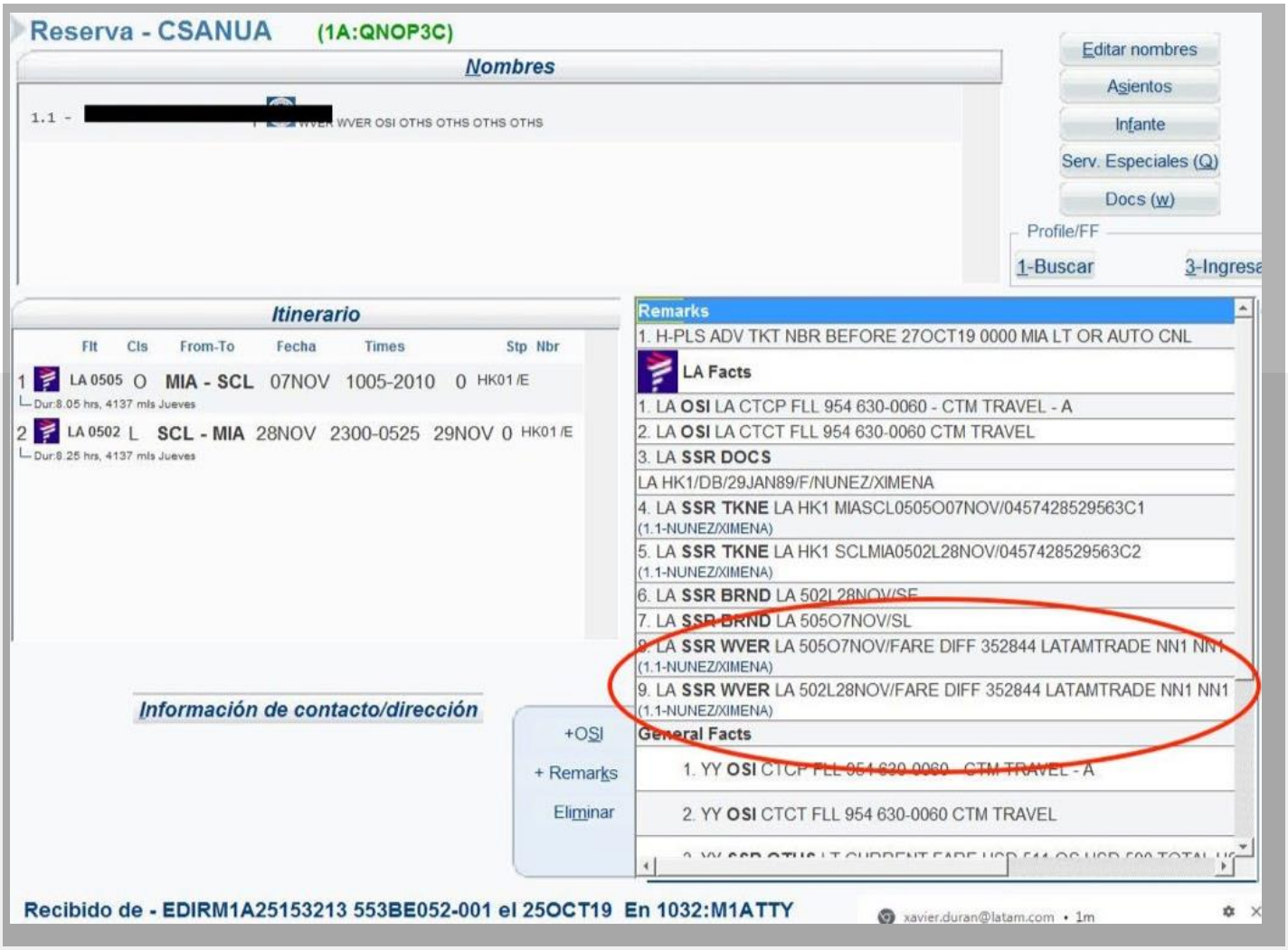

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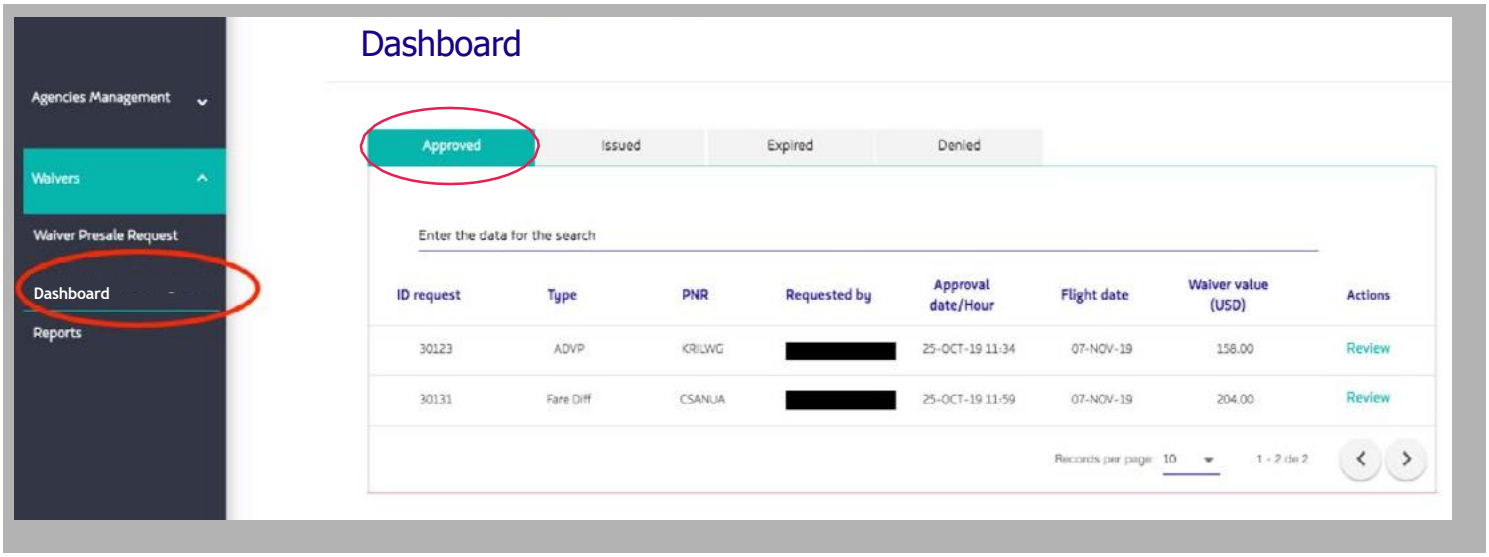

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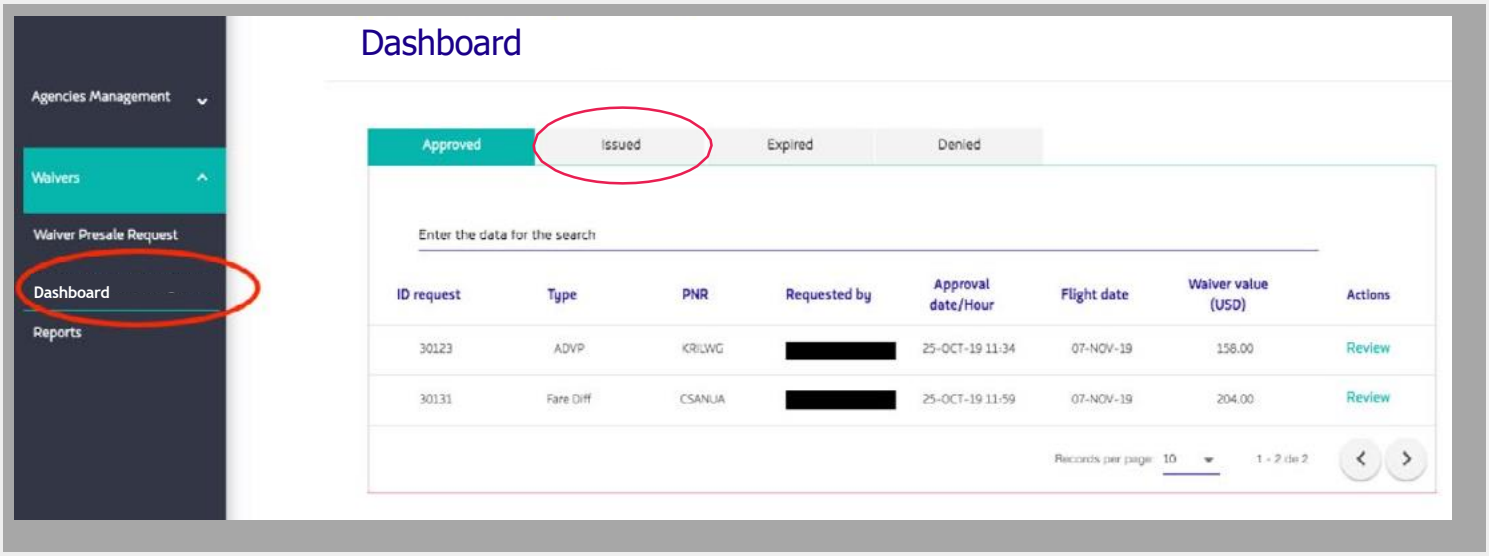

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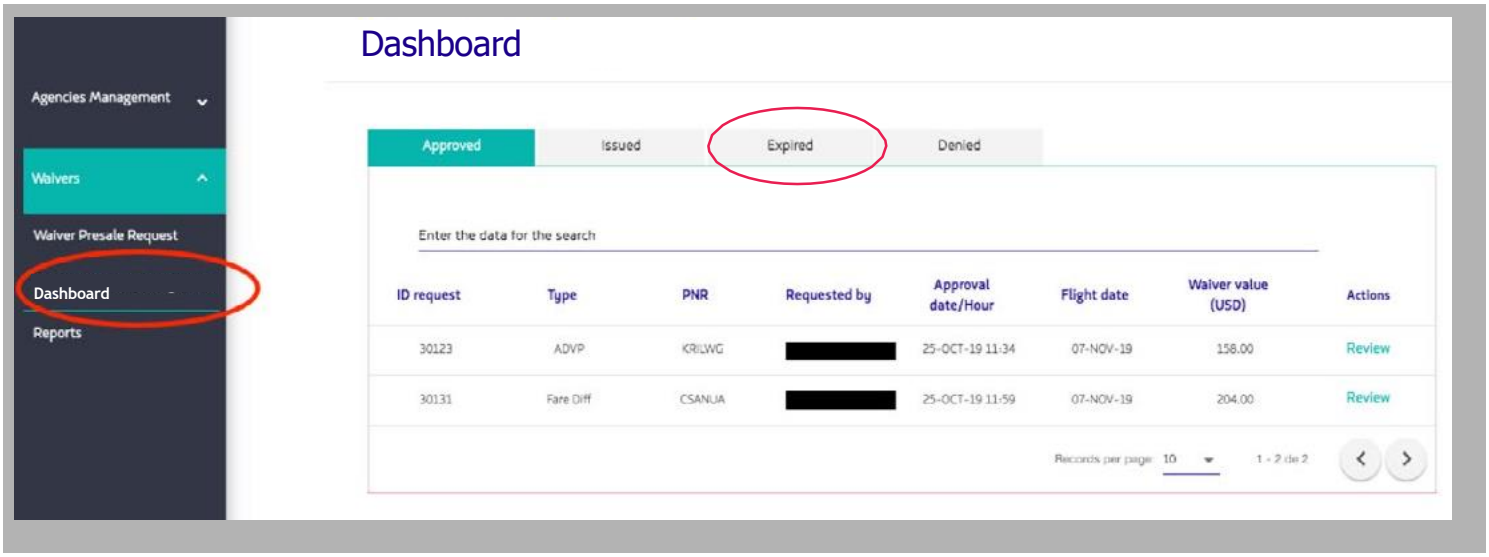

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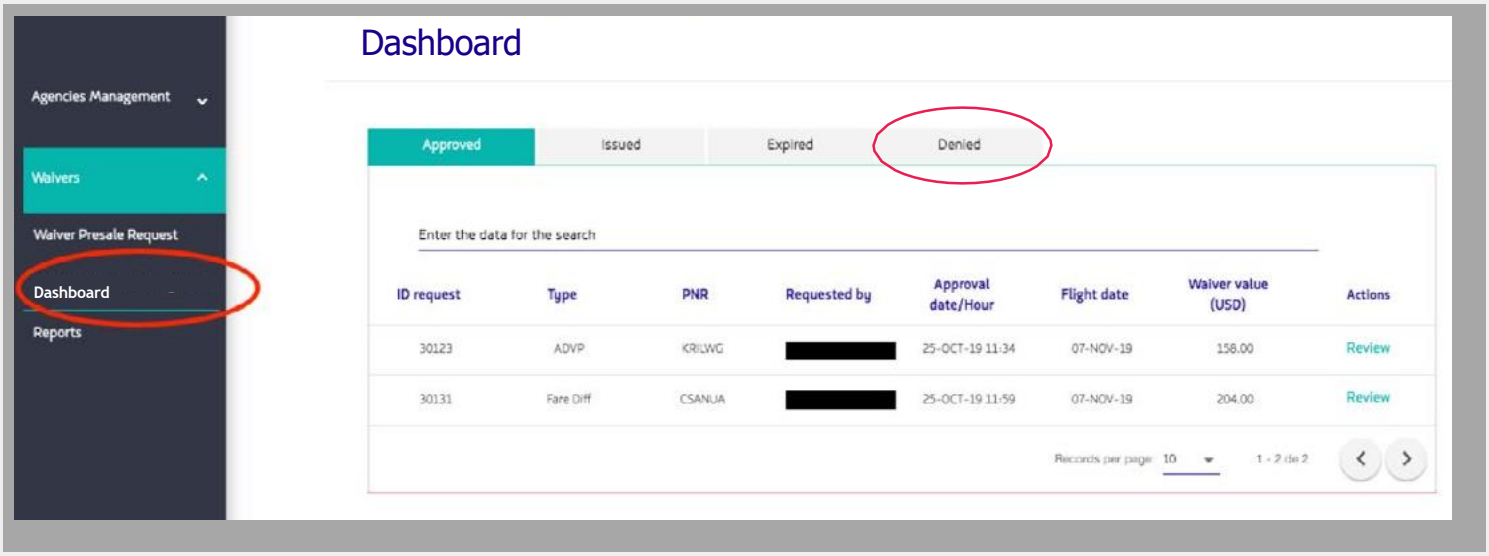

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