



User Guide

Groups Portal

<https://grupos.skyairline.com/>

Last update: April 6, 2026



Group booking login

Email id

Password



[Forgot password?](#)

Login

[Register here](#)



The agency visits www.grupos.skyairline.com to register and then clicks on “IATA or Non-IATA Agencies.”

Speed up the purchase of groups here



Quick Response:

Get prompt response to all your group queries.



End to End automation:

Conveniently Request, Accept Fare Quotes, Pay and Upload Names on your own.



Dashboard:

Track and manage all your group bookings using our easy to use interface.

For IATA agencies, they must enter their code; only one registration per IATA is allowed. The administrator will be able to create new accounts within the same profile for their collaborators.

Title *	<input type="text" value="Mr"/>
First name *	<input type="text" value="Please enter the first name"/>
Last name *	<input type="text" value="Please enter the last name"/>
Email id *	<input type="text" value="Please enter the email id"/>
Password *	<input type="text" value="Please enter the password"/>
Confirm password *	<input type="text" value="Please re-enter the password for confirmation"/>
IATA code *	<input type="text" value="Please enter the iata code"/>
Agent id	<input type="text" value="Please enter the agent id"/>
Travel agency name*	<input type="text" value="Please enter the travel agency name"/>
Phone number *	<input type="text" value="Chile+56"/> <input type="text" value="Please enter the phone number"/>
Address *	<input type="text" value="Please enter the full address"/>





Group booking login

Email id

Password



[Forgot password?](#)

Login

[Register here](#)



Retail customers (others outside agencies) can go to www.grupos.skyairline.com to register, then click on “other customers.”

Speed up the purchase of groups here



Quick Response:

Get prompt response to all your group queries.



End to End automation:

Conveniently Request, Accept Fare Quotes, Pay and Upload Names on your own.



Dashboard:

Track and manage all your group bookings using our easy to use interface.



Non travel agent registration

They must fill in their personal details to register as an individual.

Title *

Mr

First Name *

Please enter the first name

Last Name *

Please enter the last name

Email Id *

Please enter the email id

Password *

Please enter the password

Confirm Password *

Please re-enter the password for confirmation

Phone Number *

Chile+56

Please enter

Address *

Please enter the full address

In case of account lock or profile issues, contact **soporteinfiniti@skyairline.com.**

FUNCTIONALITIES



New booking ▾ Request info ▾ Modify request ▾ User details ▾ Reports ▾ Support ▾

Within the GRM platform, the client will be able to request groups and series, make payments, add the passenger list, issue tickets, and generate their own reports.



Adhoc Group request



Series Group Request



View request



Make payment



Name list Pending

0



View bookings



Report



Add ancillaries


0

To check-in the group you must go to skyairline.com only in case of international routes, for domestic routes the check-in is automatic



If the client sees a time on the platform that does not match their actual time zone, they can go to User details > Users > View Users, and from there modify their Time Zone.


Last 1 Week ▾




Adhoc Group request




Series Group Request




View request




Make payment



Name list Pending



View bookings



Report



Add ancillaries



Last 1 Week ▾



Adhoc Group request



Series Group Request

0

0

To create new users within the same account, go to “User details” > “User” > “Add User” (no limit).



Name list Pending

0



View bookings



Report



Add ancillaries

0

To check-in the group you must go to [skyairline.com](https://www.skyairline.com) only in case of international routes, for domestic routes the check-in is automatic

REQUEST AN ADHOC GROUP



New booking ▾ Request info ▾ Modify request ▾ User

To submit a new group request, the user can select “Adhoc Group Request.”



Adhoc Group request



Series Group Request



View request

0



Make payment

0



Name list Pending

0



View bookings



Report



Add ancillaries

0

To check-in the group you must go to [skyairline.com](https://www.skyairline.com) only in case of international routes, for domestic routes the check-in is automatic

Adhoc group request

In the group request, the client will be able to quote any H2 itinerary and enter their group category (mining, student, conference, etc.).

Group Name *

Only letters, no ñ or accents. E.g.: School trip School X

One-Way Round-Trip

Origin *

Destination *

Departure Date *

Return Date *

No Of Passengers *

Adult Child Infant

Currency Type *

Cabin *

Group Category *

For multi-destination trips, it is recommended to book the outbound and return flights separately.

Select flight

Once the flight is selected, a box with the available schedules will open for selection and submission of the request (**automatic quote in approximately 10 minutes**).

Santiago (SCL)



Lima (LIM)

30-April-2026

Santiago (SCL)

02-May-2026

◀ PREV DAY

Total no of flights : 3 | Selected flights : 0

NEXT DAY ▶

Flight number	Departure time	Arrival time	Duration
---------------	----------------	--------------	----------

H2-802	04:55 SCL →	07:55 LIM	04:00	<input checked="" type="checkbox"/>
--------	----------------	--------------	-------	-------------------------------------

H2-804	20:15 SCL →	23:15 LIM	04:00	<input checked="" type="checkbox"/>
--------	----------------	--------------	-------	-------------------------------------

◀ PREV DAY

Total no of flights : 4 | Selected flights : 0

NEXT DAY ▶

Flight number	Departure time	Arrival time	Duration
---------------	----------------	--------------	----------

H2-805	01:05 LIM →	05:50 SCL	03:45	<input checked="" type="checkbox"/>
--------	----------------	--------------	-------	-------------------------------------

H2-803	09:00 LIM →	13:45 SCL	03:45	<input checked="" type="checkbox"/>
--------	----------------	--------------	-------	-------------------------------------

View request

Once the quotation is generated, the client will receive a notification by email and will be able to view the request under “View Request” in the main menu.

Group Name	Request Id	Status	Requested Start Date	Requested End Date	Search Advanced search Clear
<input type="text" value="Group name"/>	<input type="text" value="Enter request id"/>	<input style="border: none; border-bottom: 1px solid #ccc;" type="text" value="All"/> ▾	<input style="border: none; border-bottom: 1px solid #ccc;" type="text" value="30-March-2026"/>	<input style="border: none; border-bottom: 1px solid #ccc;" type="text" value="06-April-2026"/>	

Request

Group details ⚡	Flight details	Request details	Status
---------------------------------	--------------------------------	---------------------------------	------------------------

Last updated on : 06-Apr-2026 17:48

test GRP01264 Adhoc	SCL → LIM 30-April-2026, H2-802	10 Pax (10A) Quoted fare : CLP 687,970.00 Requested date : 06-Apr-2026 17:45	Fare Quoted Valid till : 07-Apr-2026 16:48	View details
	LIM → SCL 02-May-2026, H2-805			

ACCEPT QUOTATION



New booking ▾ Request info ▾ Modify request ▾ User

The client must select "View Request" to accept the new quotation for a group.



Adhoc Group request



Series Group Request



View request



Make payment



Name list Pending



View bookings



Report



Add ancillaries

To check-in the group you must go to skyairline.com only in case of international routes, for domestic routes the check-in is automatic

Request details

Agent request

Adhoc Round-trip

SCL → LIM | LIM → SCL

30-April-2026

Request id : GRP01264
 Group name : test
 Group category : Military
 Requested by : ivana.marco@estudiante.ugm.cl
 Number of passengers : 10 (10A)
 Flexible on dates : No

Under “View details,” the client will have up to 24 or 48 hours to accept the group quotation and T&Cs. They will also be able to view the payment deadline (TL) and passenger list.

Airline response

Fare Quoted

Total fare and fees CLP 6879700.00 |

Fare Types	Basic	Light	Standard	Max
Adult fare/pax	: CLP 687970.00	CLP 781504.00	CLP 792508.00	CLP 842026.00

Last responded on : 06-Apr-2026 17:48

Airline remarks : --

TIME LIMIT

Fare expires : 07-Apr-2026 16:48
 Payment : 08-Apr-2026 16:48(100%)
 Passenger : 29-Apr-2026 04:55

Download Contract:

English ▾

Download

Within the request, the client will be able to select a bundle and view the details of what each option includes. Further down, they can accept the T&Cs and the quotation.

SCL-LIM

<u>Flight number</u>	<u>Departure date</u>	<u>Arrival date</u>	<u>No of guests (A+C+I)</u>	<u>Stops</u>	<u>Basic</u>	<u>Light</u>	<u>Standard</u>	<u>Max</u>
H2-802	H2-802 30-Apr-2026 04:55	30-Apr-2026 07:55	10 (10A)	0	<input type="radio"/> CLP 399115.00 Fare breakdown View additional	<input type="radio"/> CLP 445882.00 Fare breakdown View additional	<input checked="" type="radio"/> CLP 451384.00 Fare breakdown View additional	<input type="radio"/> CLP 476143.00 Fare breakdown View additional

LIM-SCL

<u>Flight number</u>	<u>Departure date</u>	<u>Arrival date</u>	<u>No of guests (A+C+I)</u>	<u>Stops</u>	<u>Basic</u>	<u>Light</u>	<u>Standard</u>	<u>Max</u>
H2-805	H2-805 02-May-2026 01:05	02-May-2026 05:50	10 (10A)	0	<input type="radio"/> CLP 288855.00 Fare breakdown View additional	<input type="radio"/> CLP 335622.00 Fare breakdown View additional	<input checked="" type="radio"/> CLP 341124.00 Fare breakdown View additional	<input type="radio"/> CLP 365883.00 Fare breakdown View additional

Terms and conditions

GROUP BOOKING CREATION



[New booking](#) ▾ [Request info](#) ▾ [Modify request](#) ▾ [User details](#) ▾ [Reports](#) ▾ [Support](#) ▾

Payment summary

Once the quotation is accepted, the group PNR will be automatically generated. The client must complete payment before the payment deadline (TL); otherwise, the booking will be canceled.

Request details

<u>Group details</u>	<u>Details</u>	<u>Fare</u>
GRP01264 test Adhoc	No of passengers : 10 (10 A) Accepted fare(per pax) : CLP 792,508.00 (A)	Total fare : CLP 7,925,080.00 PNR : PQBWEA

Flight details

One PNR will be generated for every 50 passengers within the same request.

<u>City pair</u>	<u>No of passengers</u>	<u>Depart</u>	<u>Arrival</u>	
<input type="checkbox"/> PNR : PQBWEA				
SCL → LIM, H2-802	10 (10 A)	30-Apr-2026 04:55	30-Apr-2026 07:55	CLP 451,384.00 ⓘ
LIM → SCL, H2-805	10 (10 A)	02-May-2026 01:05	02-May-2026 05:50	CLP 341,124.00 ⓘ

CANCEL BOOKING BEFORE PAYMENT



New booking ▾ Request info ▾ Modify request ▾ User

To cancel a booking before payment, select “View Bookings” and then go into the details of the request you wish to cancel.



Adhoc Group request



Series Group Request



View request

0



Make payment

0



Name list Pending

0



View bookings



Report



0

To **cancel a booking after payment**, the request must be submitted through **SKY’s customer service channels**.

To check-in the group you must go to skyairline.com only in case of international routes, for domestic routes the check-in is automatic

Flight details

PNR: PQBWEA

Trip type	City pair	Flight number			
Onward 0 Stops	SCL → LIM	H2-802			
Return 0 Stops	LIM → SCL	H2-805	02-May-2026 01:05	02-May-2026 05:50	Confirmed (HK)

In case the customer needs to **cancel the reservation before payment**, they must go to “View Details” of the request, scroll down, and select the “**Cancel PNR**” option.

Payment information

Total amount CLP 7,925,080.00 Paid amount CLP 0.00

Payment not done yet

Passenger details

Group name test No of passengers 10 No of names to update 10

Passenger names not yet updated

Cancel PNR



PAY ADHOC GROUP



New booking ▾ Request info ▾ Modify request ▾ User

The customer must select "Make Payment" to pay for their group before deadline.



Adhoc Group request



Series Group Request



View request

0



Make payment

0



Name list Pending

0



View bookings



Report



Add ancillaries

0

To check-in the group you must go to [skyairline.com](https://www.skyairline.com) only in case of international routes, for domestic routes the check-in is automatic

Make payment

To pay for the group, the customer must click on "Pay Group" within the same section.

Group Name	Request Id	Status	30-March-2026	06-April-2026	Search
<input type="text" value="Group name"/>	<input type="text" value="Enter request id"/>	<input type="text" value="Payment Pending"/> ▾	<input type="text" value="30-March-2026"/>	<input type="text" value="06-April-2026"/>	Advanced search Clear

Request

Group details	City pair	Request details	PNR	Status
---------------	-----------	-----------------	-----	--------

Last updated on : 06-Apr-2026 18:45

test GRP01264 Adhoc	SCL → LIM 30-April-2026, H2-802 LIM → SCL 02-May-2026, H2-805	10 Pax (10A) Quoted fare : CLP 792508.00 Requested date : 06-Apr-2026 17:45	PQBWEA	Payment Pending Valid till : 08-Apr-2026 16:48	Pay group View details
----------------------------------	--	---	---------------	--	---



Make payment

<u>Request id</u>	<u>PNR</u>	<u>Payment validity</u>	<u>PNR status</u>
GRP01264	PQBWEA	08 Apr, 2026 16:48	Confirmed

The customer must pay before their Deadline. They will receive email notifications as reminders before it expires.

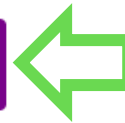
Payment

Total Package Price	7,925,080.00 CLP
Total paid	0.00 CLP
Total amount due	7,925,080.00 CLP

Pay your group here

The Submit button will redirect to an external page for payment.

Submit



GROUP PAYMENT



Hola, 🍪 Nuestros métodos de transacción son muy seguros

PNR	Estado del PNR	Monto a pagar	Monto total
RPLQWJ	Hold	1215920	1215920 <input checked="" type="checkbox"/>

Selecciona método de pago

   Pagar en línea 

 Transferencia bancaria 

The customer will be redirected to an external page with payment options: Online Payment (credit card or debit card) or Bank Transfer (available only in eligible countries).

La sesión expira en 09:49 minutos

Resumen del pedido

Precio total del paquete	CLP 1215920
Total:	CLP 1215920

[Pagar ahora](#)

Wire Transfer

① Wire transfer is available for Chile, Peru, Argentina, the United States, Uruguay, and Brazil. The payment must be made in Chile, Peru, Argentina, Uruguay, or Brazil S.A. with at least 72 business hours prior to the flight. Additionally, all payment receipts must be attached in a single PDF file. If the receipt number does not match, the request will be rejected and must be submitted again.

Select airline bank *

Banco de Chile



Tax ID

88417000-1

Account number *

00-107-04268-01

Currency

CLP

CCI

CBU

Receipt number *

Payment made *



Upload Receipt



Drag & drop (or) [Choose file](#)

For wire transfer, the customer must enter the transaction number and attach the proof of payment. They will be able to view transfer details according to their country.

Order Summary

Total package price CLP 7925080

Total: CLP 7925080

[Pay now](#)

SKY has up to 72 business hours to accept the payment.



[New booking](#) ▾ [Request info](#) ▾ [Modify request](#) ▾

How would you like to pay?

Do you have a gift card or travel voucher? [Enter it here](#)

Credit or debit card

Webpay



webpay+

PayPal



PayPal



More payment methods



I have read and accept the [SKY Air Transport Contract](#), the [Privacy Policy](#) and the new [Flexibility Conditions for SKY cash tickets](#).



For Online Payment, the customer can pay for their group in real time using the available payment methods in their country or with a travel voucher.

Purchase summary

DISCOUNTS

Wallet balance - CLP 0

Travel Voucher - CLP 0

Gift Card - CLP 0

SKY Points - CLP 0

Total credit applied - CLP 0

Total to pay: CLP 1,215,920

PASSENGER LIST ENTRY



New booking ▾ Request info ▾ Modify request ▾ User

Once the payment is made, the customer can add their passenger list by returning to the main panel.



Adhoc Group request



Series Group Request



View request

0



Make payment

0



Name list Pending



0



View bookings



Report



Add ancillaries

0

To check-in the group you must go to [skyairline.com](https://www.skyairline.com) only in case of international routes, for domestic routes the check-in is automatic

Group details ▾	City pair ▾	Request details ▾	PNR	Submitted passengers	Status
-----------------	-------------	-------------------	-----	----------------------	--------

Last updated on : 06-Apr-2026 18:45

To add passenger names to a paid reservation, go to "Passenger List" and then "Passenger Details."

02-May-2026, H2-805

PQBWEA

0 (0A)

Payment Pending
 Valid till : 08-Apr-2026 16:48

[Passenger details](#)

Last updated on : 06-Apr-2026 16:50

test
 GRP01263
 Adhoc

SCL → LIM
 10-July-2026, H2-802

10 Pax (10A)
Quoted fare : CLP 193487.00
 Requested date : 06-Apr-2026 16:22

OTWNHR

0 (0A)

Payment Completed
 Valid till : 05-Jul-2026 04:55

[Passenger details](#)



Passenger details

Select "Update Name List" to either upload an Excel file (in the specified format) or manually enter the data.

Click the "View Bookings" option and, from "Booking Details", proceed with the update of the group tickets.

1

Verify Booking and PNR details

2

"Add passenger details by uploading the passenger information file in XLS / XLSX format in the below upload area (or) click "I wish to enter passenger details" link to enter passenger informations manually. Note: You can download sample name list format below."

3

"Confirm the updated passenger details and click "Save" to update PNR."

📎 Sample name list format



Drag & drop your file here
Supported format .xls , .xlsx

Or

[Select file](#)

(Or)

[I wish to enter passenger details](#)

nomina.xls

[Upload again](#)

Continue



(Or)

Once the Excel file is uploaded, click “Continue” to populate the passenger data in the fields. Then, at the bottom, click “Submit” to send the passenger list.

Submit passenger details

Pax Count: 10 | Adult: 10 | Child: 0 | Infant: 0

S.no	Passenger type *	Title *	First name *	Last name *	Date of birth *	Gender *
1	Adult	Mr	JAVI	PINTO	29-Oct-1982	M
2	Adult	Mr	JOSE	MORALES	29-Oct-1982	M
3	Adult	Mr	MARIA	RUIZ	29-Oct-1982	M
4	Adult	Mr	JENY	RODRIGUEZ	29-Oct-1982	M



PASSENGER LIST EDITING

1





Verify Booking and PNR details

"Add passenger details" link to enter passenger information file in XLS / XLSX format. (or) click "I wish to enter passenger details" link to enter passenger informations manually. Note: You can download sample name list format below."

Later, if it's necessary to update the name list, go back to the "Passenger Details" section, modify the list, and select the pencil icon next to the name you wish to edit.

Submit passenger details

Pax Count: 10 | Adult: 10 | Child: 0 | Infant: 0

S.no	Passenger type *	Title *	First name *	Last name *	Date of birth *	Gender *	Modify
1	Adult	Mr	JAVI	PINTO	 29-Oct-1982	M	
2	Adult	Mr	JOSE	MORALES	 29-Oct-1982	M	



GROUP ISSUANCE



New booking ▾ Request info ▾ Modify request ▾ User

Finally, once the customer has finished entering their final passenger list, they must issue the group before the flight.



Adhoc Group request



Series Group Request



View request

0



Make payment

0



Name list Pending

0



View bookings



Report



Add ancillaries

0

To check-in the group you must go to [skyairline.com](https://www.skyairline.com) only in case of international routes, for domestic routes the check-in is automatic

Once the names have been entered, the customer can issue the tickets in “View Reservations.” They will receive an alert to issue them before the deadline.

JENT MR	RODRIGUEZ	29-October-1982	Male
FLAVIA MR	PAZ	29-October-1982	Male
PABLO MR	BRAVO	29-October-1982	Male
LUCAS MR	VIAL	29-October-1982	Male
MANUEL MR	COX	29-October-1982	Male
VICENTE MR	DIAZ	29-October-1982	Male
JORGE MR	MILLER	29-October-1982	Male

Issue ticket



MODIFY GROUP – BEFORE ISSUANCE



Dashboard

- Upsize
- Downsize
- Divide
- Change itinerary
- Add ancillaries
- Modification history



Last 1 Week ▾



0

1

View request

Make payment

To modify any reservation before issuance, go to the “Modify Request” section. For changes or refunds after issuance, contact SKY.



0

Name list Pending

View bookings

Report



You can only reduce your group before payment or after issuance; any other modifications within the platform must be done prior to issuance.

SPLIT GROUP

To split any reservation, select the “Split” option and choose the reservation in active status.

Passengers	Status	Group change request
------------	--------	----------------------

Last updated on : 06-Apr-2026 18:45

test GRP01264 Adhoc	SCL → LIM 30-April-2026, H2-802 LIM → SCL 02-May-2026, H2-805	10 Pax (10A)	Payment Pending	 Divide 
----------------------------------	--	--------------	-----------------	--

Last updated on : 06-Apr-2026 19:17

test GRP01263 Adhoc	SCL → LIM 10-July-2026, H2-802	10 Pax (10A)	Passenger Submitted	Divide not allowed at this status
----------------------------------	--	--------------	---------------------	-----------------------------------

You must wait for SKY's confirmation for the new quotation.

Divide request

Request Id: GRP01264 Request Type: Adhoc City Pair : SCL-LIM / LIM-SCL

Marco Trip Type: Round-trip


Departure Date : 30-April-2026 / 02-May-2026

PNR : PQBWEA

Parent request (Original booking)

No Of Adult: 10

Child request (New booking)

No Of Adult: 

Remarks *:

Divide Request

You must select the number of passengers to split, add a remark, and submit. This will generate a new reservation.

Group name

Group details

Last updated on : 06-Apr-2026

test
GRP01264
Adhoc

Last updated on : 06-Apr-2026

test
GRP01263
Adhoc

group change request



Divide

not allowed at this st

ITINERARY CHANGE

Request

If it's necessary to change the itinerary of the split reservation, go to "Change Itinerary" and modify the new reservation from there.

	Passengers	Status	Group change request
test GRP01264 Adhoc	SCL → LIM 30-April-2026, H2-802 LIM → SCL 02-May-2026, H2-805	10 Pax (10A) Payment Pending	 Change itinerary 

Last updated on : 06-Apr-2026 19:17

test GRP01263 Adhoc	SCL → LIM 10-July-2026, H2-802	10 Pax (10A) Passenger Submitted	Modify not allowed
----------------------------------	--	---	--------------------

You must wait for SKY's confirmation for the new quotation.

UPSIZE GROUP

Request

To increase the group in a request before issuance, go to “Modify Request” and then “Increase Size.”

Passengers

Status

Group change request

test
GRP01264
Adhoc

SCL → LIM
30-April-2026, H2-802

LIM → SCL
02-May-2026, H2-805

10 Pax (10A)

Payment Pending

Upsize



Last updated on : 06-Apr-2026 19:17

test
GRP01263
Adhoc

SCL → LIM
10-July-2026, H2-802

10 Pax (10A)

Passenger Submitted

To increase the group size, please
create a new request

A new quotation for the
group increase will be
generated automatically.

Select the number of additional passengers and submit the request. This will generate a new reservation within the original booking.

Last updated on : 06-Apr-2026 18:45

test
GRP01264
Adhoc

SCL →
30-April-2026,

LIM →
02-May-2026,

Last updated on : 06-Apr-2026 19:17

test
GRP01263
Adhoc


SCL →
10-July-2026,

City Pair: SCL - LIM / LIM - SCL

Travel Date: 30-April-2026 / 02-May-2026

Flight Number: H2-802 / H2-805

Number Of Passengers: 10 (10A + 0C)

No Of Additional Adults : 
15 Years

No Of Additional Child:
5-14 Years


No Of Additional Infant:
0-2 Years

Remarks *:

Raise New Request **Reset**

264

Group change request



ending  Upsize

mitted

To increase the group size, please create a new request

DOWNSIZE

In the case of reducing the number of passengers, this can only be done before payment within the platform or after ticket issuance by contacting SKY.

		Number of passengers	Status	Group change request
Last updated on : 06-Apr-2026 18:45				
test GRP01264 Adhoc	SCL → LIM 30-April-2026, H2-802 LIM → SCL 02-May-2026, H2-805	10 Pax (10A)	Payment Pending	 Downsize 
Last updated on : 06-Apr-2026 19:17				
test GRP01263 Adhoc	SCL → LIM 10-July-2026, H2-802	10 Pax (10A)	Passenger Submitted	Downsize not allowed at this status

EXTRA ANCILLARIES

To add ancillaries to the booking, they must be added after issuing the ticket in the “Add Ancillaries” section.

Order details ▾ Reports ▾ Support ▾

Last 1 Week ▾



Adhoc Group request



Series Group Request



View request

0



Make payment

0



Name list Pending

0



View bookings



Report



Add ancillaries

0



To check-in the group you must go to [skyairline.com](https://www.skyairline.com) only in case of international routes, for domestic routes the check-in is automatic



Select “View Ancillaries” and then “Add Additional Services” for baggage. For seats, with or without cost (depending on the purchased fare), go to “Select Seats.”

<u>Group details</u>	<u>Requested date</u>	<u>Request status</u>
GRP01263 test Adhoc	06-April-2026 19:22	Ticket Issued

The client can later select the ancillary for the entire group or only for specific passengers, then pay for the selected ancillary and reissue their ticket.

Once the final passenger list has been submitted, you must go to the “View Bookings” option and, from “Booking Details”, proceed with the final issuance of the group tickets.

Additional services can only be added before the first flight segment. After that, please contact SKY support.

Booking details

<u>Flight details</u>	<u>No of passengers</u>	<u>Baggage Deadline</u>	<u>Other Services Deadline</u>	<u>Seats Deadline</u>	<u>PNR</u>
SCL → LIM 10-July-2026, 04:55 H2-802	10 (10A)	09-July-2026	09-July-2026	09-July-2026	OTWNHR

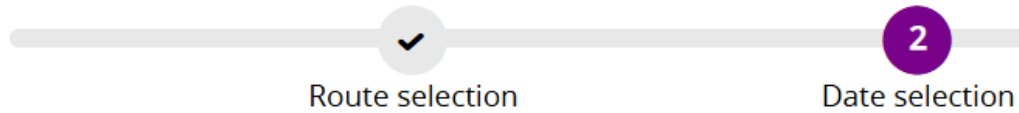
- Add Ancillary
- Select seat



SERIES REQUEST



[New booking](#) ▾ [Request info](#) ▾ [Modify request](#) ▾ [User details](#) ▾ [Reports](#) ▾ [Support](#) ▾



To request series, the customer can request up to 4 series at a time by entering their preferred dates with the same number of passengers, route, and flight.

1. Selected sector SCL → LIM / LIM → SCL

[View and edit](#)

2. Date selection

i Select the specific travel date(s) or series of date range for the group.

SCL → LIM

Date Range Specific Date



Start Date *

End Date *

Day Preference

Select start date

Select end date

All days

Tips:

- Number of groups in this series is equal to number of date selected between start date and end date.
- Start date refers to the first group's travel date.
- End date refers to the last group's travel date.
- Day preference can be useful if your series is on a specific day(s) of the week.

Proceed




To request more than 4 series, a new series request must be created.

1. Selected sector

SCL → LIM / LIM → SCL




 [View and edit](#)

2. Date selection

 *Select the travel date for each group by selecting individual travel date or provide lag days to auto begins in each group.*

SCL → LIM

Enter Length Of Stay Days

	SCL → LIM	LIM → SCL
Group 1	13-April-2026	 Select date
Group 2	20-April-2026	 Select date
Group 3	27-April-2026	 Select date

You must select the dates for each corresponding series group and then choose the flight time for each flight. After that, submit the request and wait for your quotation.

Proceed

ACCEPT SERIES QUOTATION

Group 1

Pay 100% 08-Apr-2026 18:59

SCL-LIM \ 13-Apr-2026

<u>Flight number</u>	<u>Departure date</u>	<u>Arrival date</u>	<u>No of guests (A+C+I)</u>	<u>Stops</u>				
H2-802	H2-802 13-Apr-2026 04:55	13-Apr-2026 07:55	10 (10A)	0	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
					CLP 312917.00 Fare breakdown View additional	CLP 359684.00 Fare breakdown View additional	CLP 365186.00 Fare breakdown View additional	CLP 389945.00 Fare breakdown View additional

Once the quotation for each series group has been generated, the customer can select the desired fare for each group.

LIM-SCL \ 15-Apr-2026

<u>Flight number</u>	<u>Departure date</u>	<u>Arrival date</u>	<u>No of guests (A+C+I)</u>	<u>Stops</u>	<u>Basic</u>	<u>Light</u>	<u>Standard</u>	<u>Max</u>
H2-805	H2-805 15-Apr-2026 02:05	15-Apr-2026 06:50	10 (10A)	0	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
					CLP 218246.00 Fare breakdown View additional	CLP 260428.00 Fare breakdown View additional	CLP 265013.00 Fare breakdown View additional	CLP 286104.00 Fare breakdown View additional

Group 2

Additionally, they must accept or reject each series group as appropriate before accepting the entire series quotation.



Group
Please

To



Accept Decline



Group - 1

SCL → LIM | H2-802

13-Apr-2026 04:55

10(10A)

CLP 531163.00

Accept Decline



More info

LIM → SCL | H2-805

15-Apr-2026 02:05

Flight number	Origin	Destination	Departure date	Arrival date	Stops	Fare
H2-802	SCL	LIM	13-Apr-2026 04:55	13-Apr-2026 07:55	0	CLP 312917.00
H2-805	LIM	SCL	15-Apr-2026 02:05	15-Apr-2026 06:50	0	CLP 218246.00

Payment validity (100%) : 08-Apr-2026 18:59

Passenger validity : 12-Apr-2026 04:55

Fare breakdown (All fares in CLP)

	Base fare	Taxes	Overall fare
Adult (10)	466753.00	64410.00	531163.00

Group - 2

SCL → LIM | H2-802

20-Apr-2026 04:55

10(10A)

CLP 491732.00

Accept Decline

More info

LIM → SCL | H2-805

22-Apr-2026 02:05

Flight number	Origin	Destination	Departure date	Arrival date	Stops	Fare
H2-802	SCL	LIM	20-Apr-2026 04:55	20-Apr-2026 07:55	0	CLP 312917.00

The customer must go back to the main panel and select “Make Payment” to pay for their series groups.



Adhoc Group request



Series Group Request



View request

0



Make payment

0



Name list Pending

0



View bookings



Report



Add ancillaries

0

SERIES PAYMENT AND ISSUANCE

+ PNR: PLHPCE

+ PNR: PWLIAQ

+ PNR: PLIVPY

Make payment

The customer can choose to pay for all series groups at once or select only the groups they wish to pay for individually. Then, they proceed with entering passenger names and issuing the group as if it were an ad hoc group.

<u>Request id</u>	<u>PNR</u>	<u>Payment validity</u>	<u>PNR status</u>	<u>Paid amount</u>	<u>Total amount</u>	<u>Requested amount</u>	<input checked="" type="checkbox"/>
GRP01265	PLIVPY	08 Apr, 2026 18:59	Confirmed	CLP 0	CLP 5,009,020.00	CLP 5,009,020.00	<input checked="" type="checkbox"/>
GRP01265	PLHPCE	08 Apr, 2026 18:59	Confirmed	CLP 0	CLP 5,311,630.00	CLP 5,311,630.00	<input checked="" type="checkbox"/>
GRP01265	PWLIAQ	08 Apr, 2026 18:59	Confirmed	CLP 0	CLP 4,917,320.00	CLP 4,917,320.00	<input checked="" type="checkbox"/>

Payment

Total Package Price 15,237,970.00 CLP

Total paid 0.00 CLP

Total amount due 15,237,970.00 CLP

Pay your group here

The Submit button will redirect to an external page for payment.

Submit

REPORTS



New booking ▾ Request info ▾ Modify request ▾ User details ▾ Reports ▾ 

To create reports, the customer can click on the “Reports” section in the panel.

Last 1 Week ▾



Adhoc Group request



Series Group Request



View request



Make payment




Name list Pending



View bookings



Report 



Add ancillaries

To check-in the group you must go to [skyairline.com](https://www.skyairline.com) only in case of international routes, for domestic routes the check-in is automatic

Here, they can select all the data needed to build reports by columns. Afterwards, they can download the report in Excel format and perform their own analyses (e.g., number of groups, paid, canceled, etc.).

Create reports

Saved reports

Group Request

1 Available fields

2 Available conditions

3 Review & save

Request Details

Select All

- Group request id
- Group Name
- Request type
- Trip type
- Trip category
- Currency
- Requested / Expected Fare
- User remarks
- Requested date
- Status of request
- Group category
- Created by
- Sector
- Country of origin/destination
- Requested departure date
- Requested flight number
- Request user
- Requested no of pax

Quoted Details

Select All

- Approved departure date
- Approved flight number
- Approved no of pax
- Response fare/Fare quoted
- Airlines Remarks
- Transaction status
- Last actioned time (Airline)
- Discount amount
- SSRs
- SSR revenue
- Displacement fare remarks
- Adjusted amount

Evaluation Details

Select All