

Welcome to Aden!

This document will show you how to add money to your child's meal card. For parents of EC/KG students, you will also learn how to pre-order their lunches using the Aden website.

Pre-Ordering Lunch for EC/KG

Parents of EC and KG students can pre-order lunch online up to a month in advance on the Aden website: <https://ssis.adenvn-schools.com>. (Follow the steps on page 8 of this document.) EC/KG students' lunches will be delivered to their classrooms.

Add Money to Your Child's Meal Cards

There are three ways to add money, i.e. "top-up" a student's meal card:

1. Add money through [Aden's website](#).
2. Top up by cash at the canteen (from 7:30am to 2pm).
3. Using bank transfer*:

Account No.: 1057193903

Bank: JOINT STOCK COMMERCIAL BANK FOR FOREIGN TRADE OF VIETNAM

(VIETCOMBANK)

Account Name: CT TNHH ADEN SERVICES (VIET NAM)

Transaction Note: SSIS - Student's ID number - Student's full name

**Please note that it will take a few days for bank transfers to be updated and reflected in the account balance.*

Instructions for Top-Up on Aden Website

Step 1: Go to the Aden website: <https://sis.adenvn-schools.com>.

Step 2: Enter your child's student ID.

Please note that you must log in for each student individually.

Step 3: Enter the default password "123456" (you can change your password in the settings, once you are logged in).

Log in to your account
Enter your information to login.

Username
Child's Student ID

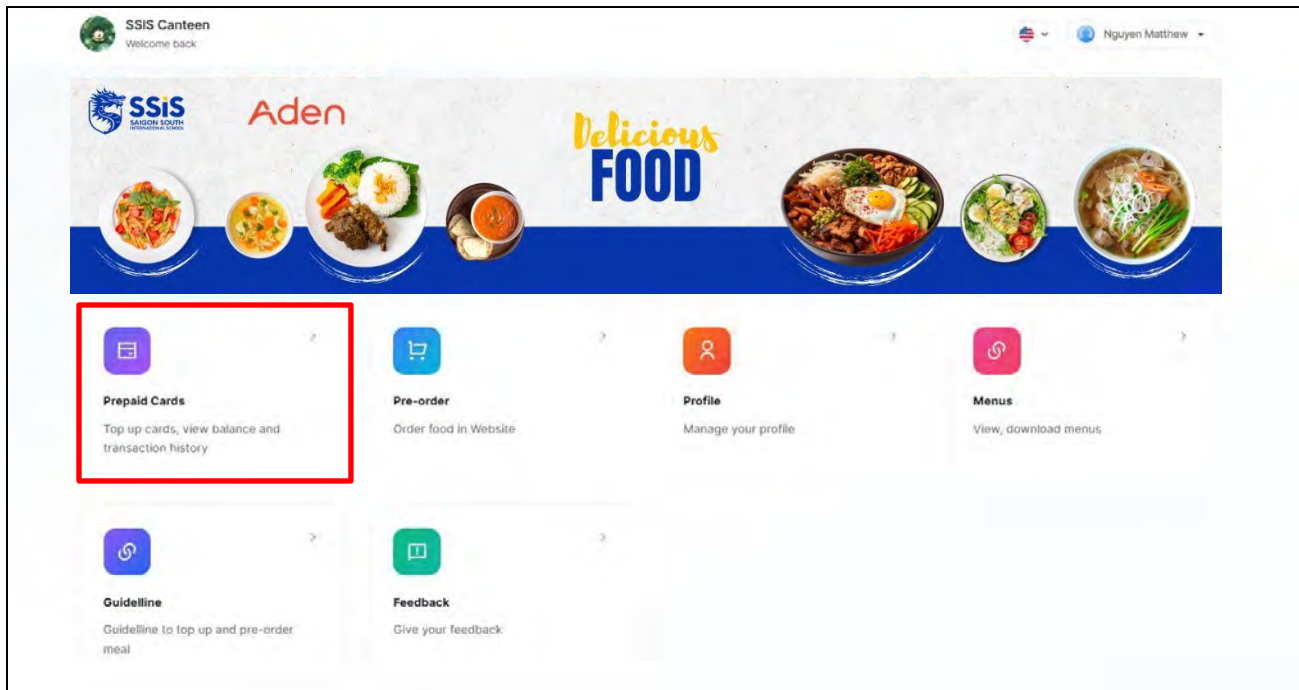
Password
123456

[Forgot the password?](#)

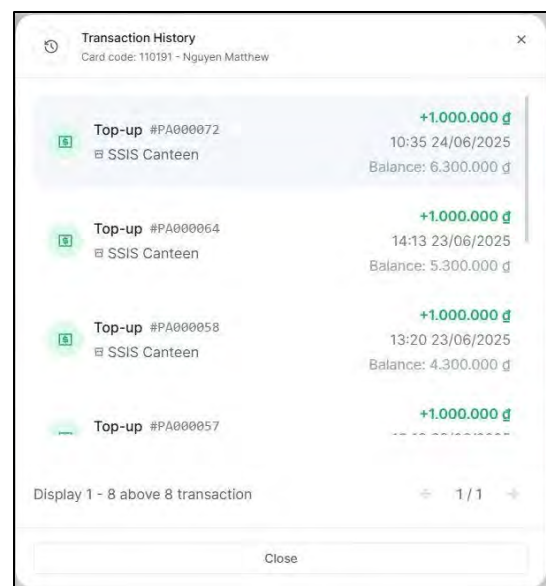
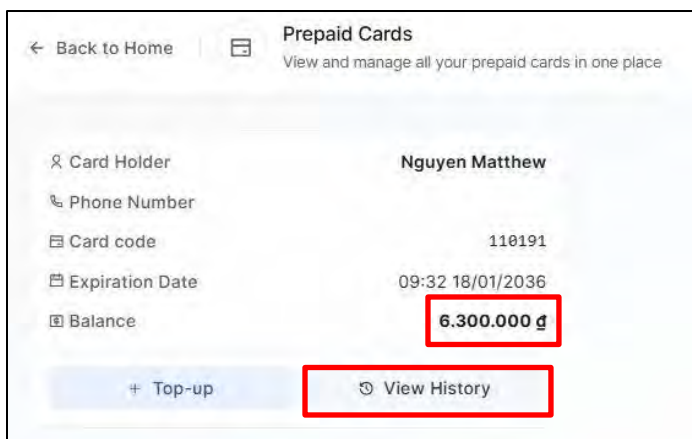
Log in

Aden Website: Viewing Account History and Balance

To **view your child's meal card balance** and transaction history, click "Prepaid Cards."

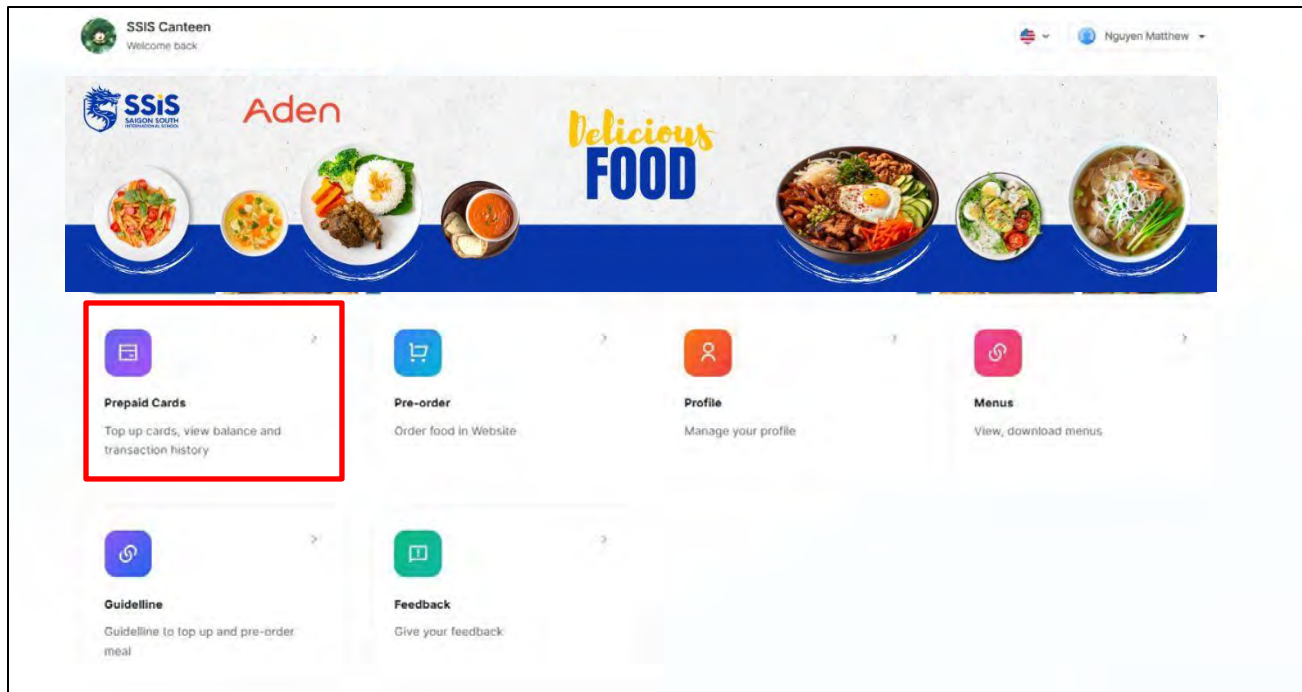


Here you can **view the balance or click "View History"** to see the complete transaction history.

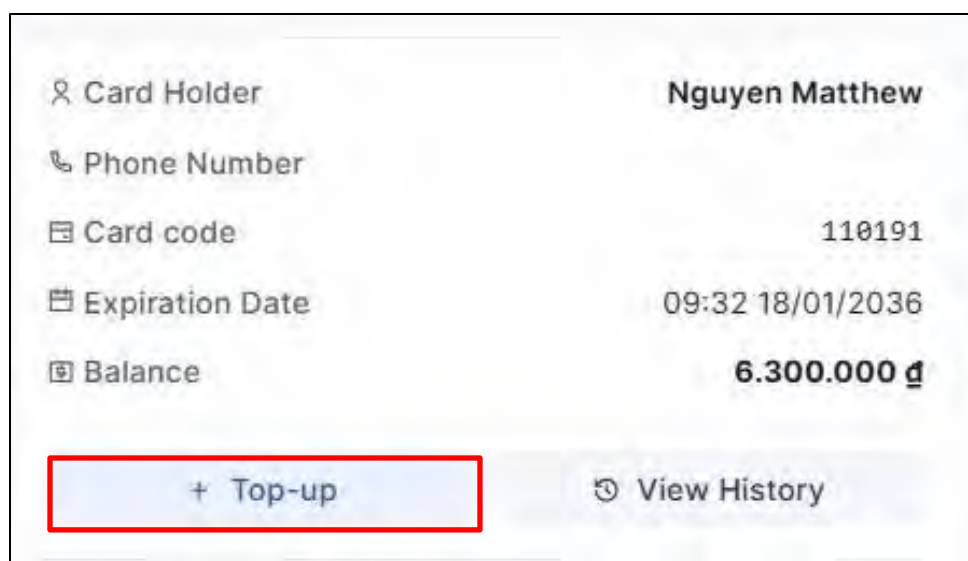


Aden Website: Topping Up/Adding Money

Step 1. To add money, i.e. “top-up” your child’s meal balance first, click “Prepaid Cards.”



Step 2. Click “Top-up.”



Aden Website: Topping Up/Adding Money

Step 3. Choose the top-up amount and click “Next.”

Step 4. Click “Bank Transaction Fee” to see any associated fees by Zalopay Online Service fee*

The screenshot shows a 'Top-up' window for a user with card code 110191 - Nguyen Matthew. The interface is divided into two steps: '1 Choose a package' and '2 Select the payment method'. Under 'Choose a package', there are four options:

| Package Amount | Face value | Selling price |
|----------------|-------------|---------------|
| 1,000,000 | 1.000.000 đ | 1.000.000 đ |
| 2,000,000 | 2.000.000 đ | 2.000.000 đ |
| 3,000,000 | 3.000.000 đ | 3.000.000 đ |
| Others | - | - |

The 2,000,000 package is highlighted with a blue border. Below the packages is a link for 'Bank Transaction Fee'. At the bottom right, there is an orange 'Next' button with a right-pointing arrow.

* (in accordance with Circular 18/2024/TT-NHNN (Effective July 1, 2024) - Article 5 - Clause 2)

Aden Website: Topping Up/Adding Money

Step 5. Choose payment method - "ZaloPay," (it will lead to multiple payment options).

Step 6. Click "Conducting payment."

Top-up
Card code: 110191 - Nguyen Matthew

✓ Choose a package → 2 Select the payment method

Select the payment method

ZaloPay

Summary of payment

Total: 2.000.000 đ

[Bank Transaction Fee](#)

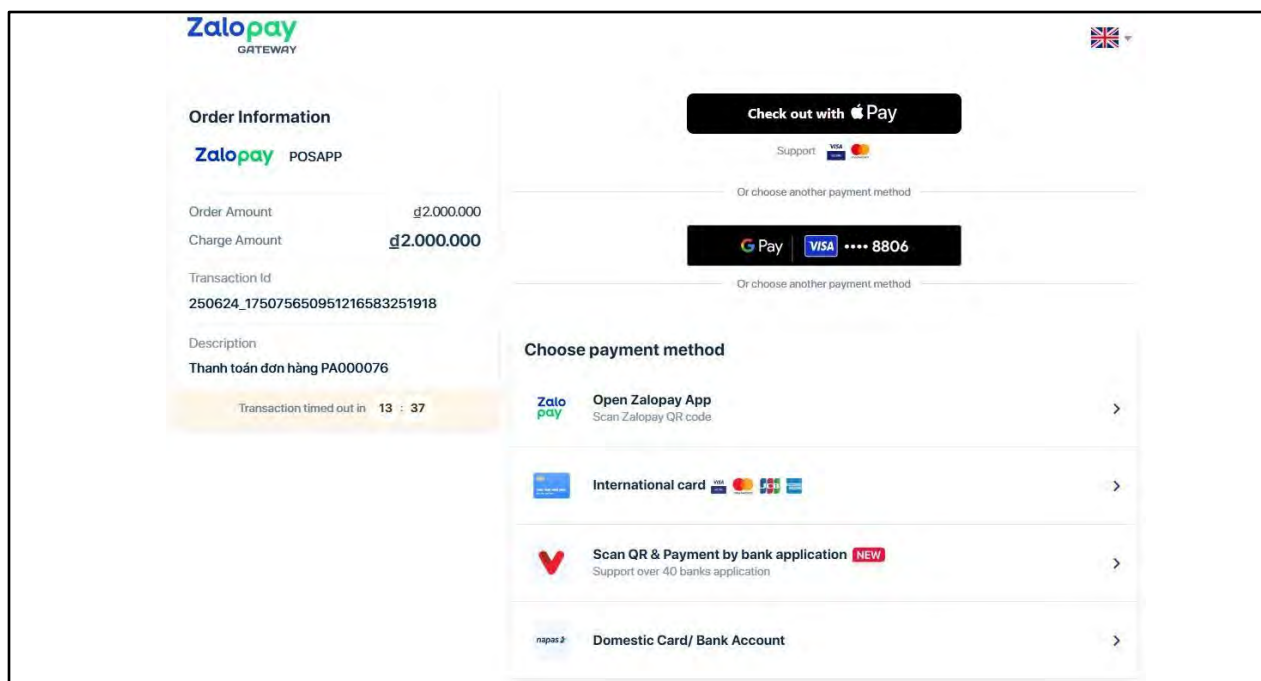
← Back

Conducting payment

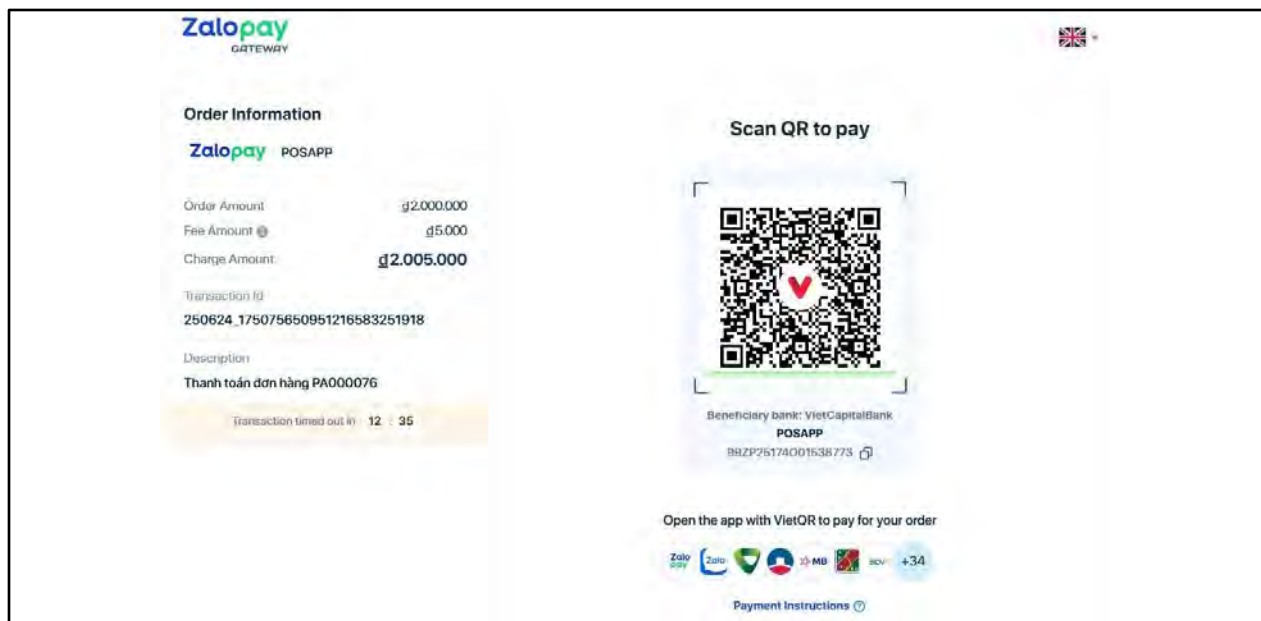
Aden Website: Topping Up/Adding Money

Step 7. Choose your preferred payment method:

- ZaloPay App
- International card (Visa, Mastercard, JCB, etc.)
- QR code or payment by bank app
- Domestic/Napas cards

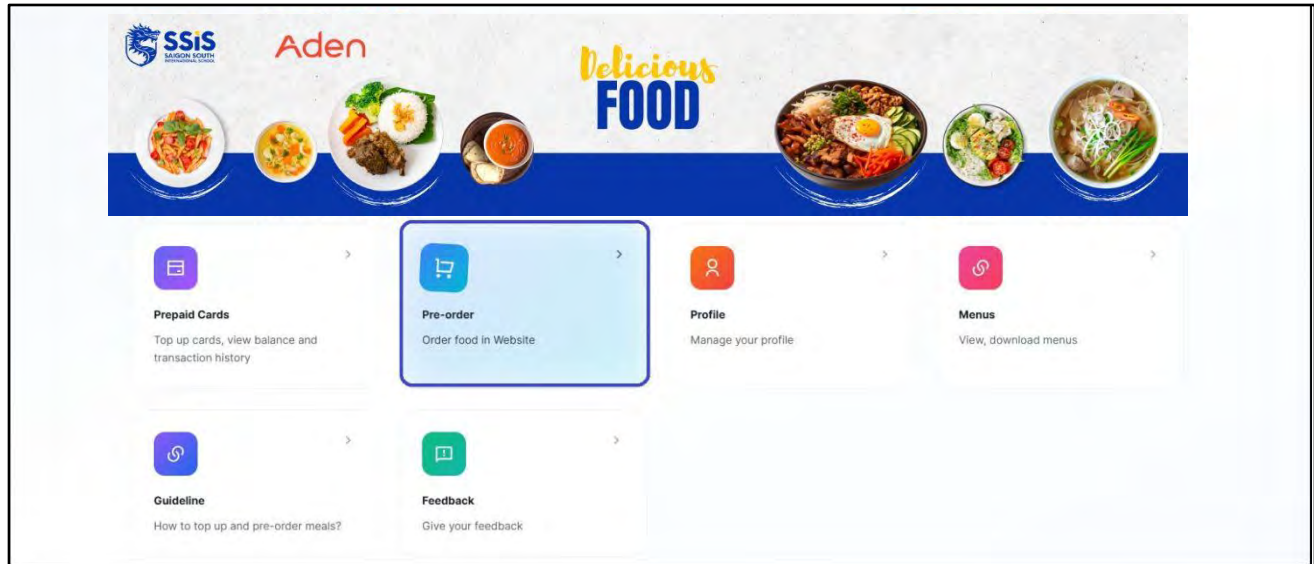


Step 8. Open your banking app and scan the QR code to complete the top-up process.



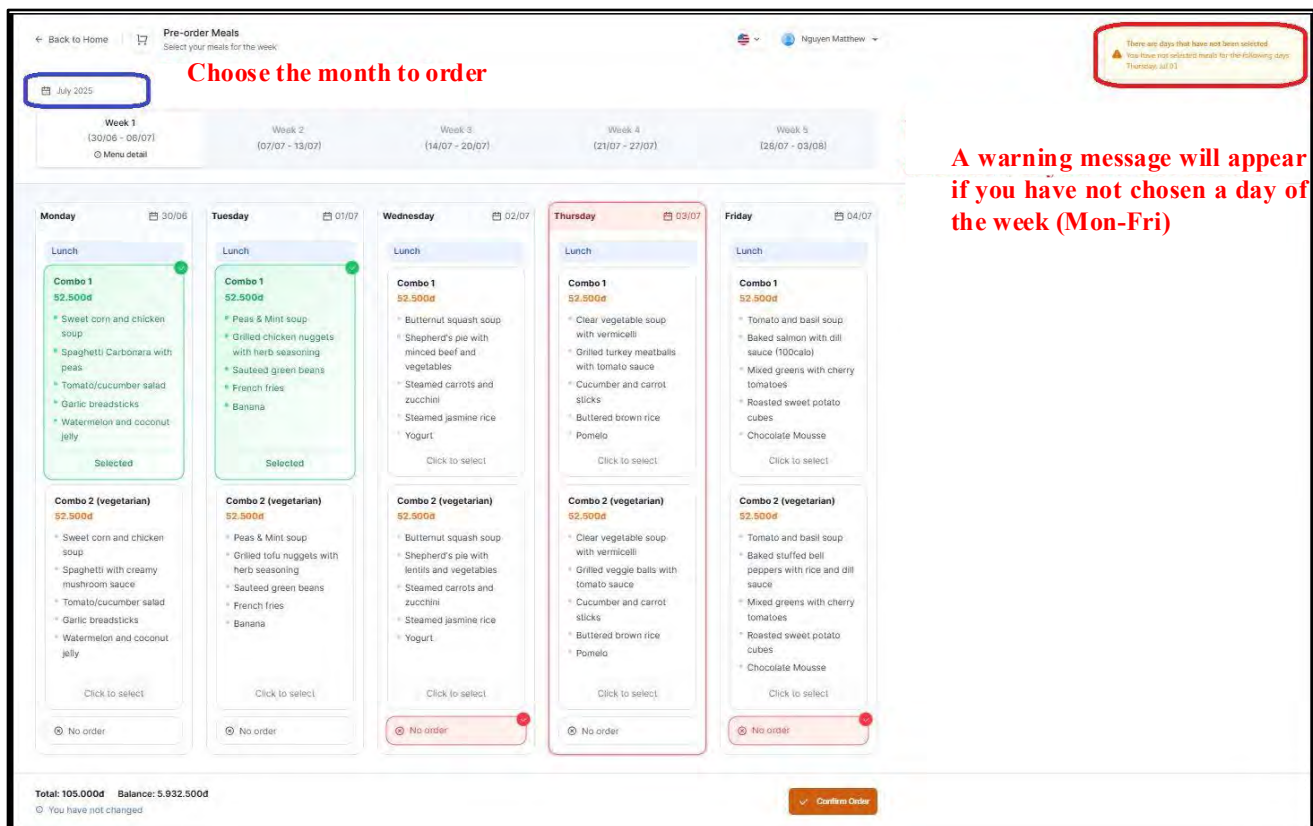
Aden Website: EC/KG Pre-Ordering Lunch

Step 1: Click "Pre-order"



Step 2: Chose the month and a combo for each day: "Combo 1," "Combo 2," or "No Order."

You **must select an option for each day of the week** (Monday to Friday) before clicking "Confirm Order."



Aden Website: EC/KG Pre-Ordering Lunch

Step 3: Click "Confirm Order." You will not be able to confirm the order if the meal card balance is insufficient.

After confirming the order on the website, you will receive a confirmation email.

Week 1 (26/05 - 01/06) Week 2 (02/06 - 08/06) Week 3 (09/06 - 15/06) Week 4 (16/06 - 22/06) Week 5 (23/06 - 29/06) **Week 6 (30/06 - 06/07)** [Menu detail](#)

See detail menu here

| Monday 30/06 | Tuesday 01/07 | Wednesday 02/07 | Thursday 03/07 | Friday 04/07 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Lunch Combo 1 52,500d Sweet corn and chicken soup Spaghetti Carbonara with peas Tomato/cucumber salad Garlic breadsticks Watermelon and coconut jelly Selected | Lunch Combo 1 52,500d Peas & Mint soup Grilled chicken nuggets with herb seasoning Sauteed green beans French fries Banana Selected | Lunch Combo 1 52,500d Butternut squash soup Shepherd's pie with minced beef and vegetables Steamed carrots and zucchini Steamed jasmine rice Yogurt Click to select | Lunch Combo 1 52,500d Clear vegetable soup with vermicelli Grilled turkey meatballs with tomato sauce Cucumber and carrot sticks Buttered brown rice Pomelo Click to select | Lunch Combo 1 52,500d Tomato and basil soup Baked salmon with dill sauce (100calo) Mixed greens with cherry tomatoes Roasted sweet potato cubes Chocolate Mousse Selected |
| Combo 2 (vegetarian) 52,500d Sweet corn and chicken soup Spaghetti with creamy mushroom sauce Tomato/cucumber salad Garlic breadsticks Watermelon and coconut jelly Click to select | Combo 2 (vegetarian) 52,500d Peas & Mint soup Grilled tofu nuggets with herb seasoning Sauteed green beans French fries Banana Click to select | Combo 2 (vegetarian) 52,500d Butternut squash soup Shepherd's pie with lentils and vegetables Steamed carrots and zucchini Steamed jasmine rice Yogurt Click to select | Combo 2 (vegetarian) 52,500d Clear vegetable soup with vermicelli Grilled veggie balls with tomato sauce Cucumber and carrot sticks Buttered brown rice Pomelo Selected | Combo 2 (vegetarian) 52,500d Tomato and basil soup Baked stuffed bell peppers with rice and dill sauce Mixed greens with cherry tomatoes Roasted sweet potato cubes Chocolate Mousse Click to select |
| <input type="radio"/> No order | <input type="radio"/> No order | <input type="radio"/> No order | <input type="radio"/> No order | <input type="radio"/> No order |

Total: 210.000d Balance: 5.827.500d
 © You have not changed

You can not "Confirm Order" if the balance is not enough to pay

Note:

- Changes or cancellations must be made before 8:30 am each day.
- To cancel a pre-ordered meal, click "No Order," before 8:30 am, or you will be charged for that meal.

Aden Website: EC/KG Pre-Ordering Lunch

NOTE: It is not possible to edit or cancel any same-day pre-ordered meals after 8:30 am.

June 2025

Week 1 (26/05 - 01/06) Week 2 (02/06 - 08/06) Week 3 (09/06 - 15/06) **Week 4 (16/06 - 22/06)** Week 5 (23/06 - 29/06) Week 6 (30/06 - 06/07)

⊙ Menu detail

| Monday | Tuesday | Wednesday | Thursday | Friday |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Past | Past | Past | Past | Past |
| Lunch | Lunch | Lunch | Lunch | Lunch |
| Combo 1 52,500 <ul style="list-style-type: none"> Sweet corn and chicken soup Spaghetti Carbonara with peas Tomato/cucumber salad Garlic breadsticks Watermelon and coconut jelly | Combo 1 52,500 <ul style="list-style-type: none"> Peas & Mint soup Grilled chicken nuggets with herb seasoning Sautéed green beans French fries Banana | Combo 1 52,500 <ul style="list-style-type: none"> Butternut squash soup Shepherd's pie with minced beef and vegetables Steamed carrots and zucchini Steamed jasmine rice Yogurt | Combo 1 52,500 <ul style="list-style-type: none"> Clear vegetable soup with vermicelli Grilled turkey meatballs with tomato sauce Cucumber and carrot sticks Buttered brown rice Pomelo | Combo 1 52,500 <ul style="list-style-type: none"> Tomato and basil soup Baked salmon with dill sauce (100g/10) Mixed greens with cherry tomatoes Roasted sweet potato cubes Chocolate Mousse |
| Combo 2 (vegetarian) 52,500 <ul style="list-style-type: none"> Sweet corn and chicken soup Spaghetti with creamy mushroom sauce Tomato/cucumber salad Garlic breadsticks Watermelon and coconut jelly | Combo 2 (vegetarian) 52,500 <ul style="list-style-type: none"> Peas & Mint soup Grilled tofu nuggets with herb seasoning Sautéed green beans French fries Banana | Combo 2 (vegetarian) 52,500 <ul style="list-style-type: none"> Butternut squash soup Shepherd's pie with lentils and vegetables Steamed carrots and zucchini Steamed jasmine rice Yogurt | Combo 2 (vegetarian) 52,500 <ul style="list-style-type: none"> Clear vegetable soup with vermicelli Grilled veggie balls with tomato sauce Cucumber and carrot sticks Buttered brown rice Pomelo | Combo 2 (vegetarian) 52,500 <ul style="list-style-type: none"> Tomato and basil soup Baked stuffed bell peppers with rice and dill sauce Mixed greens with cherry tomatoes Roasted sweet potato cubes Chocolate Mousse |
| ⊙ No order | ⊙ No order | ⊙ No order | ⊙ No order | ⊙ No order |

Total: 52,500 Balance: 5,932,500 [Confirm Order](#)