

Welcome to Aden!

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

Pre-Ordering EC/KG Lunch

- Parents of EC and KG students can pre-order their child's lunch up to a month in advance on the Aden website:
<https://sis.adenvn-schools.com>.
- Follow the steps beginning on [page 10](#) of this document.
- EC/KG students' lunches are delivered to their classrooms.

How to Add Money to Your Child's Meal Card

There are three ways to add money, or "top-up," your child's meal card:

1. Add money through [Aden's website](#).
2. Cash: Top up at the SSIS canteen (7:30-10:30 am) or at the Oxygen Cafe outside of the main school gates (7:30-4:00 pm).
3. 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

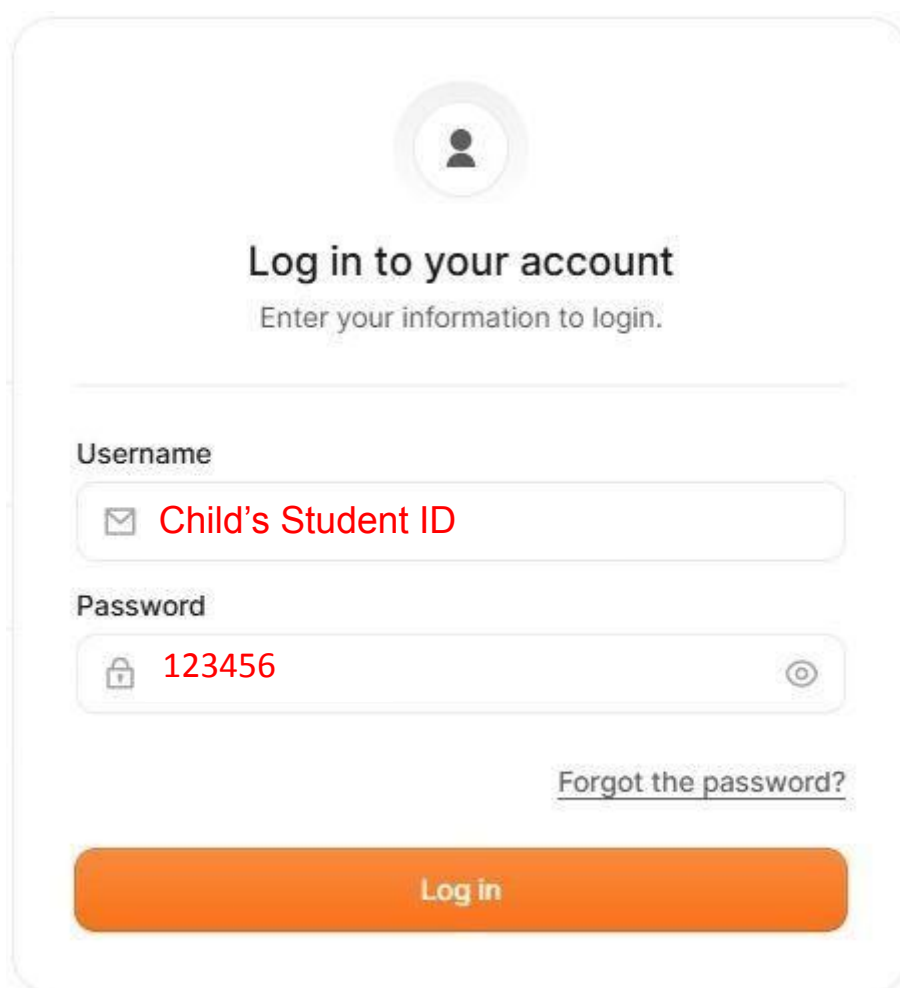
**Please note: Bank transfers can take a few days to be reflected in your child's account balance.*

Instructions to Top-Up on the Aden Website

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

Step 2: Enter your child's student ID. *Please note: You must log in for each child individually.*

Step 3: Enter the default password "123456" (You can change your password in the settings, after you log in the first time.)



The login form is a white rounded rectangle with a light gray border. At the top center is a circular icon containing a person silhouette. Below the icon, the text "Log in to your account" is displayed in bold, followed by the instruction "Enter your information to login." in a smaller font. The form contains two input fields: "Username" with a red envelope icon and the text "Child's Student ID", and "Password" with a red padlock icon and the text "123456". A toggle icon for password visibility is on the right of the password field. Below the fields is a link "Forgot the password?". At the bottom is a large orange "Log in" button.

Log in to your account
Enter your information to login.

Username
✉ Child's Student ID

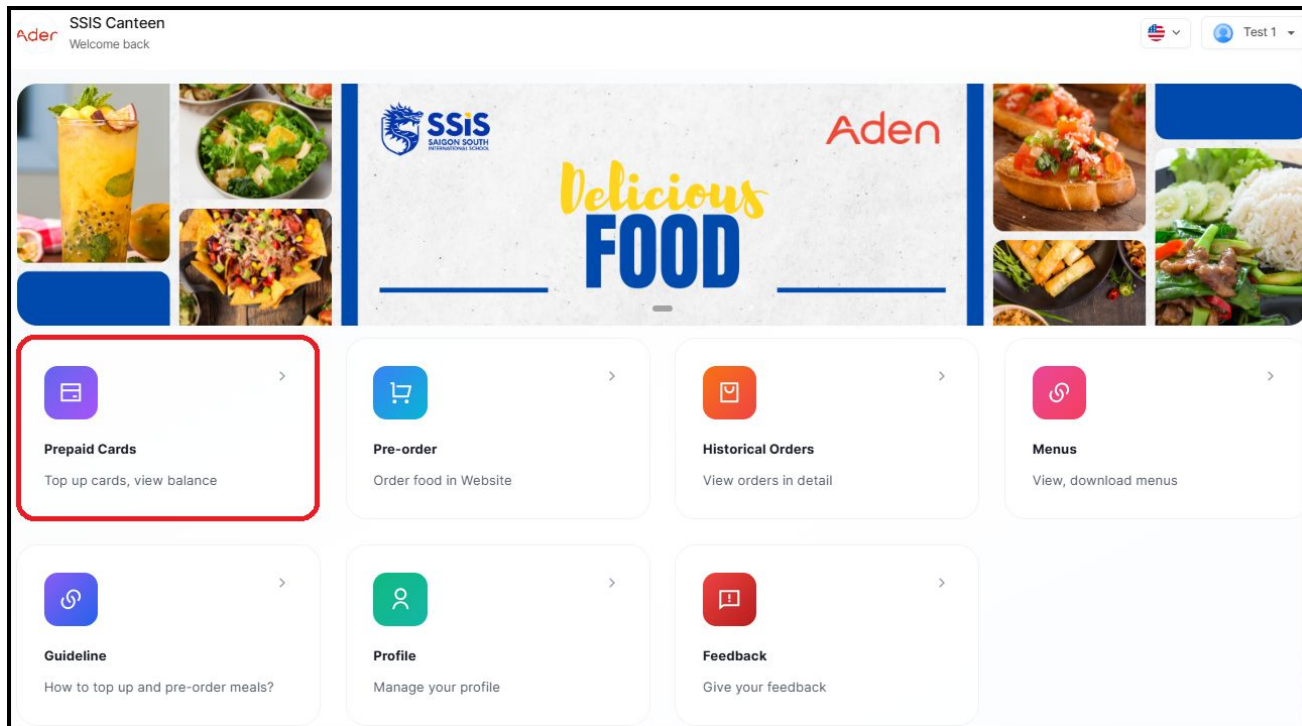
Password
🔒 123456

[Forgot the password?](#)

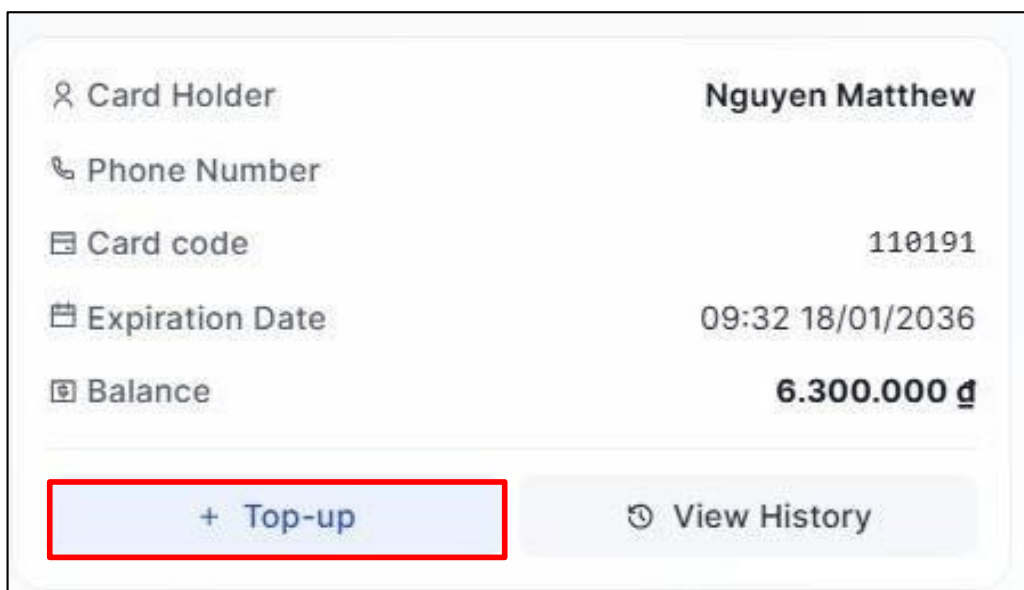
Log in

How to Top-up (Add Money) to Your Child's Card (cont.)

Step 1. To add money, i.e. “top-up,” your child’s meal balance on the Aden website, login and click “Prepaid Cards.”



Step 2. Then click “Top-up.”



How to Top-up (Add Money) to Your Child's Card (cont.)

Step 3. Choose a package (amount to add) and click "Next."

Step 4. Click "Bank Transaction Fee" to see the online service fees charged for using Zalopay*

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

 **Top-up** ×

Card code: 110191 - Nguyen Matthew

1 Choose a package >

2 Select the payment method

Choose a package

1,000,000

Face value: 1.000.000 đ

Selling price: 1.000.000 đ

2,000,000

Face value: 2.000.000 đ

Selling price: 2.000.000 đ

3,000,000

Face value: 3.000.000 đ

Selling price: 3.000.000 đ

Others

Face value: -

Selling price: -

[Bank Transaction Fee](#)

Next →

How to Top-up (Add Money) to Your Child's Card (cont.)

Step 5. Choose "ZaloPay" (this payment method leads to multiple payment options).

Step 6. Click "Conducting payment."

The screenshot shows a 'Top-up' payment interface. At the top, it says 'Top-up' with a close button (X) and 'Card code: 110191 - Nguyen Matthew'. Below this, there are two steps: '1 Choose a package' (marked with a green checkmark) and '2 Select the payment method' (marked with an orange circle). Under 'Select the payment method', the 'ZaloPay' option is highlighted with a red box. Below this, there is a 'Summary of payment' section showing 'Total: 2.000.000 đ'. At the bottom, there is a 'Back' button and a 'Conducting payment' button, which is also highlighted with a red box.

Top-up
Card code: 110191 - Nguyen Matthew

1 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

How to Top-up (Add Money) to Your Child's Card (cont.)

Step 7. Choose your **preferred payment method**. Please note, there is a transaction fee for these options, which varies per payment method.

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

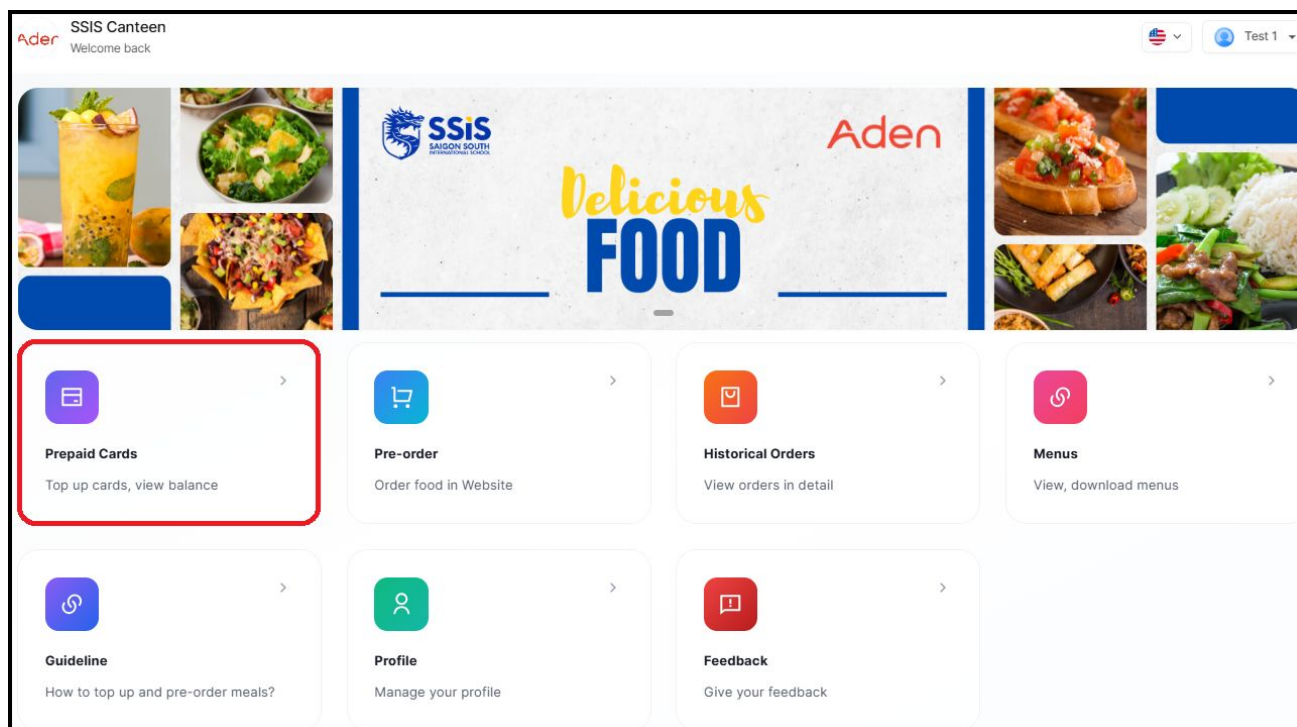
The screenshot displays the ZaloPay Gateway payment page. On the left, under 'Order Information', the details are: Order Amount (₫2,000,000), Charge Amount (₫2,000,000), Transaction Id (250624_175075650951216583251918), and Description (Thanh toán đơn hàng PA000076). A timer indicates 'Transaction timed out in 13 : 37'. On the right, there are buttons for 'Check out with Apple Pay' and 'Support' (with Visa and Mastercard logos). Below these, a section titled 'Or choose another payment method' shows 'G Pay' and 'VISA **** 8806'. Further down, the 'Choose payment method' section lists four options: 'Open ZaloPay App' (Scan ZaloPay QR code), 'International card' (with Visa, Mastercard, and JCB logos), 'Scan QR & Payment by bank application' (marked as NEW, Support over 40 banks application), and 'Domestic Card/ Bank Account' (with Napas logo).

Step 8. Open **your banking app** and **scan the QR code** to complete the payment process.

The screenshot shows the ZaloPay Gateway payment page with the 'Scan QR to pay' section active. The 'Order Information' on the left is updated: Order Amount (₫2,000,000), Fee Amount (₫5,000), Charge Amount (₫2,005,000), Transaction Id (250624_175075650951216583251918), and Description (Thanh toán đơn hàng PA000076). The timer now shows 'Transaction timed out in 12 : 35'. The 'Scan QR to pay' section features a large QR code with a red heart icon in the center. Below the QR code, it states 'Beneficiary bank: VietCapitalBank POSAPP' and provides the account number '99ZP25174001538773'. At the bottom, there is a prompt 'Open the app with VietQR to pay for your order' and a row of app icons including ZaloPay, Zalo, VietQR, MB, and others, followed by '+34'. A 'Payment Instructions' link is also visible.

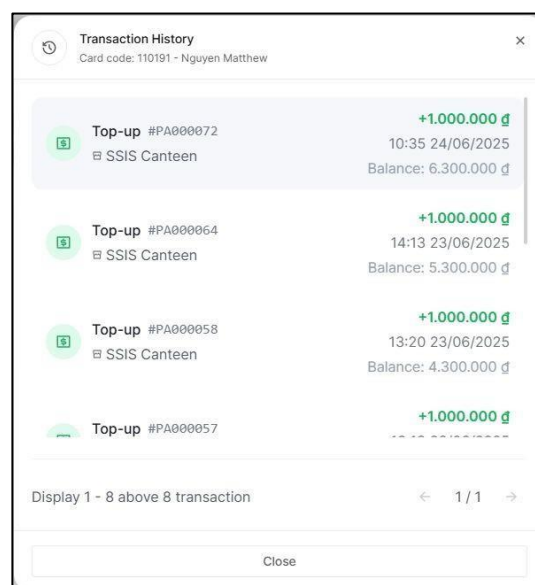
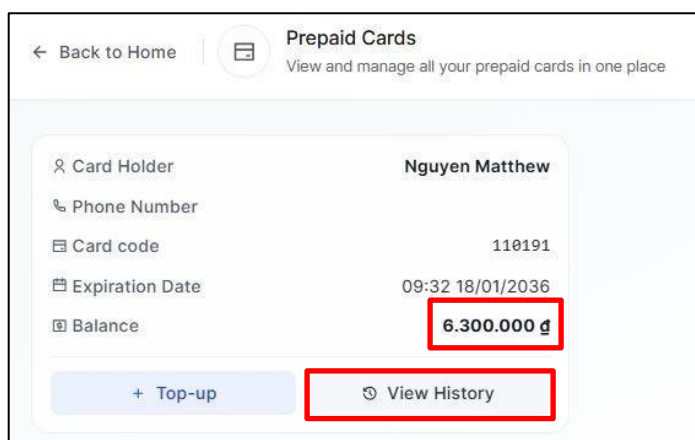
View Account History and Balance (Aden Website)

Step 1: To view your child's meal card balance and transaction history, click "Prepaid Cards."



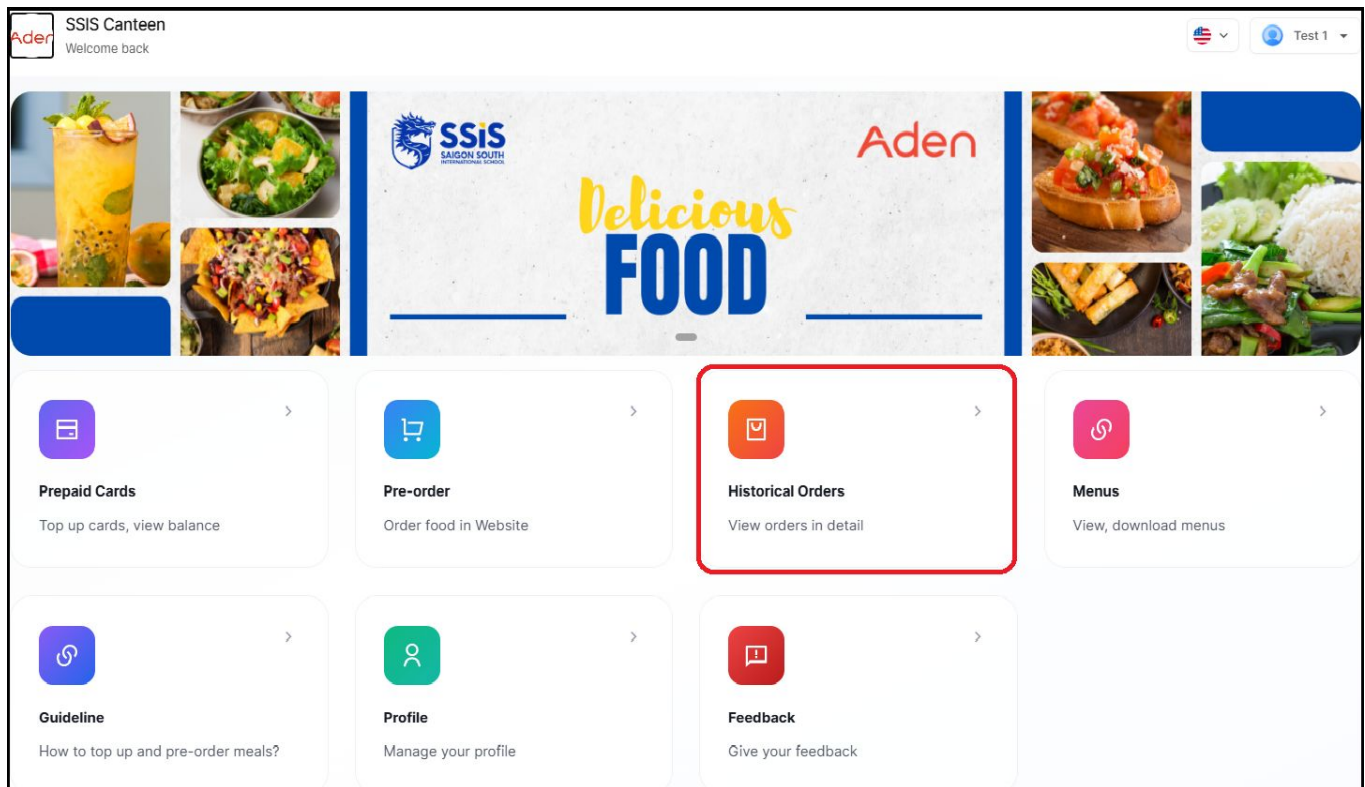
Step 2: You will see their current balance.

Step 3: Click "View History" to see their complete transaction history.

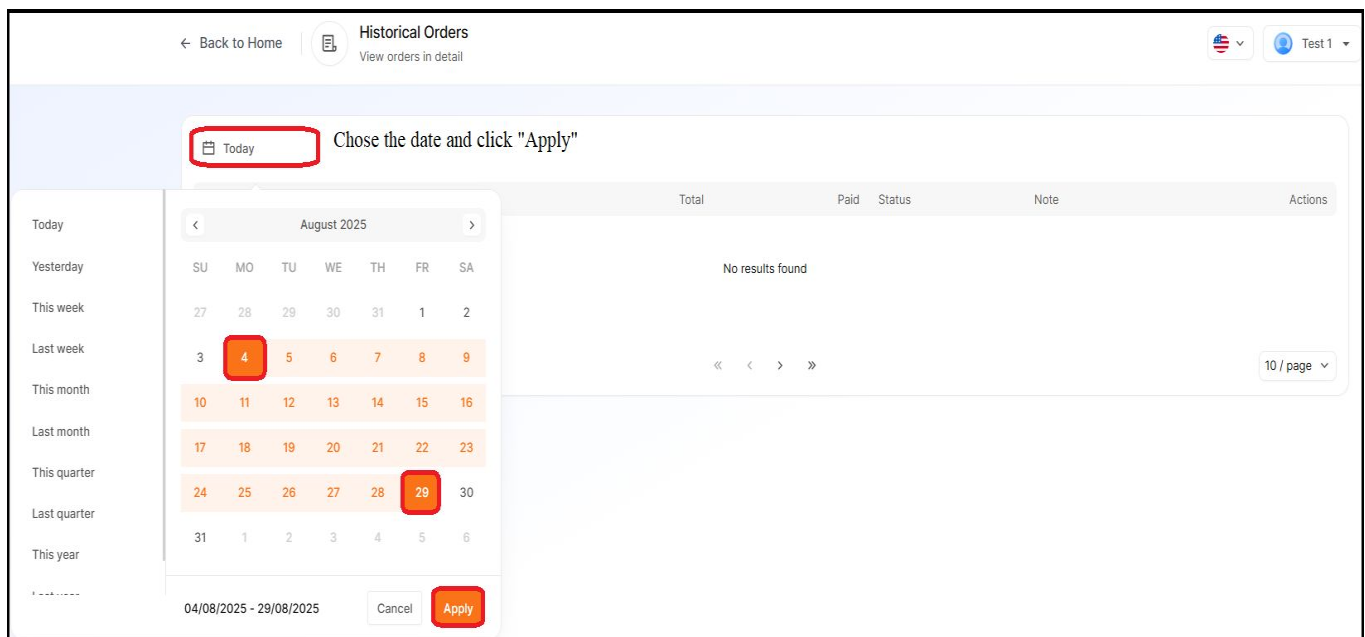


Viewing Your Child's Purchases (Aden Website)

Step 1: Click "Historical Orders"



Step 2: Chose the date(s) you wish to see.



Viewing Your Child's Purchases (cont.) (Aden Website)

You will see a list of transactions made on your child's card.

[Back to Home](#)

Historical Orders

View orders in detail

🇺🇸

Test 1

📅 04/08/2025 - 29/08/2025

#	Order Code	Sales date time	Total	Paid	Status	Note	Actions
1	BH00001	29/08/2025 10:47	84.000 đ	84.000 đ	Canceled	To view detail of Order, click here	Detail
2	BH00004	29/08/2025 10:44	84.000 đ	84.000 đ	Canceled		Detail
3	BH00003	29/08/2025 10:44	84.000 đ	84.000 đ	Canceled		Detail
4	BH00002	29/08/2025 10:42	84.000 đ	84.000 đ	Canceled		Detail
5	BH00001	29/08/2025 10:38	61.000 đ	61.000 đ	Canceled		Detail
6	BH00001	29/08/2025 10:41	84.000 đ	84.000 đ	Canceled		Detail
7	BH00059	28/08/2025 16:24	84.000 đ	84.000 đ	Canceled		Detail
8	BH00057	28/08/2025 16:19	84.000 đ	84.000 đ	Canceled		Detail
9	BH00033	28/08/2025 16:19	61.000 đ	61.000 đ	Canceled		Detail
10	BH00017	28/08/2025 15:39	84.000 đ	84.000 đ	Canceled		Detail

Order details

Order information

Order Code

BH00001

Sales date time

10:47 AM, Friday 08/29/2025

Selected items (1)

Bibimbites (phần)

84.000 đ

x 1

Total

Sub total

84.000 đ

Surcharges

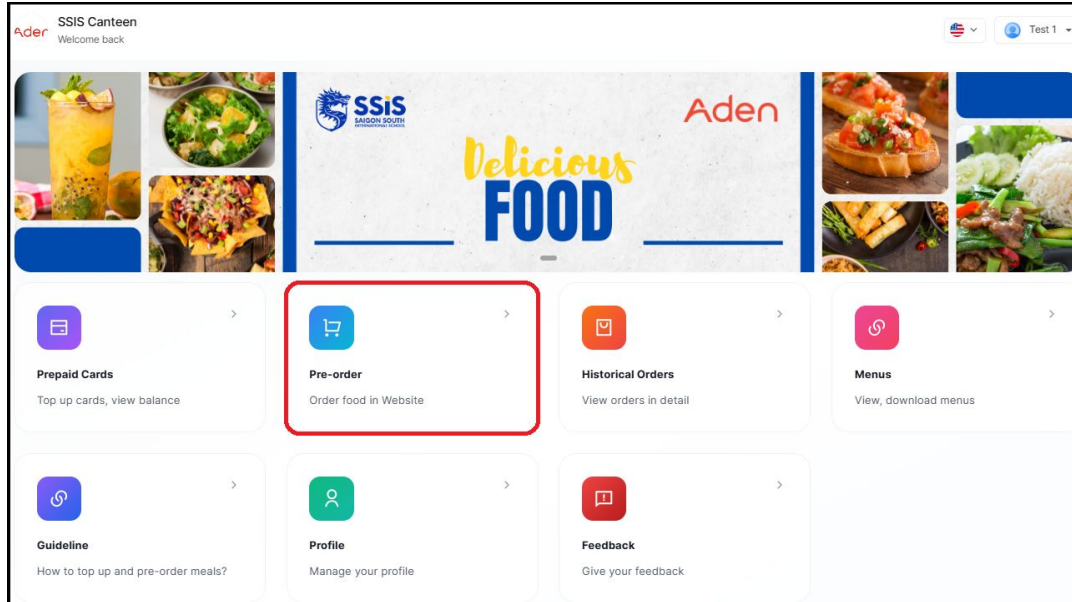
0 đ

Total payment

84.000 đ

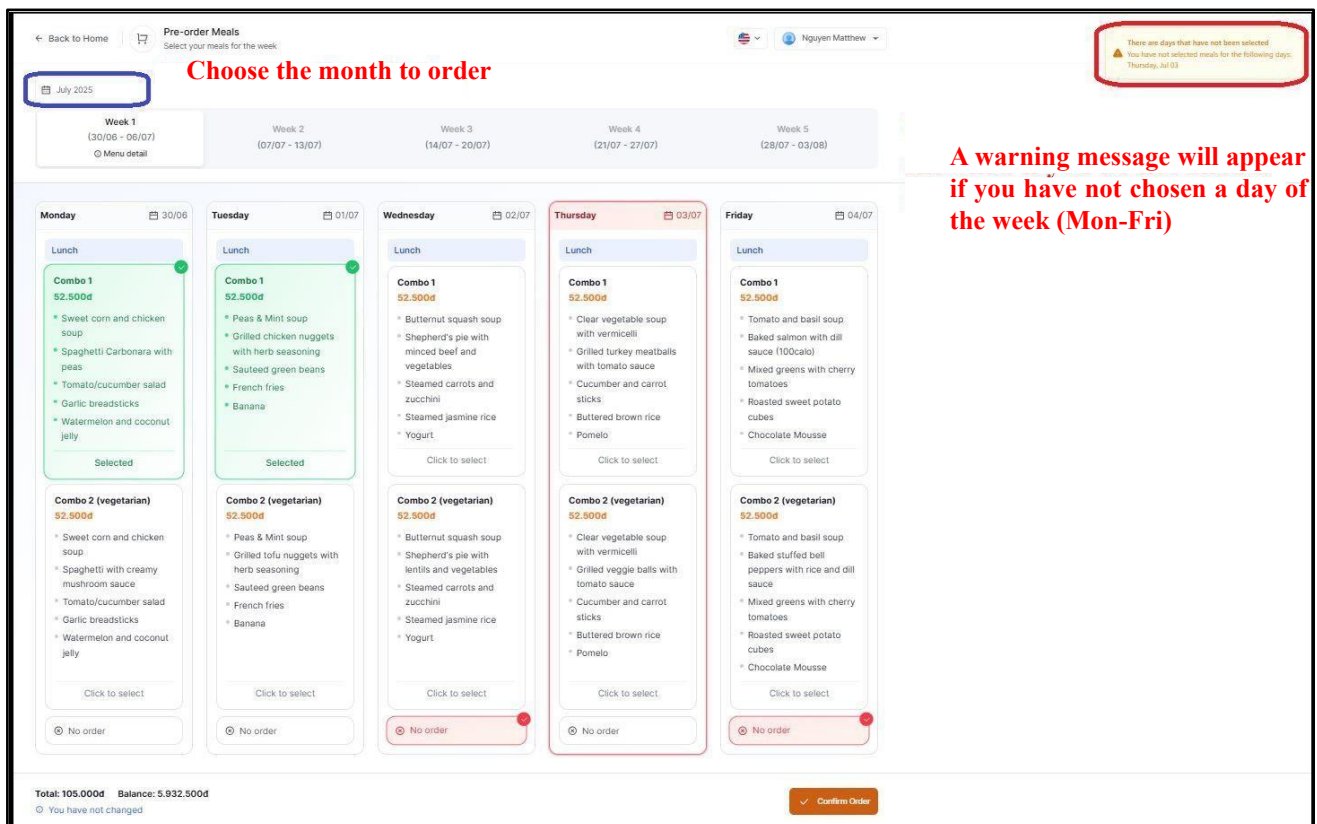
How to Pre-Order EC/KG Lunch (Aden Website)

Step 1: Click "Pre-order"



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

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



How to Pre-Order EC/KG Lunch (cont.)

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

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

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.

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 * Sautéed 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 * Sautéed 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
☐ No order	☐ No order	☒ No order	☐ No order	☐ 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

How to Pre-Order EC/KG Lunch (cont.)

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)
Menu detail

Week 5
(23/06 - 29/06)

Week 6
(30/06 - 06/07)

Monday

Past

Lunch

Combo 1

52.500d

- Sweet corn and chicken soup
- Spaghetti Carbonara with peas
- Tomato/cucumber salad
- Garlic breadsticks
- Watermelon and coconut jelly

Combo 2 (vegetarian)

52.500d

- Sweet corn and chicken soup
- Spaghetti with creamy mushroom sauce
- Tomato/cucumber salad
- Garlic breadsticks
- Watermelon and coconut jelly

No order

Tuesday

Past

Lunch

Combo 1

52.500d

- Peas & Mint soup
- Grilled chicken nuggets with herb seasoning
- Sauteed green beans
- French fries
- Banana

Combo 2 (vegetarian)

52.500d

- Peas & Mint soup
- Grilled tofu nuggets with herb seasoning
- Sauteed green beans
- French fries
- Banana

No order

Wednesday

Past

Lunch

Combo 1

52.500d

- Butternut squash soup
- Shepherd's pie with minced beef and vegetables
- Steamed carrots and zucchini
- Steamed jasmine rice
- Yogurt

Combo 2 (vegetarian)

52.500d

- Butternut squash soup
- Shepherd's pie with lentils and vegetables
- Steamed carrots and zucchini
- Steamed jasmine rice
- Yogurt

No order

Thursday

Past

Lunch

Combo 1

52.500d

- Clear vegetable soup with vermicelli
- Grilled turkey meatballs with tomato sauce
- Cucumber and carrot sticks
- Buttered brown rice
- Pomelo

Combo 2 (vegetarian)

52.500d

- Clear vegetable soup with vermicelli
- Grilled veggie balls with tomato sauce
- Cucumber and carrot sticks
- Buttered brown rice
- Pomelo

No order

Friday

Past

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

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

No order

Total: 52.500d Balance: 5.932.500d

Confirm Order