

# Sodexo (Hong Kong ) User Guide



## Frontend Menu

1. [Login Page](#)
2. [Homepage](#)
3. [Order Page](#)
4. [Message Page](#)
5. [Notice Page](#)
6. [Tool Bar- Order History](#)
7. [Tool Bar- Profile](#)

# Sodexo ( Hong Kong ) Frontend User Guide

# App Download

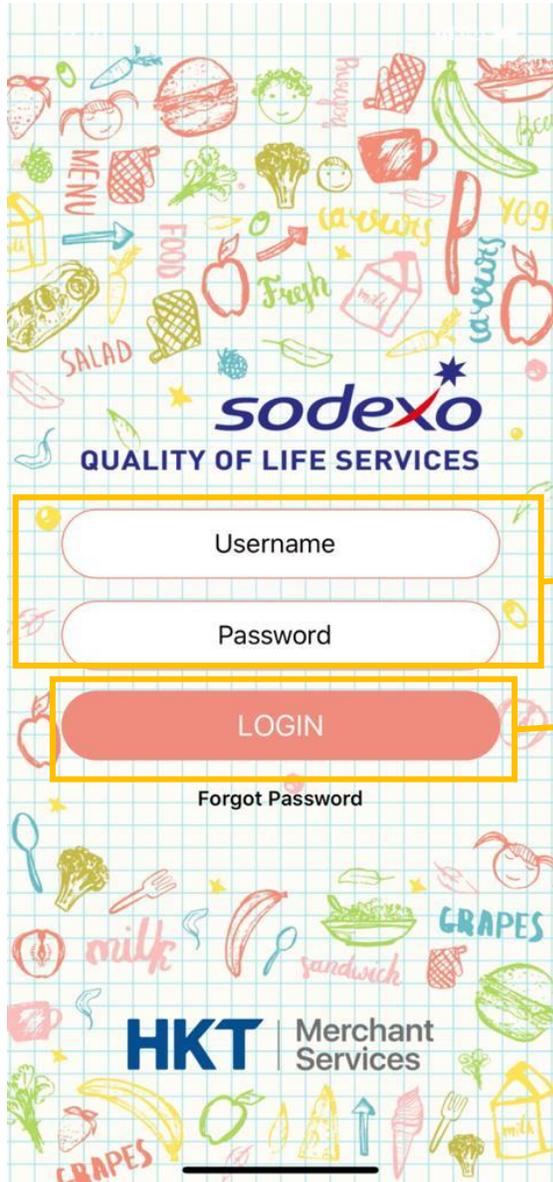


**Sodexo (Hong Kong) by HKT** 4+  
Sodexo (Hong Kong) by HKT  
Hong Kong Telecommunications (HKT) Limited  
★★★★★ 5.0 • 1 Rating  
Free



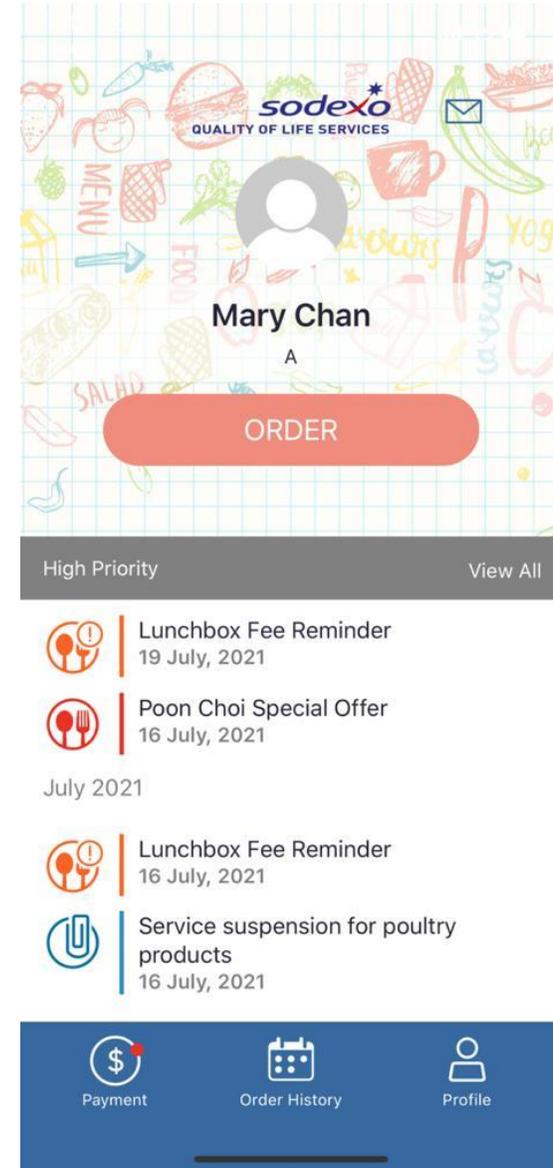
Parent can scan the QR code to download “Sodexo ( Hong Kong )”  
lunchbox ordering app

# 1. Login Page

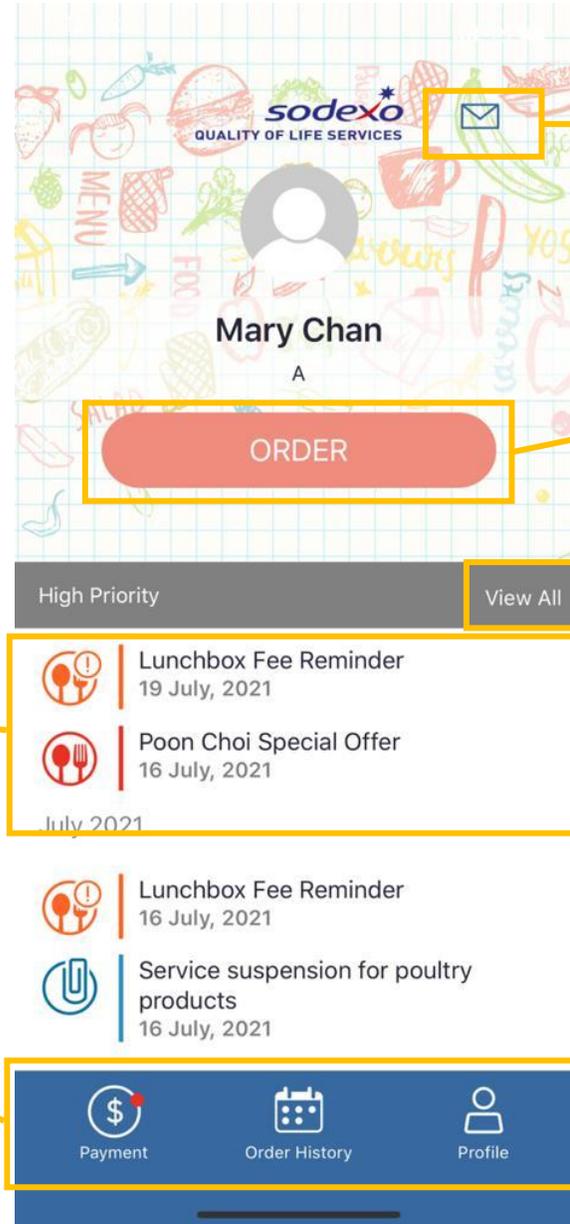


Enter Username and password

Press Login to proceed



# 2. Homepage



Access to [Message page](#) / [Payment History](#)

[Order button](#)

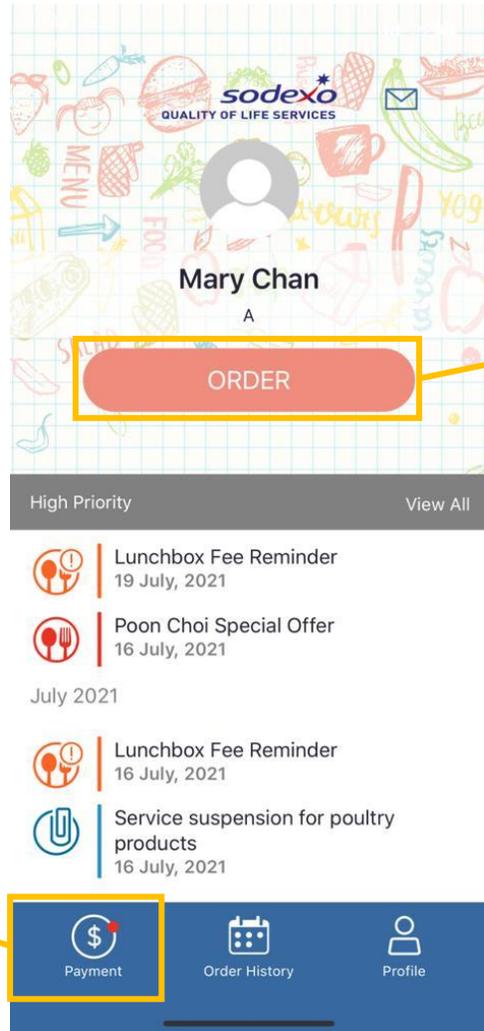
Access to [Notice Page](#)

High Priority Notice field

Tool Bar

- [Payment](#)
- [Order History](#)
- [Profile](#)

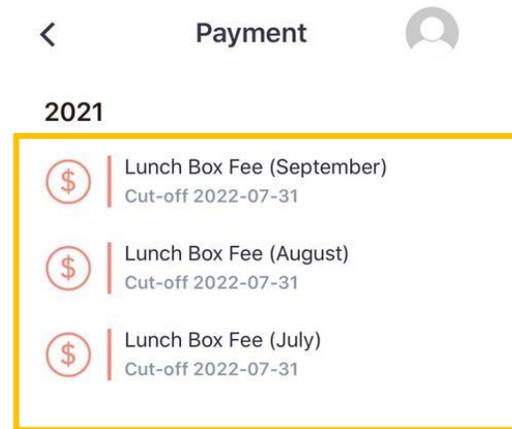
# 3. Order Page – Partial Order



Order for the next month

Click Payment to start ordering

## Pending payments



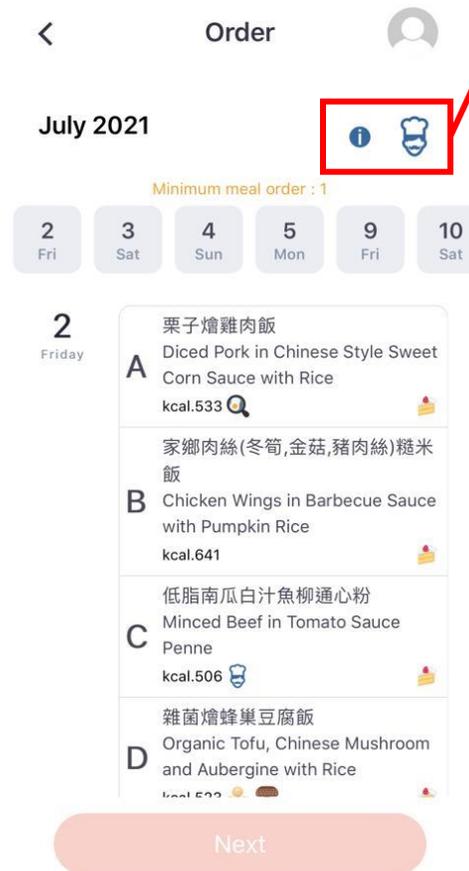
Choose month you would like to [Order](#)

# 3. Order Page – Partial Order

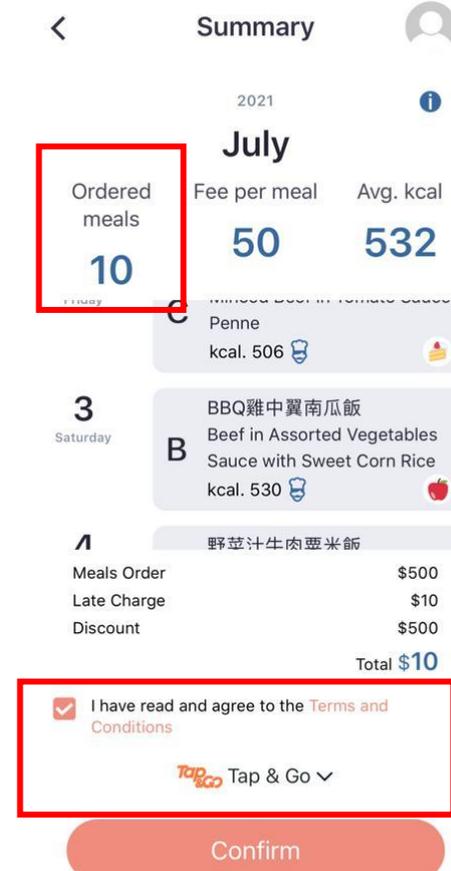
Food Category & Nutritionist Suggested Meal



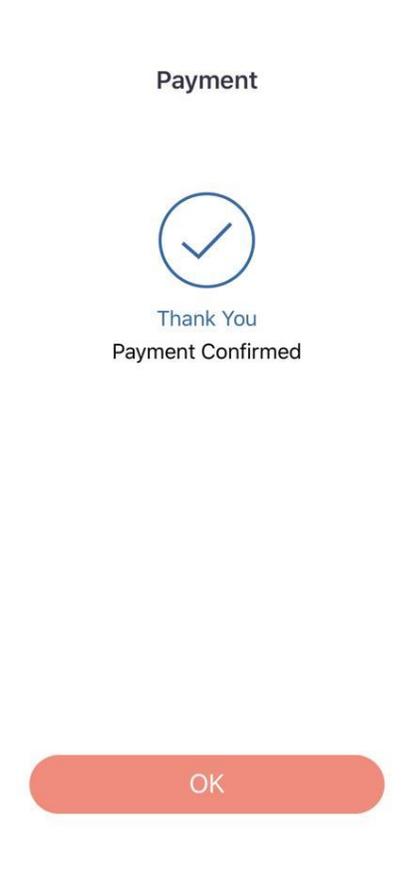
Minimum Meal Order no. & Fee Per meal



Choose your meal  
All meal choices can be edit before check out

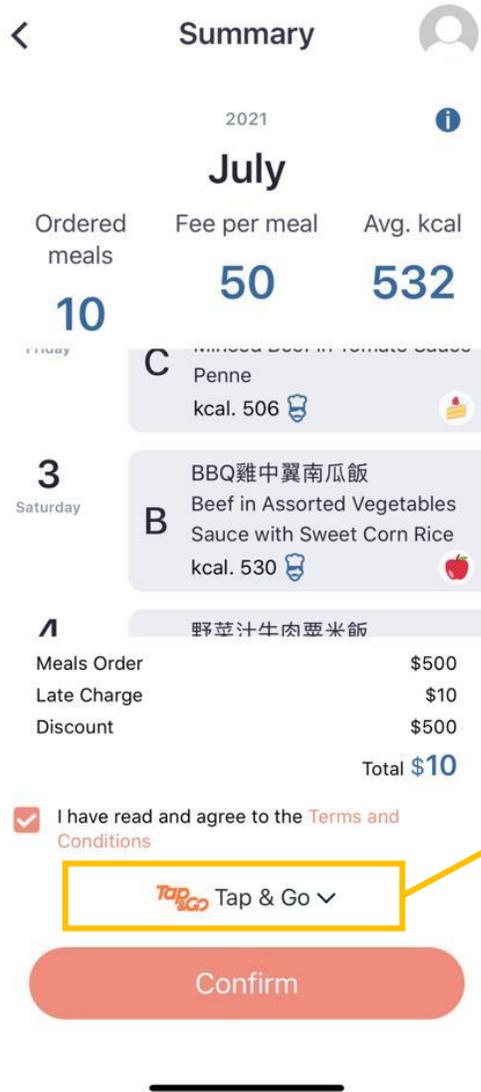


Choose Payment method, Agree T&C and check out



Payment  
Thank You  
Payment Confirmed

# 3. Order Page – Check Out ( Tap&Go )



Tap&Go App



Enter the Pin and click OK to proceed

Tap&Go App



Check payment amount

Click to pay with Tap&Go

Click to proceed

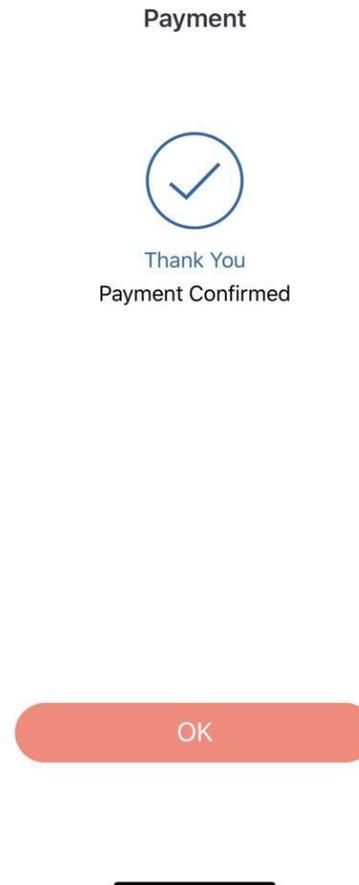


# 3. Order Page – Check Out ( Tap&Go )



Click to return to Sodexo app

Payment confirmation notice



# 3. Order Page – Check Out ( Visa Master )

Summary

2021 July

Ordered meals	Fee per meal	Avg. kcal
10	50	530

2 Friday: 低脂南瓜白汁魚柳通心粉 (Minced Beef in Tomato Sauce Penne) kcal. 506

3 Saturday: BBQ雞中翼南瓜飯 (Beef in Assorted Vegetables Sauce with Sweet Corn Rice) kcal. 530

Meals Order	\$500
Late Charge	\$10
Discount	\$500
<b>Total</b>	<b>\$10</b>

I have read and agree to the [Terms and Conditions](#)

Payment method: **Visa / Mastercard**

**Confirm**

Click to pay with **Visa/Master**

Pay

SODEXO (HONG KONG) LIMITED

Please select payment method

Payment method

**CONTINUE**

Your Order

**Amount \$ 15.00 HKD**

Done

Click to proceed

Check payment amount

Pay

Version: 21.3.3-19Build time: 2

Amount \$ 15.00 HKD

This is a secure page which uses SSL/TLS (Secure Socket Layer/Transport Layer Security) to encrypt and securely transmit your payment data.

Order Confirmation

Transaction State	APPROVED
Order id	50684500-846c-4c6a-a053-817efe129895
Time	20/07/21 08:39:33
Approval Code	Y:113535:4567486621:PPX :120106079131
Total	15.00
Currency	HKD

Please retain this copy for statement verification.

**Return to Shop**

We recommend that you print this page as confirmation of your order

Done

Click "Return to Shop"

# 3. Order Page – Late Charge

If order before the late charge date

2:50

Order

Month August

Minimum meal order 1

Fee per meal 1

Late charge day 2021-08-22

Order cut-off day 2022-07-31

★ Orders must be made and paid on a monthly

Next

If order on/after than the late charge date

2:50

Summary

2021

Month July

Ordered meals	Fee per meal	Avg. kcal
10	50	530

Minimum meal order 1

Fee per meal 50

Late charge day 2021-07-19

Order cut-off day 2021-07-30

★ Orders must be made and paid on a monthly

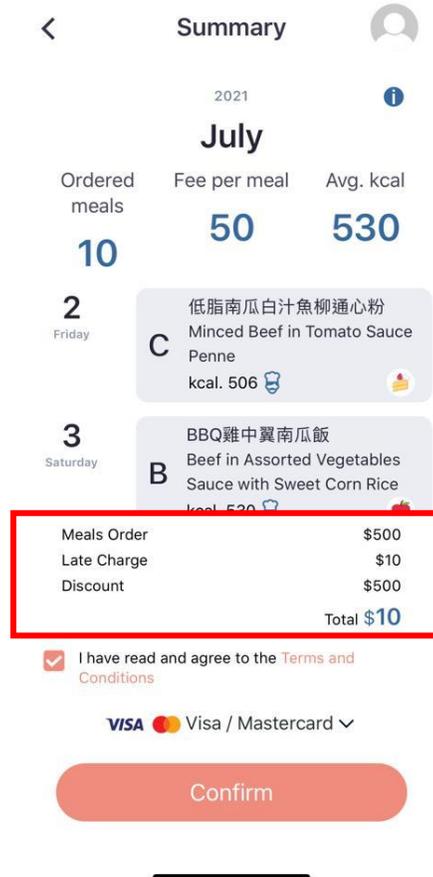
Meals Order	\$500
Late Charge	\$10
Discount	\$500
<b>Total</b>	<b>\$10</b>

I have read and agree to the Terms and Conditions

VISA Visa / Mastercard

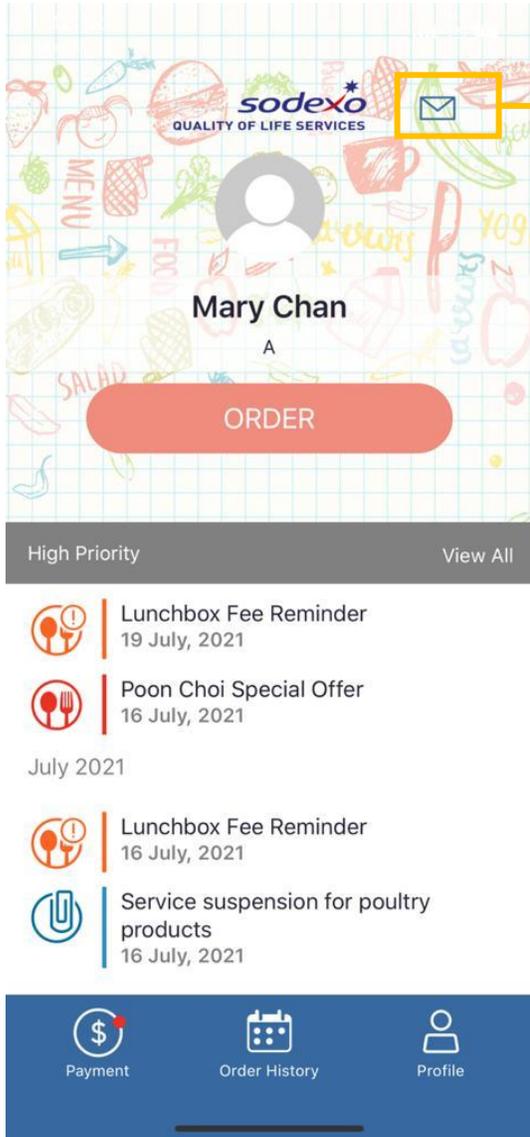
Confirm

### 3. Order Page – Refund/Discount



In Order Checkout Page, the discount is added to the entitled student

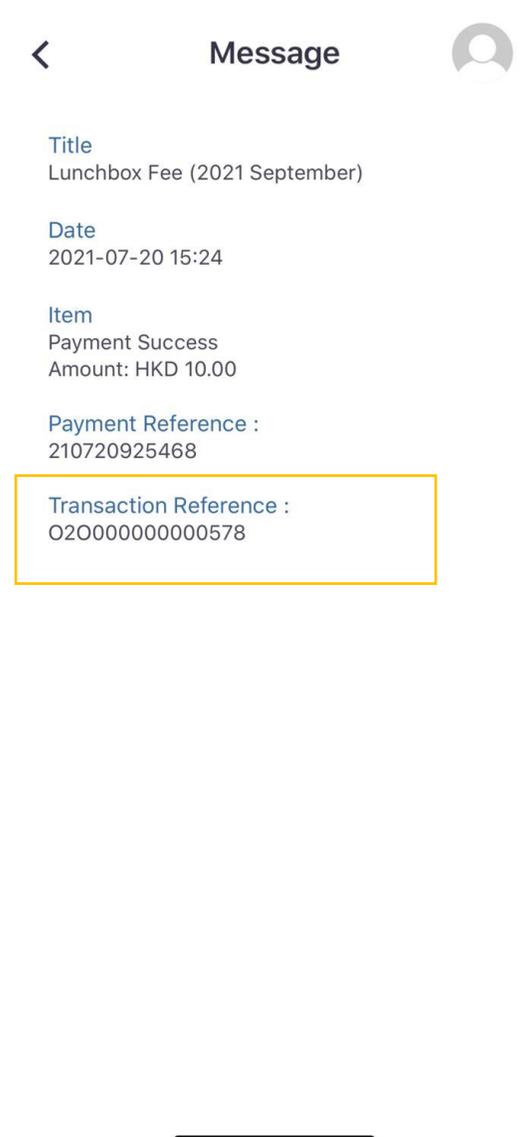
# 4. Message Page / Payment History



Access to [Message page / Payment History](#)



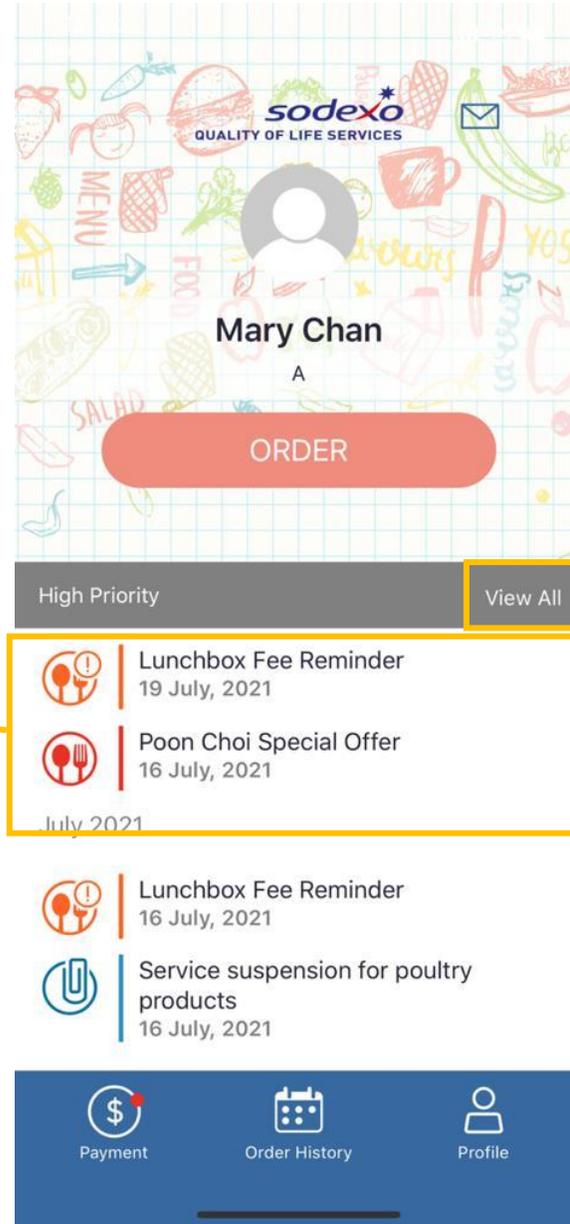
Payment History & Transaction Reference



Tap to view message



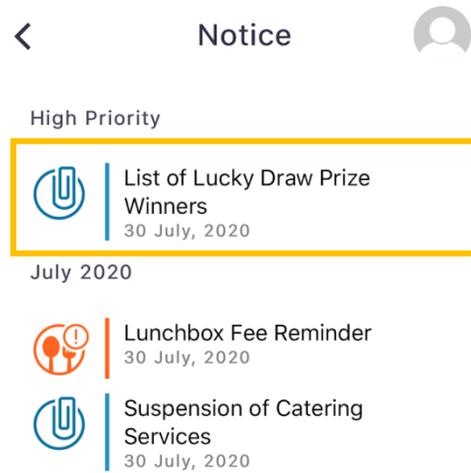
# 5. Notice Page



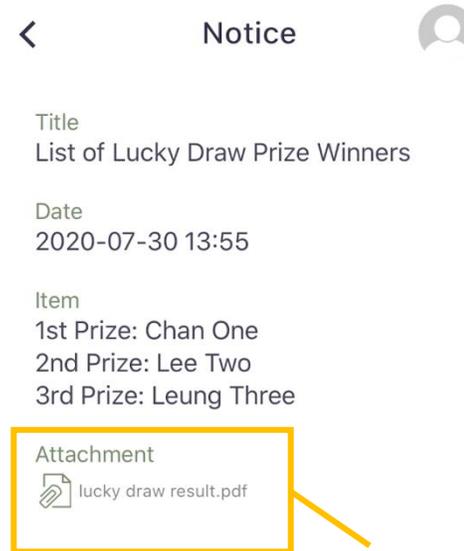
High Priority Notice field

Access to [Notice Page](#)

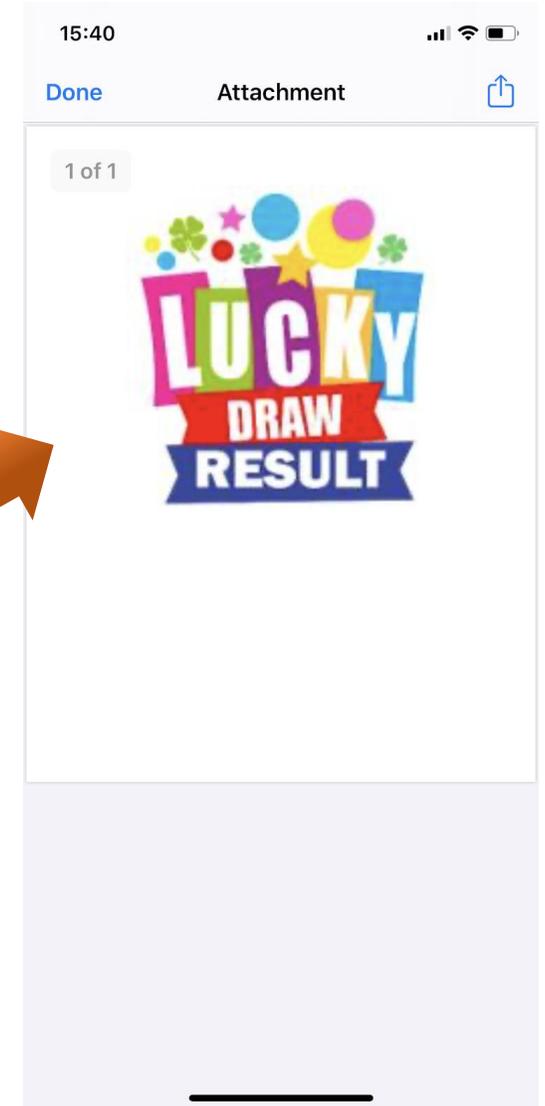
# 5. Notice Page



Tap to view notice

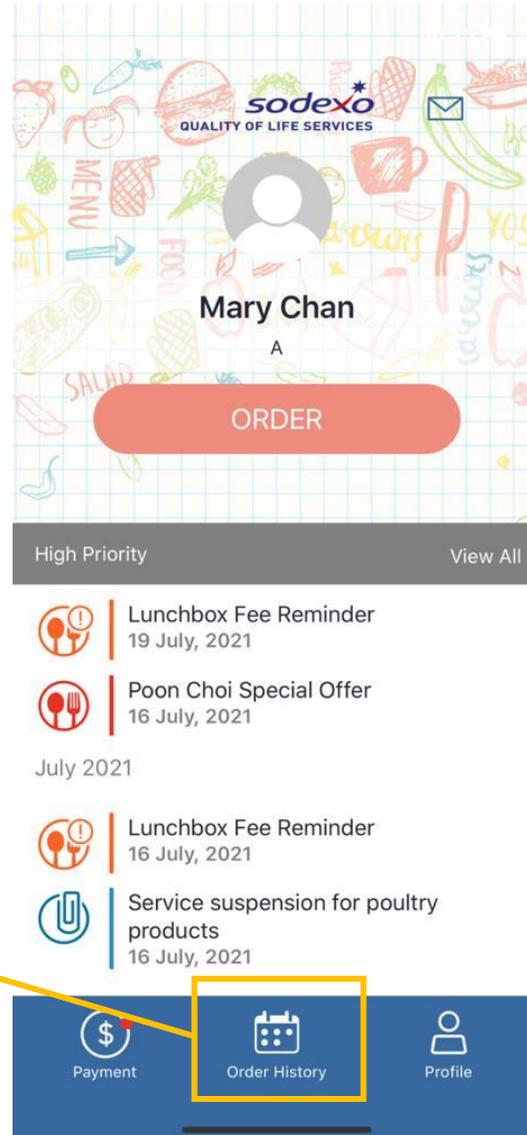


Tap to view attachment



- Notices will no longer be shown after expire date
- Not able to pay for the fee after payment due date

# 6. Tool Bar – Order History



Order History

# 6. Tool Bar – Order History

Can view history of current month and next month

Order History

2021 July



Hide calendar and show meal in listed view



Date with dot means there is meal ordered

S	M	T	W	T	F	S
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Tap the date to check meal

July 2, 2021

**C** 低脂南瓜白汁魚柳通心粉  
Minced Beef in Tomato Sauce Penne

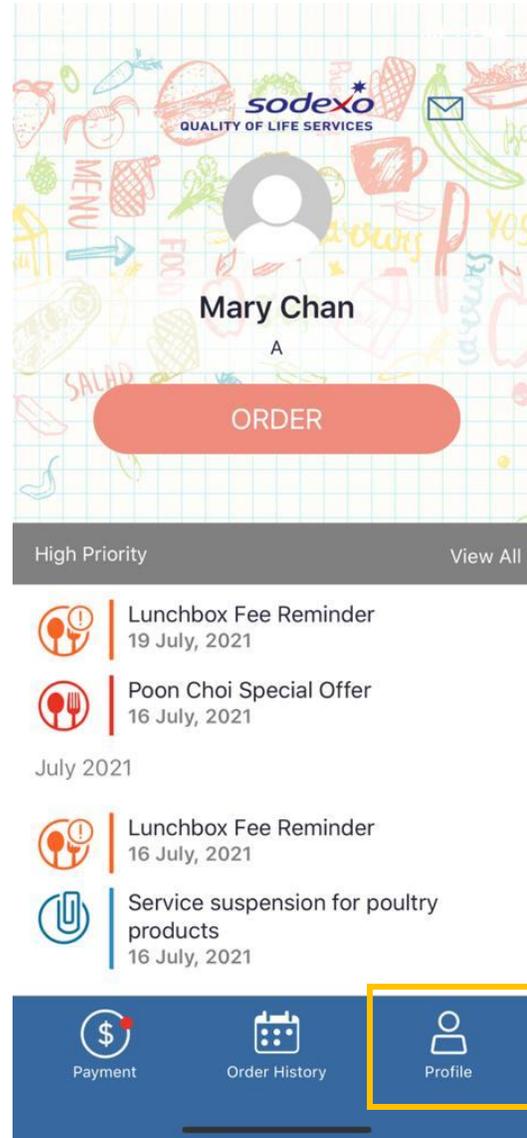
! kcal. 506

Order History

2021 July

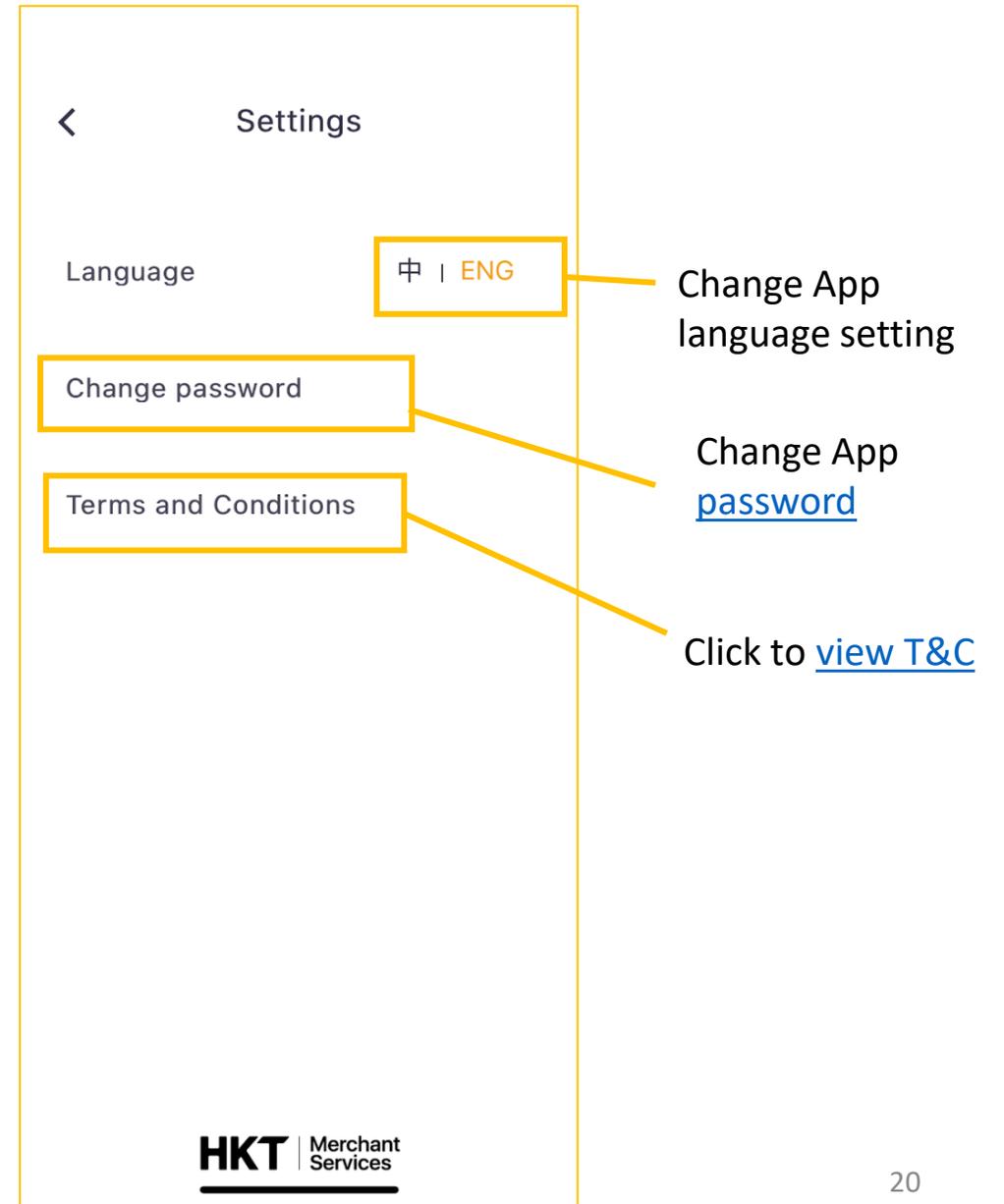
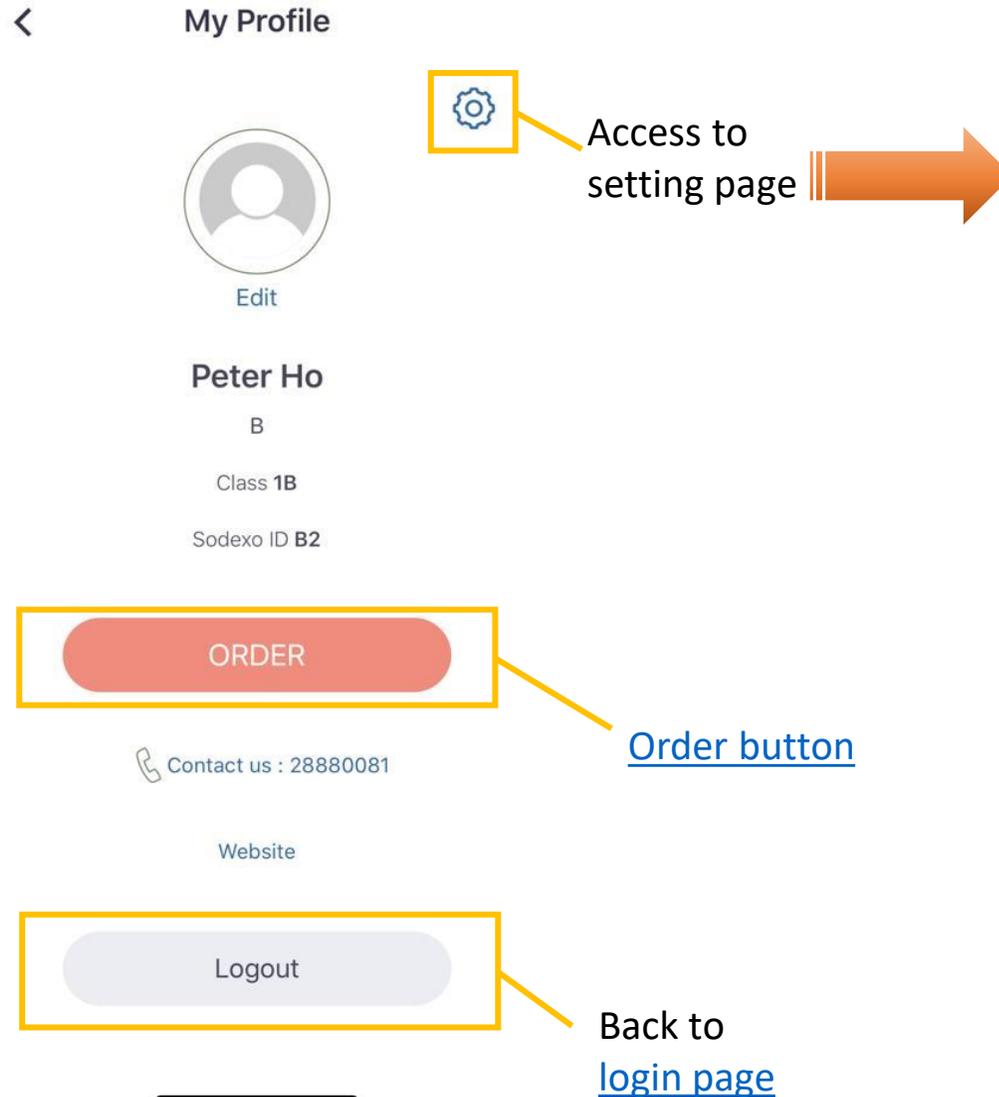
- 2 Fri C Minced Beef in Tomato S...  
低脂南瓜白汁魚柳通心粉
- 3 Sat B Beef in Assorted Vegeta...  
BBQ雞中翼南瓜飯
- 4 Sun B Beef and Enoki Mushroo...  
野菜汁牛肉粟米飯
- 5 Mon C Chicken Pieces in Coix S...  
菠蘿汁肉粒長通粉(豬)
- 9 Fri C Beef in Black Pepper Oni...  
低脂薏米白汁雞球通心粉
- 10 Sat C Minced Beef and Assort...  
黑椒洋蔥牛肉螺絲粉
- 11 Sun B Steamed Chicken, Chine...  
低脂葡汁蘑菇雞球南瓜飯
- 12 Mon C Sliced Pork in Low Fat C...  
野菜汁漢堡扒扭扭粉(豬)
- 14 Wed D Chest Nut, Chinese Mus...  
野菌炆蓮藕黃豆飯
- 16 Fri B Pork Fillet in Tomato Sau...  
瑞士雞腩甘筍飯

# 7. Tool Bar – Profile



Profile

# 7. Tool Bar – Profile



The End