



## Union Bank – Meal Hero Order Process

Meal Hero is working with Booking.com to bring healthy, delicious meals to your office.

We've created an order process that allows you to order meals from us up to 5 days in advance.

### **Daily Delivery Time:**

**Daily cut-off for next day delivery: 3PM**

### **Who can Order:**

1. Union Bank Admin will submit a list of emails who are authorized to order from Meal Hero.

### **Placing an order**

The ordering is done via an excel form. The form can be downloaded from the meal hero website, filled up and then submitted via the page. The form will allow you to place orders up to 5 days in advance.

1. Visit <https://www.mealhero.ph/union-bank>
2. Click on "Access Order Form"

VIEW PRE-ORDERS

ACCESS ORDER FORM

DOWNLOAD MENU

DOWNLOAD GUIDE

EMAIL \*

ENTER EMAIL ADDRESS

UPLOAD FILE +

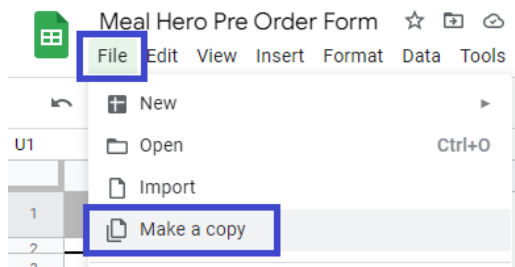
Upload supported file (Max 15MB)

Submit Order

Your order has been submitted! Thank you



Orders for the next day need to be submitted before 3PM.

3. Click on "File - Make a copy" - This will allow you to edit the file






- Each Menu Block on the form is used for one day. Enter the date of your order at the top of the block.

<---- Enter Delivery Date Here			<---- Enter Delivery Date Here		
					
<b>Total Amount: ₱0</b>			<b>Total Amount: ₱0</b>		
Item	Price	Qty	Item	Price	Qty
Burgers			Burgers		
Chicken Adobo	₱65		Chicken Afritada	₱65	
Grilled Liempo	95		Pork Sinigang	80	
Sweet and Sour Tilapia, half fish	65		Daing na Bangus, quarter fish	75	
Lumpiang Shanghai	35		Lumpiang Shanghai	35	
Longanisa	35		Longanisa	35	
Hungarian	75		Hungarian	75	
Siomai, per pc	13		Siomai, per pc	13	
Boiled Egg	15		Boiled Egg	15	
Fried Egg	20		Fried Egg	20	
White Rice	15		White Rice	15	

- Place the quantity of your order next to the menu item. The total order value will appear at the top of the block.
- Fill out as many menu blocks as you'd like to order for. You can pre-order up to 5 in advance.
- Once done, navigate to the "Summary" sheet.

<b>Meal Hero Order Summary</b>									
Customer Information		Summary							
Name:		Date	6/28/2022	6/29/2022	6/30/2022	7/1/2022	7/2/2022	7/3/2022	7/4/2022
Phone Number:		Total Amount	₱270	₱395	₱155	₱290	₱25	₱365	₱335
Email:			Hamburger - 1	Bbq Burger - 1	Cheeseburger - 1	Magherita - 2	Fried Egg - 1	Quatro Formaggio - 1	Mac & Cheese - 1
Department:			Magherita - 1	Pork Burrito - 1	Country Fried Chicken - 1	Chicken Tocino - 1	-	semmary-Lemon Chicken	Grilled Liempo - 1
Comments or Requests:			Beef Tapa - 1	Fried Tilapia - 1	Plain Rice - 1	-	-	Apple Cobbler - 1	French Fries - 1
		Order Summary:	-	Tofu Congee - 1	-	-	-	Garlic Rice - 2	Boiled Egg - 2
			-	-	-	-	-	-	-
			-	-	-	-	-	-	-
			-	-	-	-	-	-	-
			-	-	-	-	-	-	-
			-	-	-	-	-	-	-

- Fill out the "Customer Information" fields



Meal Hero Order Summary

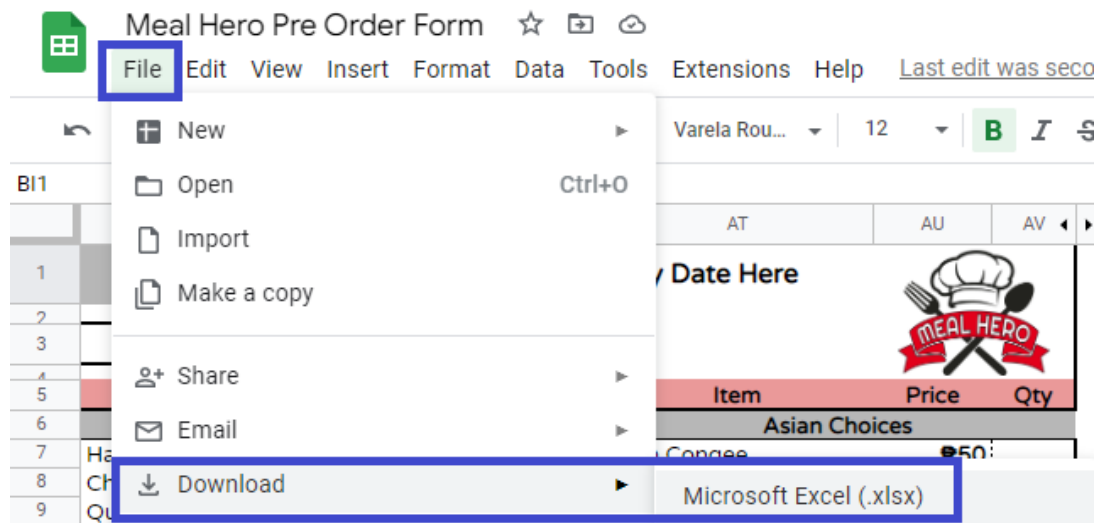
Customer Information	
<b>Name:</b>	
<b>Phone Number:</b>	
<b>Email:</b>	
<b>Department:</b>	

**Comments or Requests:**

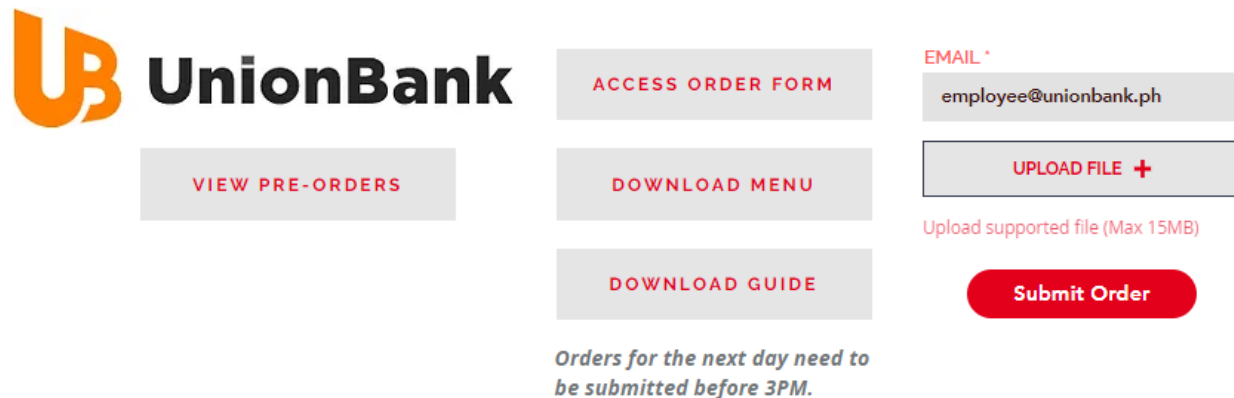
9. Review your order details via the table on the right. Make sure every column has a delivery date.
  - a. If you see "No Date Entered" in any field, navigate back to the Order Sheet and enter the delivery date in the correct field at the top of the page.

Summary							
Date	6/28/2022	6/29/2022	6/30/2022	7/1/2022	7/2/2022	No Date Entered	7/4/2022
Total Amount	₱270	₱395	₱155	₱290	₱25	₱365	₱335
Order Summary:	Hamburger - 1	Bbq Burger - 1	Cheeseburger - 1	Magherita - 2	Fried Egg - 1	Quatro Formaggio - 1	Mac & Cheese - 1
	Magherita - 1	Pork Burrito - 1	Country Fried Chicken - 1	Chicken Tocino - 1	-	osemary-Lemon Chicken	Grilled Liempo - 1
	Beef Tapa - 1	Fried Tilapia - 1	Plain Rice - 1	-	-	Appe Cobbler - 1	French Fries - 1
	-	Tofu Congee - 1	-	-	-	Garlic Rice - 2	Boiled Egg - 2
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-

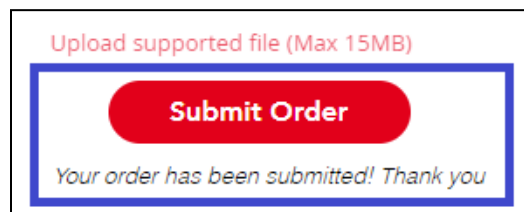
10. Once you are happy with your order, click on "File > Download > Microsoft Excel" and store the file on your computer



11. Open the Meal Hero web shop and use the "Upload File" button the order form you just downloaded. Once uploaded you will see the name of your file displayed on the page. Enter your email address in the field provided above.



12. Click on "Submit Order". Once the file has been successfully submitted, the page will display  
"Your order has been submitted! Thank you"



13. Please note, orders for the next day need to be placed **before 3PM**, so they can be processed. Deliveries are daily at \_\_\_\_\_



## Payment

You will receive an email with a Gcash QR code. Scan the QR code to pay, then reply to the email with the payment confirmation.

Please make your payment before 5PM to ensure that we can process your order.

# Thank you for your order



Please complete the order by making the payment via the QR codes below. Reply to this email with the payment confirmation.



## **Food Safety**

1. Consume your food immediately upon receipt.
2. Food that is not consumed within 30 minutes should be reheated via microwave or pot to at least 74 °C.
3. Food that is not consumed within 1 hour should be stored in a refrigerator, and reheated via microwave or pot to at least 74 °C before consumption.

## **Support**

For questions or concerns, please send an email to [support@mealhero.ph](mailto:support@mealhero.ph)