

Dear Committee Member/Building Manager

RE: New Accounts Payable Payment Process

SSKB has implemented a new system for payment of your Body Corporate invoices that will not only make the process much more streamlined but will save you and your community manager plenty of time.

The 'Invoice Hub' is an online approval system that allows you access to pending invoices 24 hours a day. The Invoice Hub allows you to view scanned invoices, view details on where the invoice has been coded in your general ledger and lets you view the complete history as well as any comments made on any of the invoices previously approved or rejected.

The Invoice Hub is a state of the art invoice approval system, saving you time and giving you more control over the approval of invoices for your Body Corporate.

Here are some of the benefits

- Streamlines the process of approving Body Corporate invoices - saving everyone time
- You will receive an email notification every time there are invoices uploaded ready for you to approve
- Simple and easy to use
- Track your invoice history online
- View scanned invoices awaiting approval
- Less paperwork and no more stamping and mailing invoices

The following video tutorial introduces the Invoice Hub as well as takes you through the process step-by-step.

[Owners Portal – Invoice Hub](#)

To view the Invoice Hub, follow the link below and login using your Stratamax ID:

<https://www.stratamax.com.au/Portal/login.aspx>

Please note you will only be able to view the Invoice Hub menu once the first invoices for your Body Corporate have been uploaded.

If you do not already have your Stratamax ID and password please contact our office and we can provide this to you.

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SSKB will be contacting the creditors listed for your Body Corporate to advise them of the new process. Part of the new process involves the creditor invoices being sent directly to SSKB so they can be uploaded to the invoice hub ready for approval.

If you have any questions relating to this process, please contact your accounts payable officer Rebecca Crowe or your community manager.

Yours faithfully,



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Please direct any correspondence to our Gold Coast office.