

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 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.

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.

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 Upu Lote or your community manager.

Yours faithfully,



Amy Clifford

Accounts Payable Team Leader

Direct 07 5504 2034

Email aclifford@sskb.com.au

Please direct any correspondence to our Gold Coast office.

GOLD COAST

PO Box 8319
GCMC Qld 9726

T +61 7 5504 2000
F +61 7 5504 2001

ABN 88 069 399 864

MELBOURNE

PO Box 23040
Docklands Vic 8012

T +61 3 9642 0555
F +61 3 9642 3411

ABN 64 114 836 172

BRISBANE

PO Box 10093, Adelaide St
Brisbane Qld 4000

T +61 7 3010 5555
F +61 7 3010 5500

ABN 49 078 545 329

SUNSHINE COAST

PO Box 1405
Maroochydore Qld 4558

T +61 7 5453 9550
F +61 7 5445 6310

ABN 25 010 953 054

NORTH QUEENSLAND

PO Box 6960
Cairns Qld 4870

T +61 7 4059 1399
F +61 7 4059 1299

ABN 25 010 953 054

NORTHERN NSW

PO Box 657
Tweed Heads NSW 2485

T +61 7 5536 8401
F +61 7 5536 8409

ABN 30 098 060 952