



# Submitting Invoices to a Work Order

In the Strata Choice Owners Portal, powered by MRI Strata Connect.

The **Strata Choice Owners Portal** provides invoice management tools to enable transparency & the **prompt payment** of your invoice by eliminating delays associated with physical paperwork.

### Submitting Invoices Related to a Work Order

Invoices can be attached to the Work Order PDF received from [noreply@smata.com](mailto:noreply@smata.com)...

Issue Date: 12.04.2023      Time Out Date:      Due Date Completion: 17.04.2023

This Request will timeout if you do not select a button to confirm your status

CLICK HERE TO SCHEDULE INSPECTION <small>This will confirm the inspection date (time with ALL site contacts)</small>	CLICK HERE TO SCHEDULE WORK <small>This will confirm the job date (time with all site contacts)</small>	CLICK HERE TO ADD INVOICE <small>Invoices will be sent to the strata manager and your supervisor for approval</small>
CLICK HERE TO INDICATE YOU'RE AWAITING MATERIALS	CLICK HERE TO INDICATE YOU'RE AWAITING SITE CONTACT	CLICK HERE TO MESSAGE STRATA MANAGER
		CLICK HERE TO DECLINE JOB

Or by logging in to the Portal to view the Job via <https://stratachoice.my.smata.com/>.

Purchase Order 149102 - Work Summary: **Job Scheduled**

INVOICE SCHEDULED WORK

Once uploaded, your invoice will be instantly sent for approval. Payment progress & communication with stakeholders is facilitated through the Job.

Active

Inspection/Worked	To	Inspect/Work	Status	Time L
Invoice Added	Allen	20 Apr 23, 07:30	Invoice Added	
Invoice Approved	Allen	2 May 23, 07:30	Job Scheduled	
Invoice Cancelled				

For work issued by parties external to Strata Choice, please request they advise us so a Job can be issued with building & compliance info.

For work issued by Building Managers, they may require that you send your invoice directly to them.

### Submitting Your Invoice Correctly

To ensure prompt payment of your invoice, please ensure the following information is clearly displayed:

- The words 'TAX INVOICE' are clearly stated
  - If you are registered for GST, the ATO requires invoices to contain this wording in order to claim GST credit.
  - For further information, click [here](#).
- Your Australian Business Number (ABN).
- GST amount charged (if applicable).
- Work order number (if applicable).
- Property address where works were engaged.
- Plan Number as stated on the work order.
- A payment option via direct transfer (EFT) or BPAY. We are unable to issue cheque payments.
- Your contact details
  - If an email address is provided, you will receive a remittance advice once payment has been made.
  - Notifications can be received from Strata Connect if configured in your profile.

The words 'TAX INVOICE' clearly stated →

The name, email & postal address of your company →

Your Australian Business Number (ABN) →

Date of issue of the Tax Invoice →

Bill to the Plan and address where the work was carried out →

Our Work Order number →

Brief description of works →

Amount of GST →

Total amount and advise if it includes GST →

TAX INVOICE		
Citizen Plumbing 300 Bond Street SYDNEY NSW 2000 <a href="mailto:john@citizenplumbing.com.au">john@citizenplumbing.com.au</a> ABN: 12 345 678 901		
Date of issue of the Tax Invoice: 2 August 2019		
To: SP 123456 – 1 Sydney Road, Sydney C/- Strata Choice GPO Box 5328 SYDNEY NSW 2001		
		Work Order No: 00001
Quantity	Description	Amount
1	Plumbing repair for Unit 3	\$200.00
1	Materials	\$24.00
	GST	\$22.40
<b>TOTAL (incl. GST)</b>		<b>\$246.40</b>

For more information on how to upload an invoice to a Job, please see the following [article](#).

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