

# Elsevier Open Access Platform

Fixed Quantity agreements

Overview guide





## Welcome

Welcome to Elsevier's Open Access Platform (EOAP). This guide is intended as a quick walkthrough of our platform.

You can find an FAQ page on our website at <a href="mailto:service.elsevier.com/app/home/supporthub/eoap/">service.elsevier.com/app/home/supporthub/eoap/</a>

#### In this guide

Requests	6-20
Managing pending requests	
Approved requests tab	
Rejected requests tab	
All requests tab	
Reporting	
Agreement dashboard	21-25
Overall view	
Institution view	



## Notification of a new APC request

When the author completes their journey, an email is sent to the librarian responsible for approving requests for the institute the author has said they are affiliated to.

The email provides information on the request



## Article Publishing Charge pending approval

Dear Sir/Madam,

You have a new Article Publishing Charge to approve for Society Author.

#### Article details

Article title

Test Article 12-04-22

Author name

Dr S Banner-Foster

Article reference number (PII)

TEST1649759808563

Journal title

Neurobiology of Disease Article Publishing Charge

Manage this request >

Librarians click on button to manage the request on the Elsevier Open Access Platform

#### Need help?

If you require assistance, please contact the Researcher Support Team using the Elsevier Open Access Platform Support Center.

Kind regards.

Researcher Support

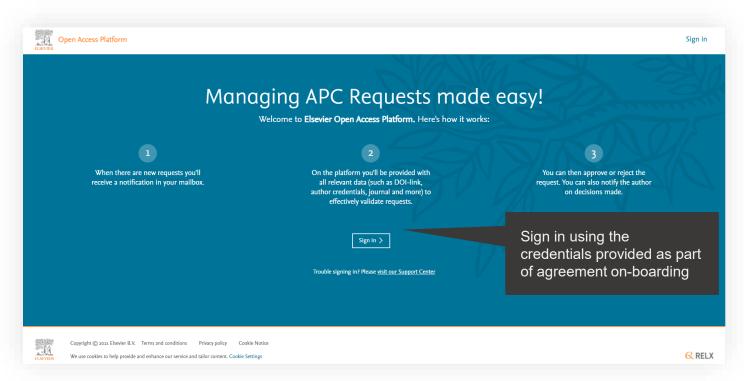
\*\*\* This is an automatically generated email, please do not reply \*\*\*

This email is for use by the intended recipient and contains information that may be confidential, if you are not the intended recipient, please notify your Elsevier contact and delete this email from your inbox. Any unauthorized use or distribution of this email in whole or in nart is strictly norbiblied and may be unlawful. Any price quotes



### The welcome screen

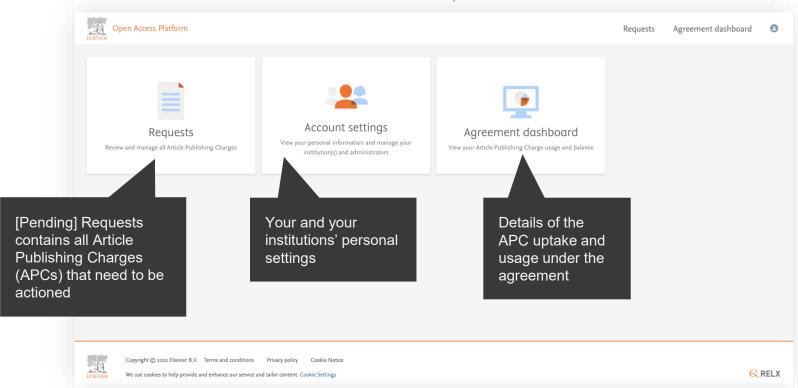
Sign in to the Elsevier Open Access Platform.





## The homepage

Click on the tiles to have access different areas of the platform.



## Requests

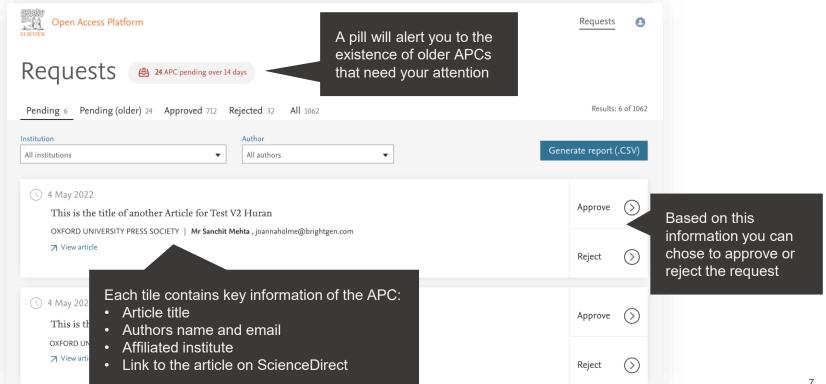
Managing your Article Publishing Charges





## Pending requests tab

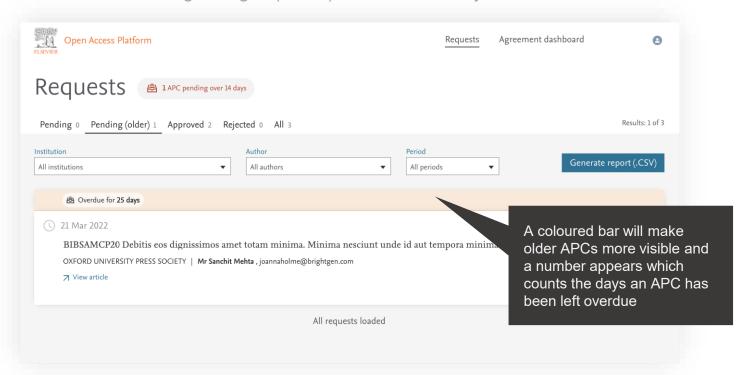
Contains latest Article Publishing Charges (APCs) that need to be actioned.





## Pending (older) requests tab

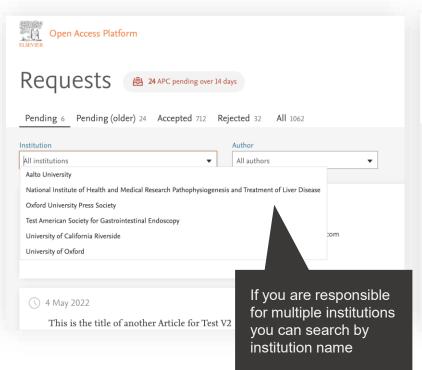
Contains all Article Publishing Charges (APCs) older than 14 days that need to be actioned.

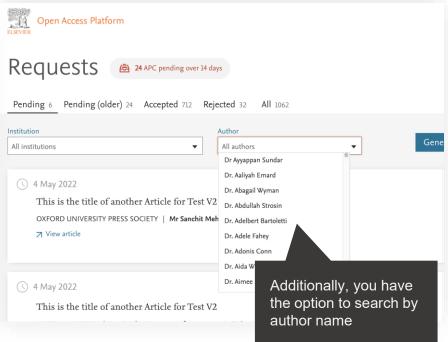




## Searching / Filtering

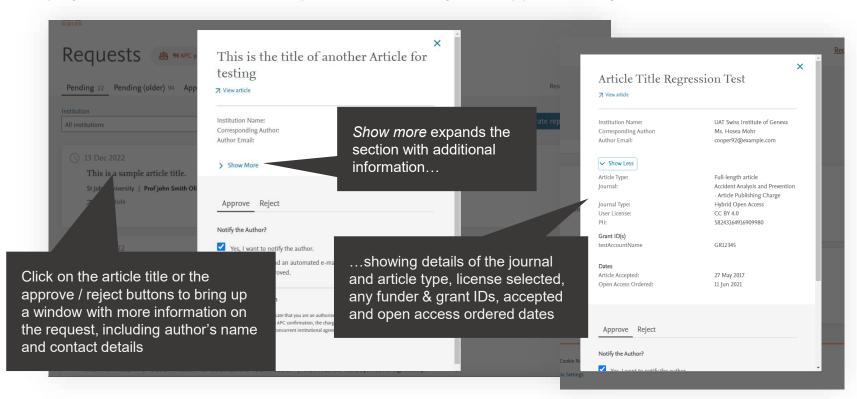
You can filter down a list of APCs to look for a particular one.







Displays full details of the APC request which allow you to approve or reject it.





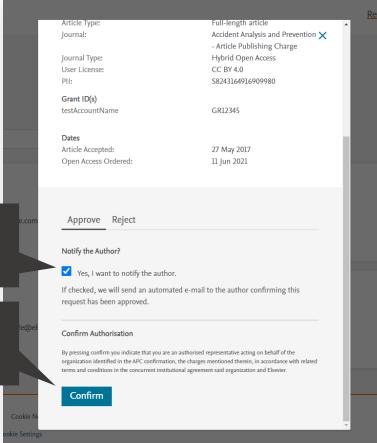
Approving an APC.

An email notification can be sent to the author to advise request has been approved

If you are happy to

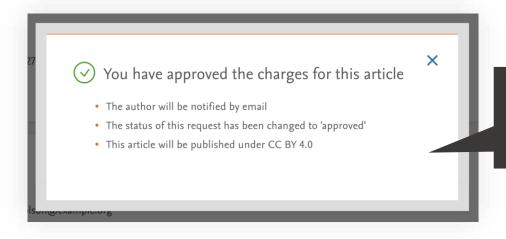
approve simply click

the Confirm button





Approving an APC.

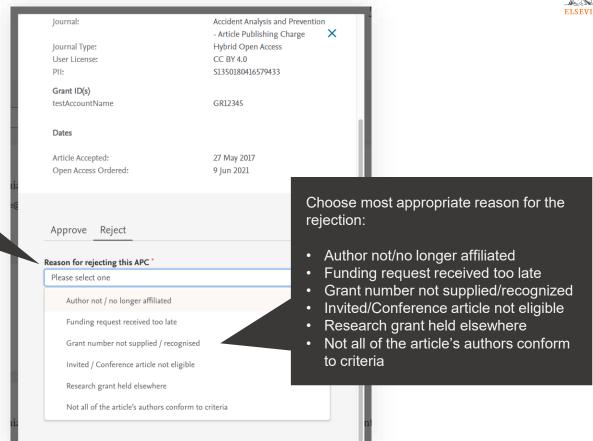


A confirmation of the approval is shown on screen, and the APC moves onto the approved list



Rejecting an APC.

If you decide to reject the request, you will need to select a reason from the drop-down list





## **Emails to authors - approval**

You can choose to notify an author of your decision, when you reject or approve an APC.

This is an example of the email template that will be sent if you selected to notify author of approval of the APC.

Using this feature is optional



#### Open Access Platform

## Your Article Publishing Charge has been approved

Dear Dr S Banner-Foster,

We are pleased to inform you that Dan Hoyle of the Institute of Economics approved the funding of the Article Publishing Charge for the article listed below.

#### Article details

Article title

Test Article 12-04-22

Article reference number (PII)

TEST1649759808563

Journal title

Neurobiology of Disease Article Publishing Charge

#### **Next steps**

No further action is required from you. The cost of publishing your article open access will be covered in full by the institution's agreement with us. On behalf of Elsevier, we wish you continued success in your research.

Kind regards,

Researcher Support

\*\*\* This is an automatically generated email, please do not reply \*\*\*



## **Emails to authors - rejection**

You can choose to notify an author of your decision, when you reject or approve an APC.

This is an example of the email template that will be sent if you selected to notify author of rejection of the APC.

Using this feature is optional



#### Open Access Platform

## Your Article Publishing Charge has been rejected

Dear Dr S Banner-Foster.

We are sorry to inform you that Dan Hoyle of the Economics Institute has rejected the Article Publishing Charge for the article listed below.

#### Article details

Article title

Test Article 12-04-22

Article reference number (PII)

TEST1649759808563

Journal title

Neurobiology of Disease Article Publishing Charge

#### Reason for rejection

Author not / no longer affiliated

#### Next steps

Please contact the Dan Hoyle directly if you have questions regarding their decision. Elsevier will allow 7 days for you to discuss this with the institution before issuing you with an invoice to the address you provided at the time of submission.\*

Kind regards,

Researcher Support

\* If the address needs to be amended, you need to advise of any VAT/Tax registration or exemption details, or if the rejection is reversed by the institution, please contact the Researcher Support Team using the Elsevier Open Access Platform Support Center.



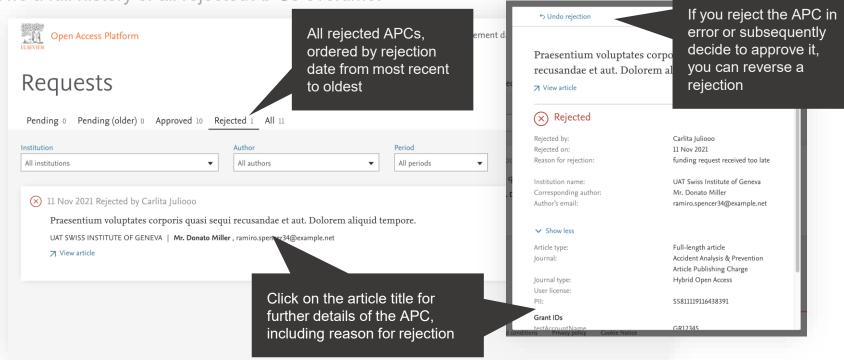
## Approved requests tab

Shows a full history of all approved APCs overtime. BIBSAM Debitis eos dignissimos amet totam Open Access Platform Requests Agre minima. Minima nesciunt unde id aut tempora minima. Qui rerum alias sint. Iste quia et quis voluptate error et magnam officia esse. Requests ♠ 1 APC pending over 14 days All approved APCs. → View article ordered by approval Pending 0 Pending (older) 1 Approved 2 Rejected 0 All 3 date from most Approved recent to oldest Institution Approved by: Htest Htest All institutions All authors Approved on: 22 Sep 2021 Institution name: Uppsala University 22 Sep 2021 Approved by Htest Htest Dr. M.J. Zalmijn Corresponding author: Author's email: m.zalmijn@elsevier.com BIBSAM Debitis eos dignissimos amet totam minima. Minima nesciunt unde id aut tempora minima. Qui reru UPPSALA UNIVERSITY | Dr. M.J. Zalmijn , m.zalmijn@elsevier.com ✓ Show less ✓ View article Click on the article title for Article type: Full-length article Journal: Fuel Article Publishing Charge further details of the APC Journal type: Hybrid Open Access User license: 20 Sep 2021 Approved by Htest Htest PII: S0016236121008164 Grant IDs BIBSAMCP20 Debitis eos dignissimos amet totam minima. Minima nesciunt unde id aut tempora minima. Qu LUND UNIVERSITY | Dr. M.J. Zalmijn , m.zalmijn@elsevier.com → View article



## Rejected requests tab

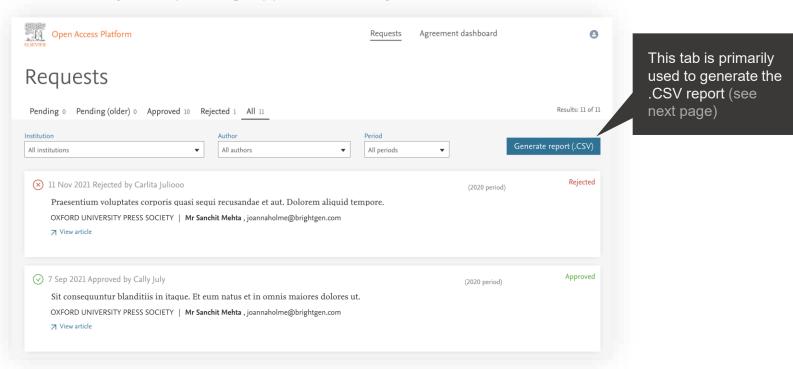
Shows a full history of all rejected APCs overtime.





## All requests tab

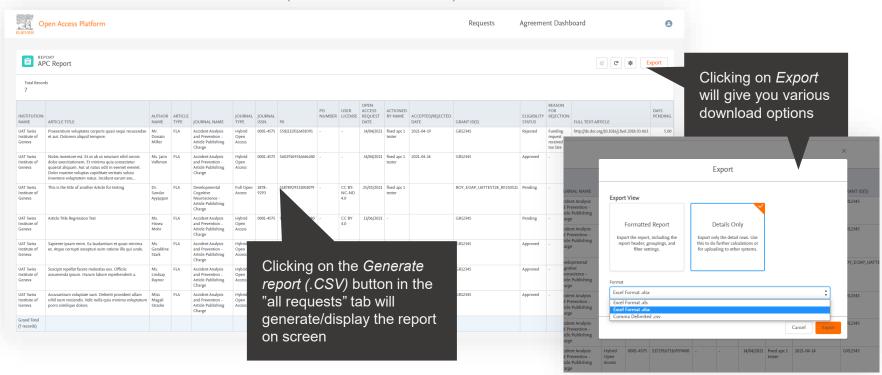
Shows a full history of all pending, approved and rejected APCs overtime.





## Reporting

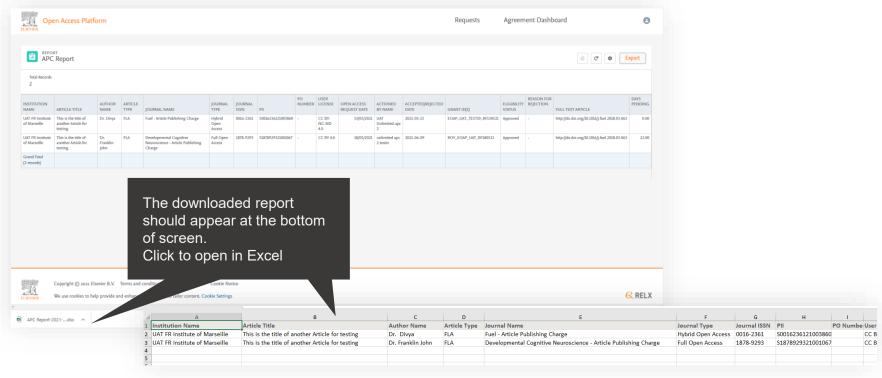
You can choose to view a .CSV report on screen or export / download it.





## Reporting

You can choose to view a .csv report on screen or export / download it.



## Agreement dashboard

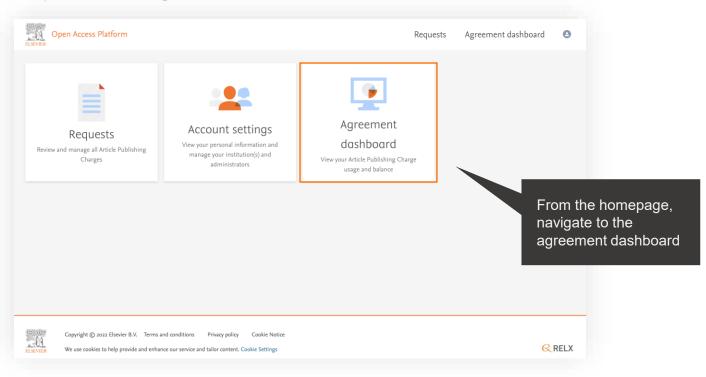
Visibility of the Article Publishing Charge uptake and usage under the agreement





## **Agreement dashboard**

Manage APC uptake and usage.

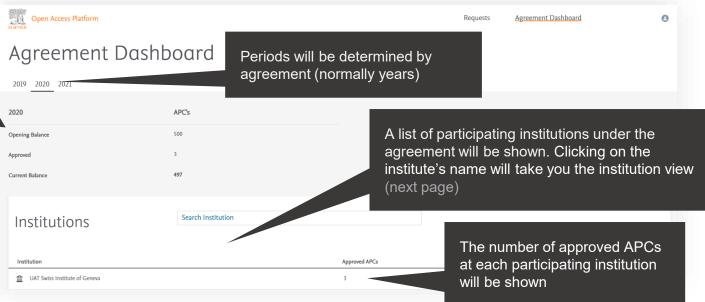




## **Overall view**

View overall APC uptake and usage.

Fixed Quantity
APC agreements
show the
allocation of
APCs, number of
approved APCs
and current
balance





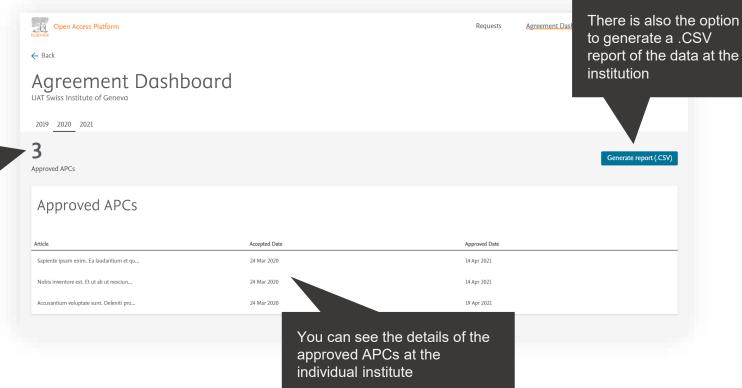
### **Institution view**

Number of

approved
APCs for the

institution

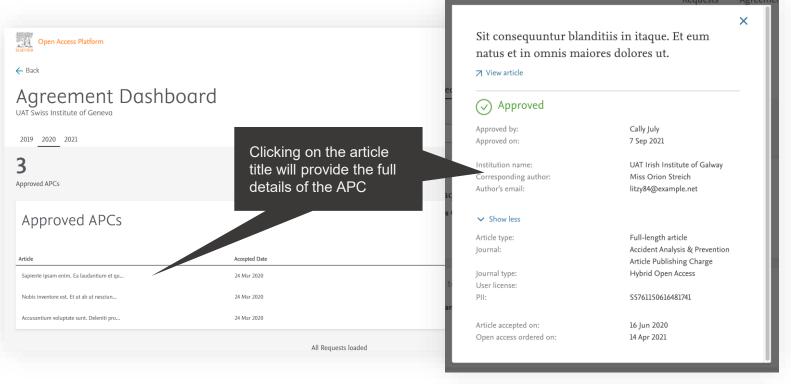
View the APC uptake and usage per institution.





## **Institution view**

View the APC uptake and usage per institution.





## Thank you

