

Elsevier Open Access Platform

Unlimited APC 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 service.elsevier.com/app/home/supporthub/eoap/

In this guide

| Requests | 6-19 |
|---------------------------|-------|
| Managing Pending requests | |
| Approved requests tab | |
| Rejected Requests tab | |
| All requests tab | |
| Reporting | |
| Agreement dashboard | 20-24 |
| Overall view | |
| Institution view | |
| Monthly reports | 25-27 |
| • • | 20-21 |
| Accessing the reports | |



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 Publication Charge is Awaiting You Approval



Mercury QTC Programme (ELS)
To ○ Mercury QTC Programme (ELS)



Dear Sir/Madam

You have a new Article Publishing Charge to approve for Tokyo Hospital

This where the Article Title will be shown Ms Braxton Kris S1404140016453341

To approve the request please access the Elsevier Open Access Platform

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

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 the sender by return email and delete this email from your inbox. Any unauthori Unless explicitly designated as an intended e-contract, this email does not constitute a contract offer, a contract amendment, or an acceptance of a contract offer.

Librarians click on link to manage the request

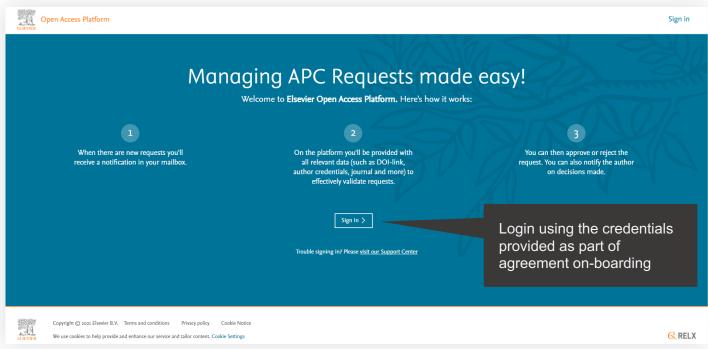
on the Elsevier Open

Access Platform



The welcome screen

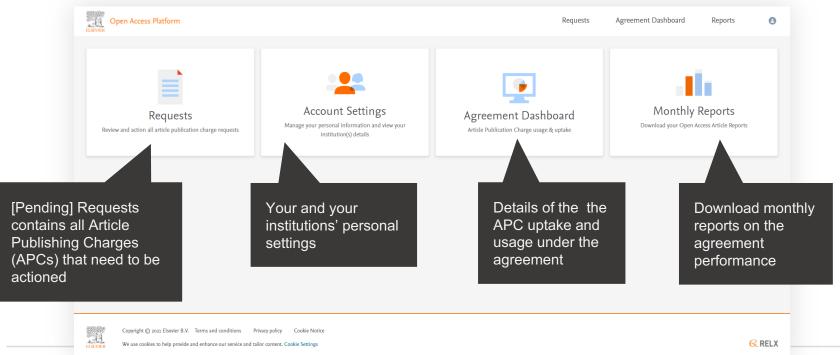
Sign in to the Elsevier Open Access Platform.





The homepage

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





Requests

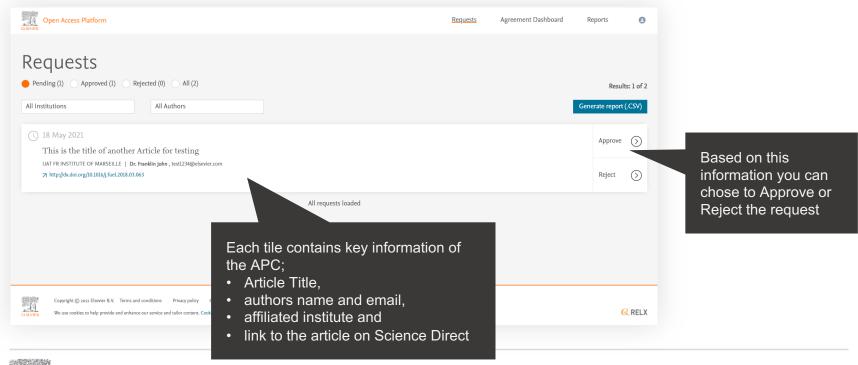
Managing your Article Publication Charges





Pending requests tab

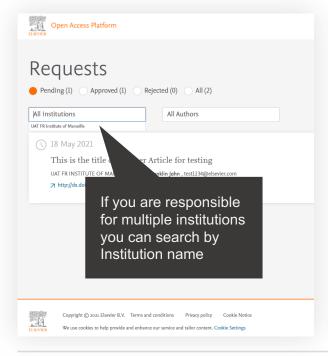
Contains all Article Publishing Charges (APCs) that need to be actioned.

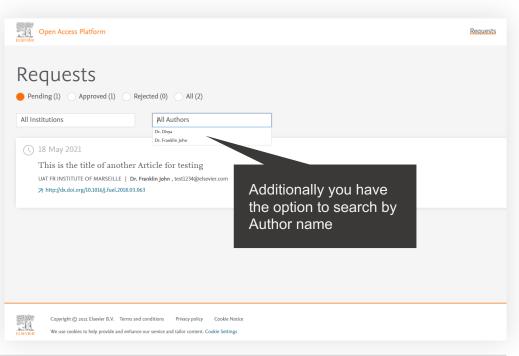




Searching / Filtering

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

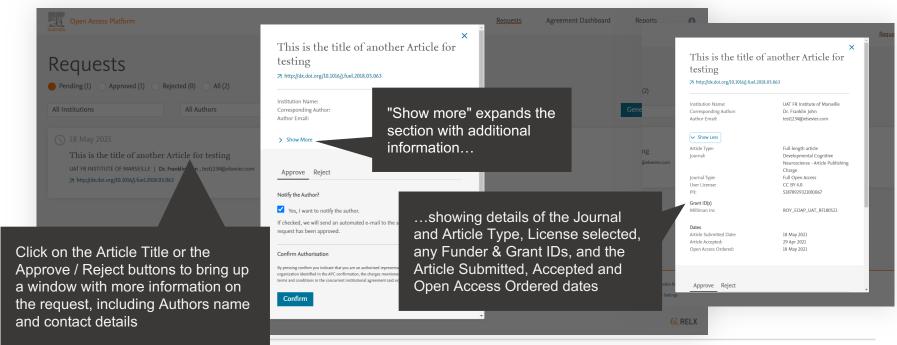






APC detail window

Displays full details of the APC request which allow you to Approve or Reject it.





APC detail window

Approving an APC.

Any Funder name & Grant ID's provided by the author will be shown

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

X Journal Type: Full Open Access User License: CC BY 4.0 S1878929321001067 Grant ID(s) Milliman Inc ROY_EOAP_UAT_RF180521 Article Submitted Date: 18 May 2021 Article Accepted: 29 Apr 2021

Charge

18 May 2021

Neuroscience - Article Publishing

Approve Reject

Open Access Ordered:

Notify the Author?

Yes, I want to notify the author.

If checked, we will send an automated e-mail to the author confirming this request has been approved.

Confirm Authorisation

By pressing confirm you indicate that you are an authorised representative acting on behalf of the organization identified in the APC confirmation, the charges mentioned therein, in accordance with related terms and conditions in the concurrent institutional agreement said organization and Elsevier.

Confirm

Cookie Settings



APC detail window

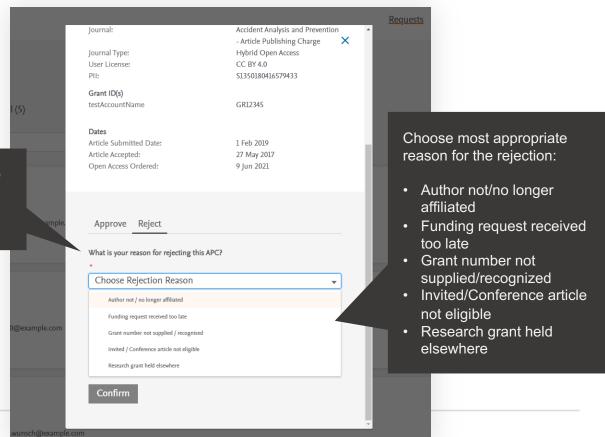
Approving an APC.





APC detail window 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.



Dear < INSERT CORRESPONDING AUTHOR NAME>

We are pleased to confirm that <ENTER APPROVER NAME> of <ENTER INSTITUTE OR CONSORTIUM NAME> approved the funding of the Article Publishing Charge for <INSERT ARTICLE NAME>, Article Reference Number (PII) <INSERT PII>.

No further action is required from you.

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 the sender by return email and delete this email from your inbox. Unless explicitly designated as an intended e-contract, this email does not constitute a contract offer, a contract amendment, or an acceptance of a contract offer.

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

unlawful. Any price quotes contained in

Using this feature is optional



Emails to authors - rejection

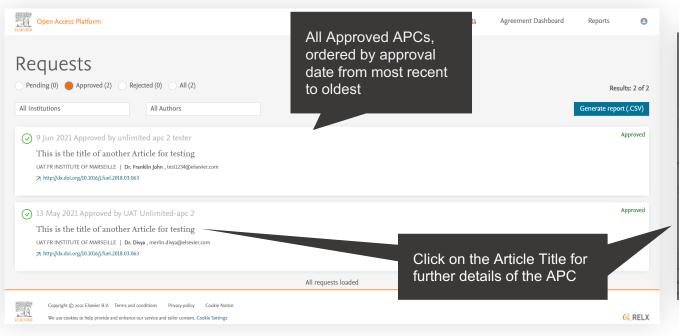
You can choose to notify an author of your decision, when you Reject or Approve an APC.

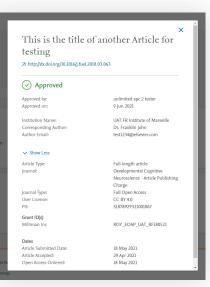
Article Publication Charge has been Rejected Mercury QTC Programme (ELS) This is an example of the To O Mercury QTC Programme (ELS) email template that will be sent if you selected to notify author of rejection of the APC. Using this feature is optional Dear Ms Braxton Kris Approver 17 of Tokyo Hospital rejected the Article Publication Charge for your article titled This is where the Article Tile will be shown, Article Reference Number (PII) \$1404140016453341 The reason for rejection was Author not/no longer affiliated Please contact Tokyo Hospital directly if you have questions regarding their decision. Elsevier will allow seven days for you to discuss this with your institution before issuing you with an invoice to the address that you provided at submission. 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 your institution, please contact the Researcher Support Team using the Elsevier Open Access Platform Support Centre Kind regards Researcher Support *** This is an automatically generated email, please do not reply *** Unless explicitly designated as an intended e-contract, this email does not constitute a contract offer, a contract amendment, or an acceptance of a contract offer



Approved requests tab

Shows a full history of all Approved APCs overtime.

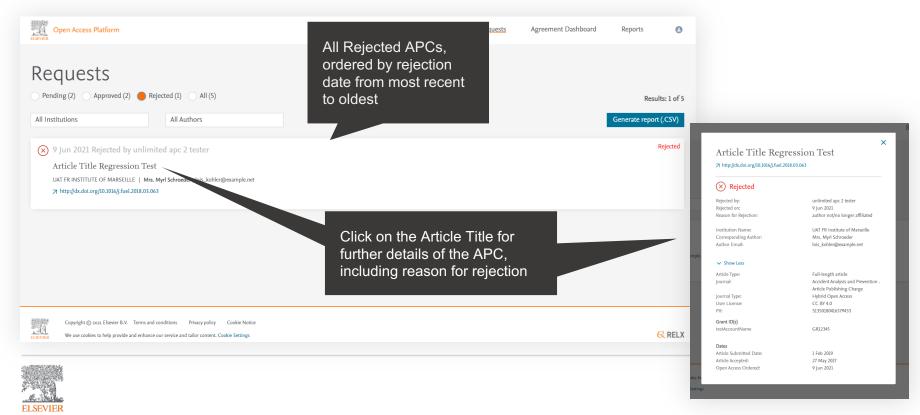






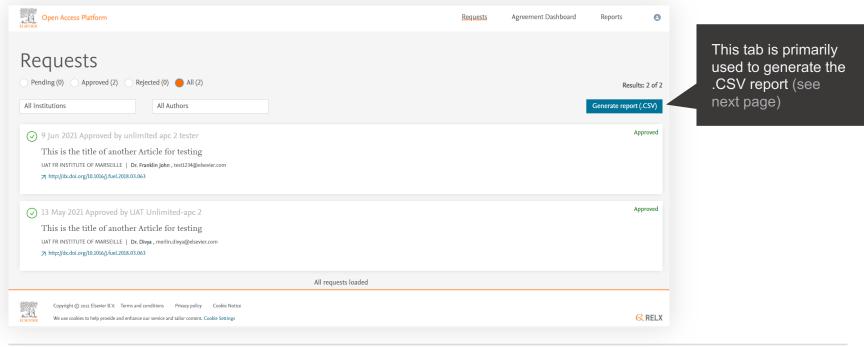
Rejected requests tab

Shows a full history of all Rejected APCs overtime.



All requests tab

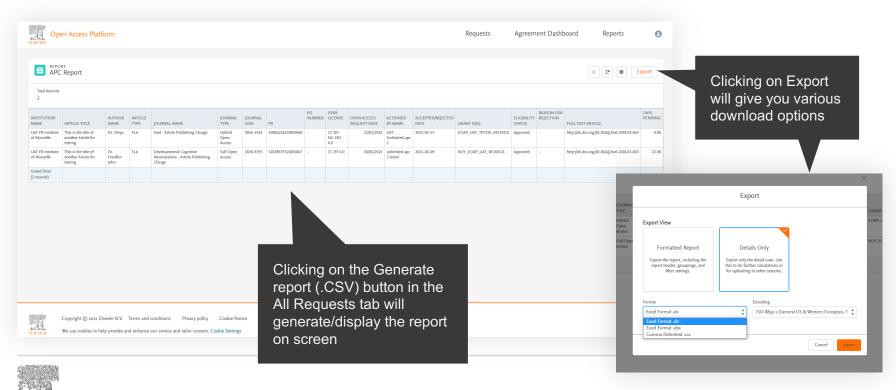
Shows a full history of all Pending, Approved and Rejected APCs overtime.





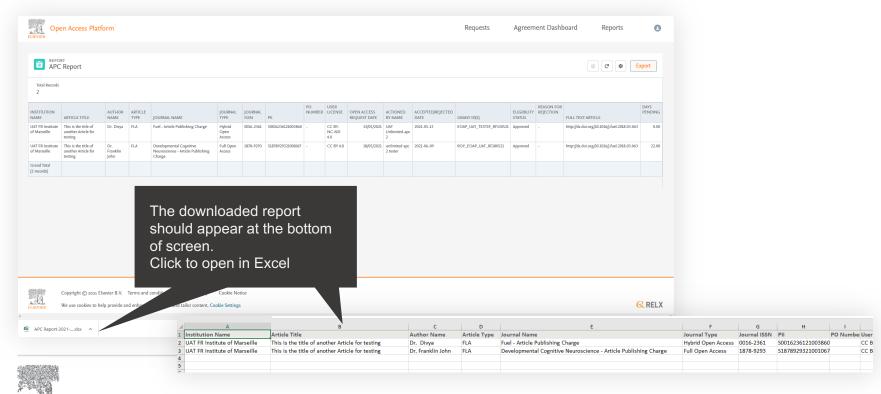
Reporting

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.



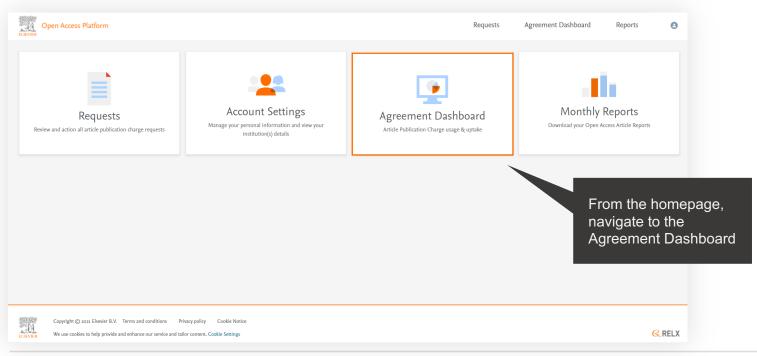
Agreement dashboard

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



Agreement Dashboard

Manage APC uptake and usage.



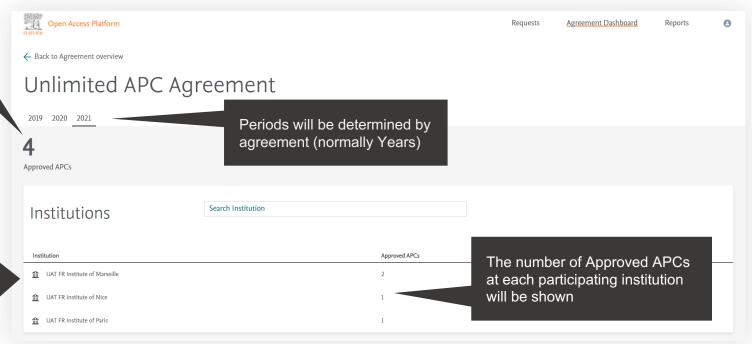


Overall view

View overall APC uptake and usage.

Number of Approved APCs is shown

A list of participating institutions under the agreement will be shown. Clicking on the Institute's name will take you the Institution view (next page)





Copyright (C) 2021 Elsevier B.V. Terms and conditions Privacy policy

We use cookies to help provide and enhance our service and tailor content. Cookie Setting

Institution view

13 May 2021

View the APC uptake and usage per institution. There is also the option Open Access Platform Agreement Dashboard Requests to generate a .CSV report of the data at the Agreement Dashboard institution UAT FR Institute of Marseille 2019 2020 2021 Generate report (.CSV) Number of approved Approved APCs APCs for the institution Submitted Date Article Accepted Date 18 May 2021 This is the title of another Article for... 29 Apr 2021 09 Jun 2021

29 Apr 2021

Approved APCs at the

individual institute

You can see the details of the

13 May 2021

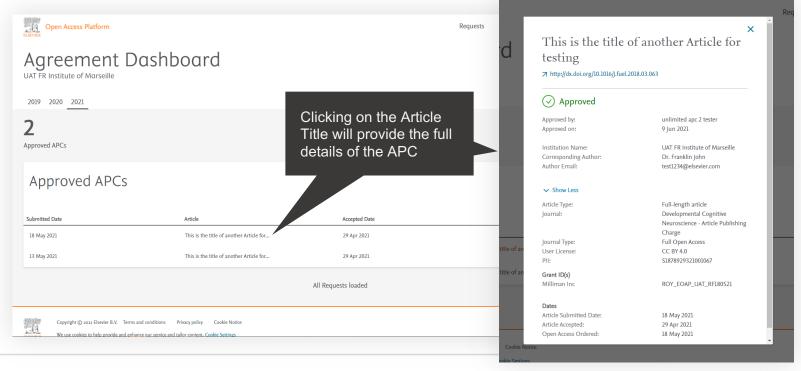
RELX

This is the title of another Article for...



Institution view

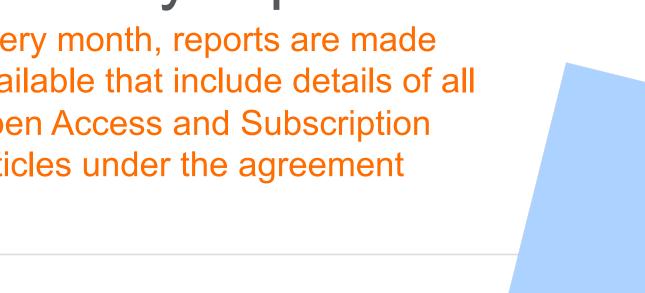
View the APC uptake and usage per institution.





Monthly reports

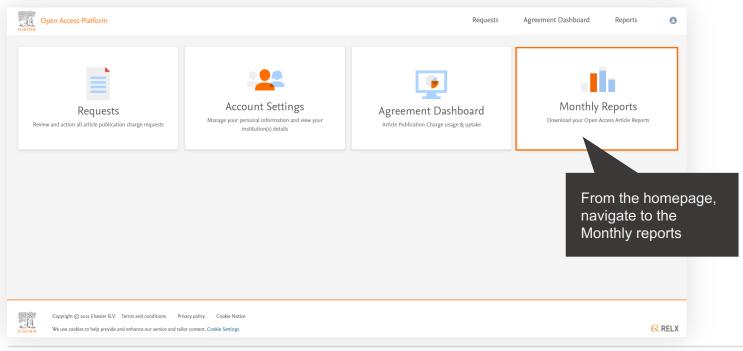
Every month, reports are made available that include details of all Open Access and Subscription Articles under the agreement





Monthly reports

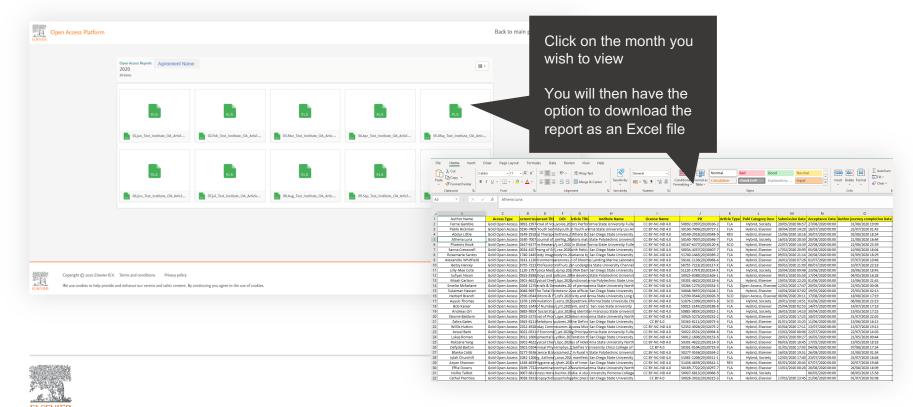
Detail the performance of the agreement and are made available on the platform every month.





Monthly reports

Detail the performance of the agreement and are made available on the platform every month.



Thank you



