

# Elsevier Open Access Platform

Discount agreement

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

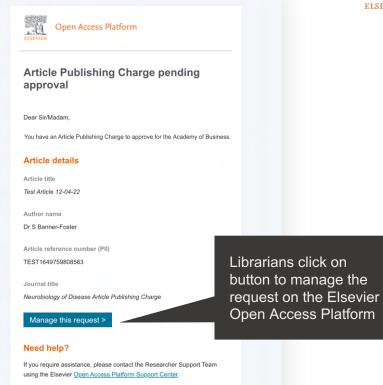
# Requests 6-20 Managing pending requests Approved requests tab Rejected requests tab All requests tab Reporting Monthly reports 21-24 Accessing the reports



# 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



Kind regards, Researcher Support

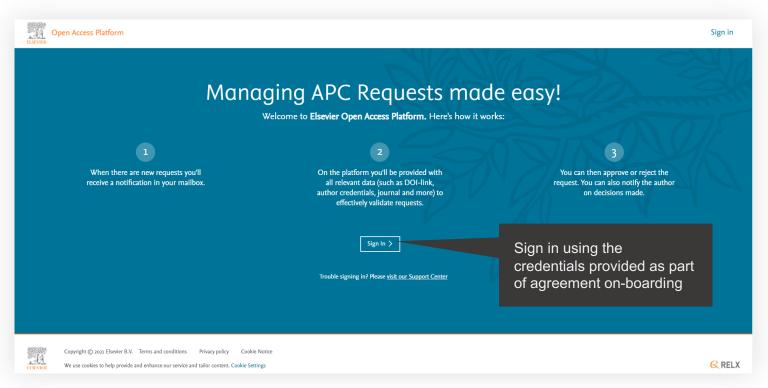
\*\*\* This is an automatically generated email, please do not reply \*\*\*

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 his email from you inhow. Any unsubmixed use or distribution of this and delete his email from you inhow. Any unsubmixed uses or distribution of this



## The welcome screen

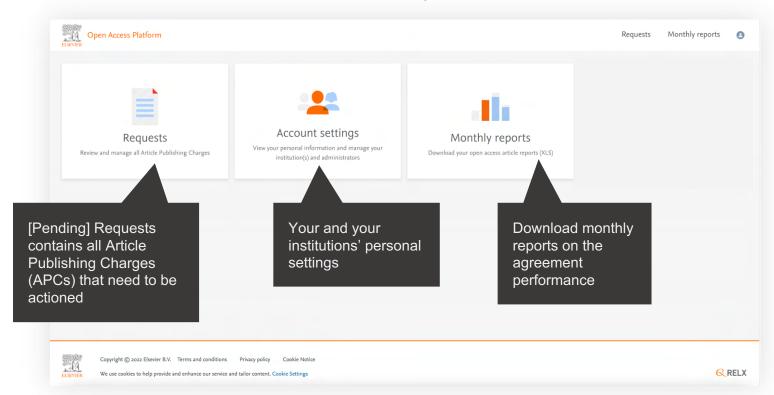
Sign in to the Elsevier Open Access Platform.





# The homepage

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



# Requests

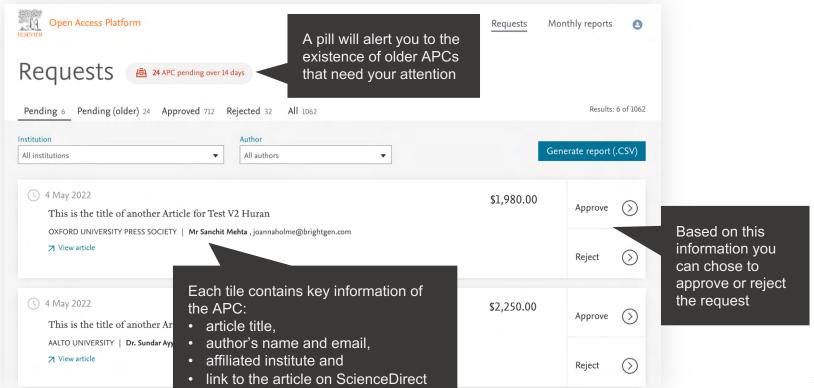
Managing your Article Publishing Charges





## Pending requests tab

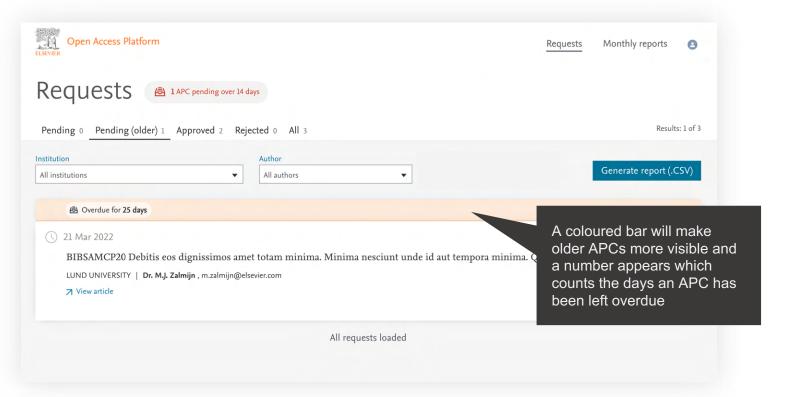
Contains all Article Publishing Charges (APCs) that need to be actioned.





# Pending (older) requests tab

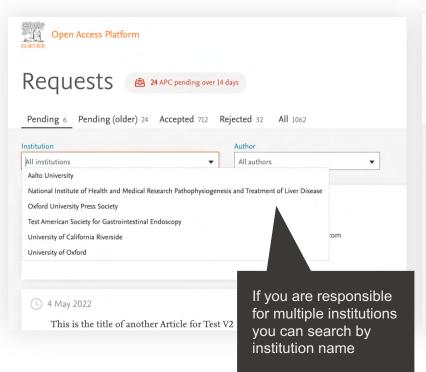
Contains all Article Publishing Charges (APCs) older than 14 days that need to be actioned.

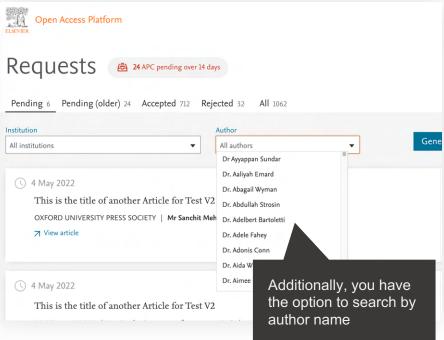




# Searching / Filtering

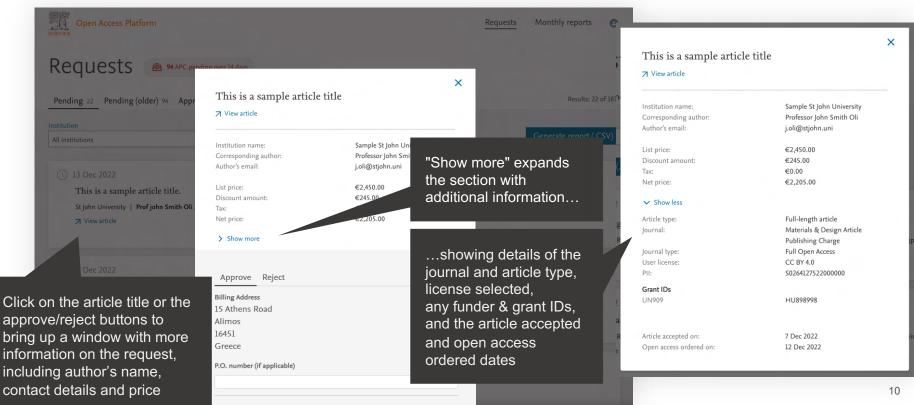
You can filter down a list of APCs to look for a particular one.







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





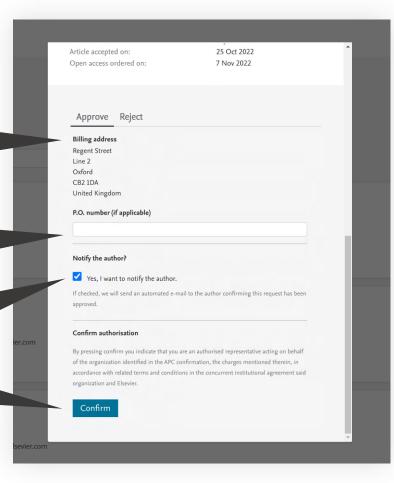
Approving an APC.

Billing address, where the invoice will be sent, is displayed

If applicable, a purchase order number can be added and this will show on the invoice

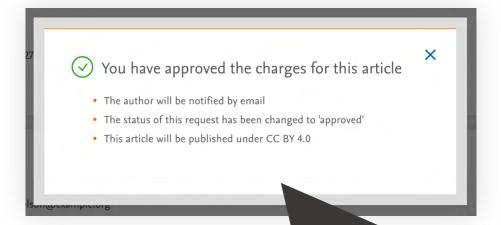
An email notification can be sent to the author to advise request has been approved

If you are happy to approve simply click the "Confirm" button





Approving an APC.



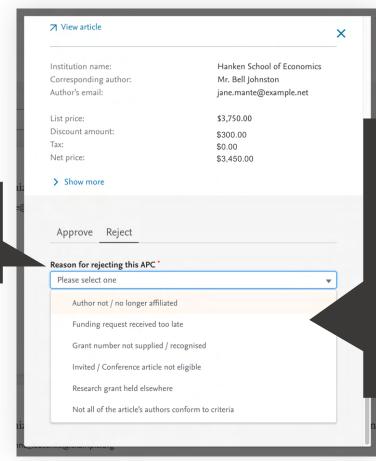
A confirmation of the approval is shown on screen, and the APC moves onto the approved list.

If you have multiple APCs pending, you can go straight to the next article or return to overview screen



Rejecting an APC.

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



Choose most appropriate reason for the rejection:

- Author not/no longer affiliated
- Funding request received too late
- Grant number not supplied/recognized
- Invited/Conference article not eligible
- Research grant held elsewhere
- Not all of the article's authors conform to criteria

# ELSEVIER

# **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



## Your Article Publishing Charge has been approved

Dear Dr S Banner-Foster.

We are pleased to inform you that John Yossarian of the Institute of Economics confirmed your affiliation.

You are therefore eligible for a discount on the Article Publishing Charge relating to 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

An invoice, at the discounted rate, will be sent to the address you specified. 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 \*\*\*

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# ELSEVIER

# **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 Institute of Economics 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 time of submission\*.

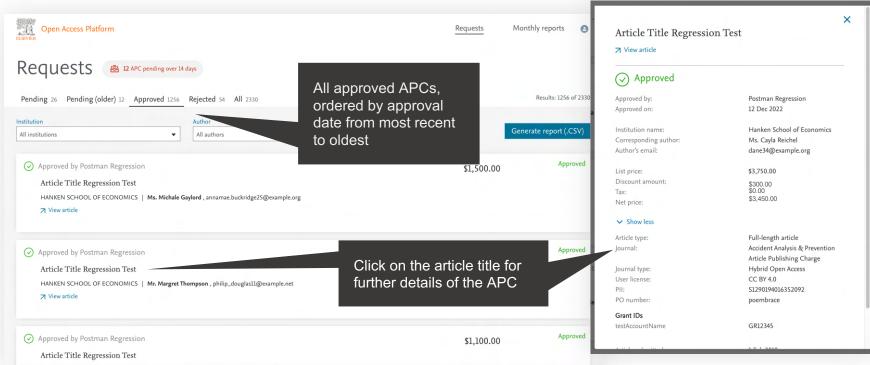
Kind regards, Researcher Support

\* 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.



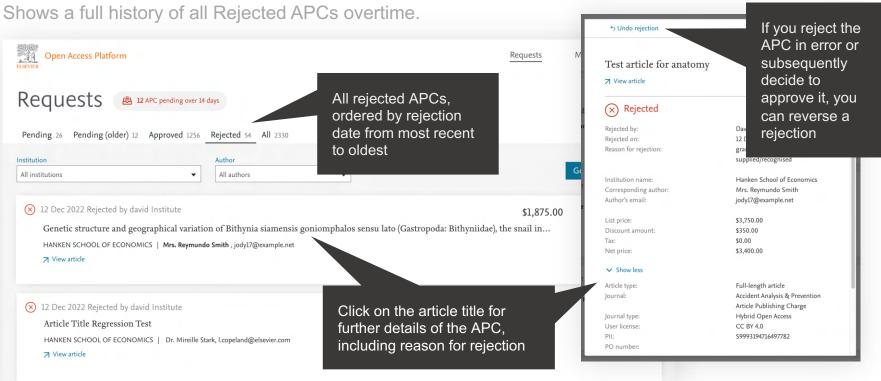
## Approved requests tab

Shows a full history of all approved APCs overtime.





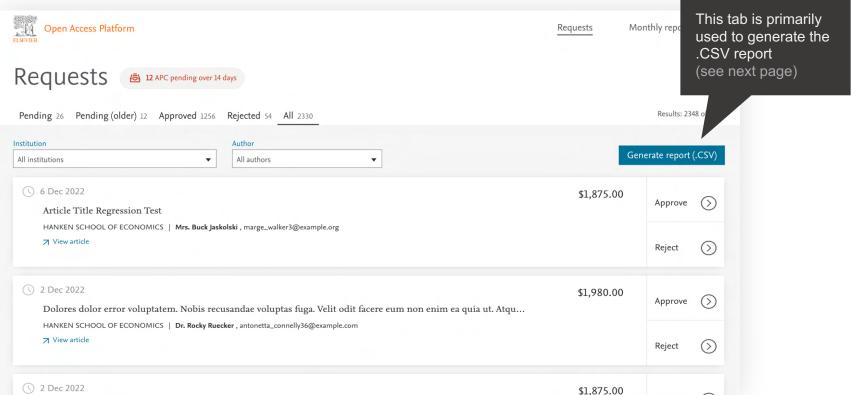
# Rejected requests tab





# All requests tab

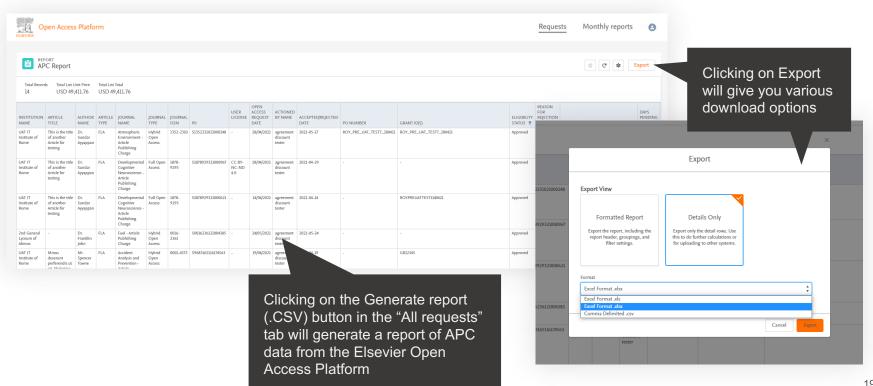
Shows a full history of all pending, approved and rejected APCs overtime.





# Reporting

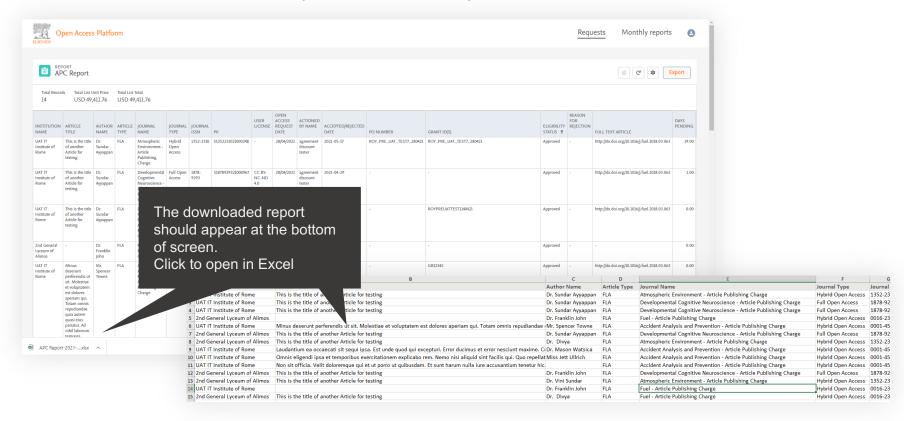
You can choose to view a .CSV report on screen or export / download it.





# Reporting

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

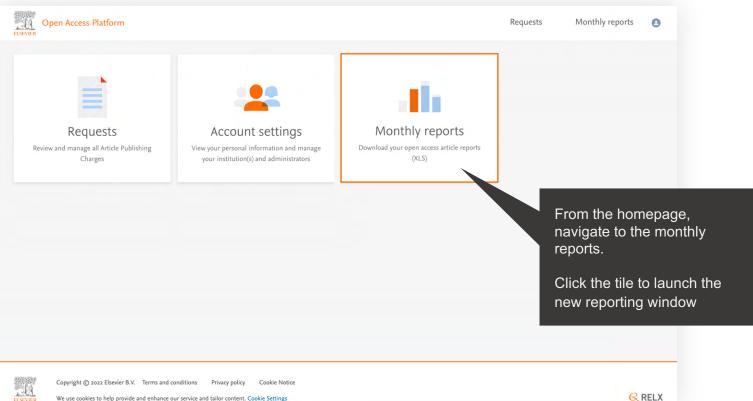


Every month, reports are made available that include details of all open access and subscription articles under the agreement



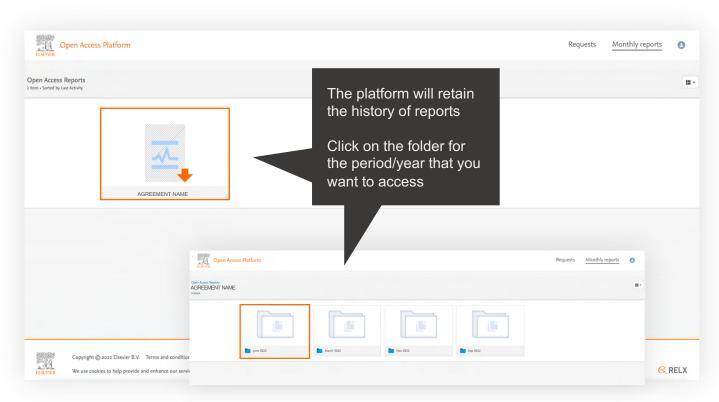


Detail the performance of the agreement and are made available on the platform every month.



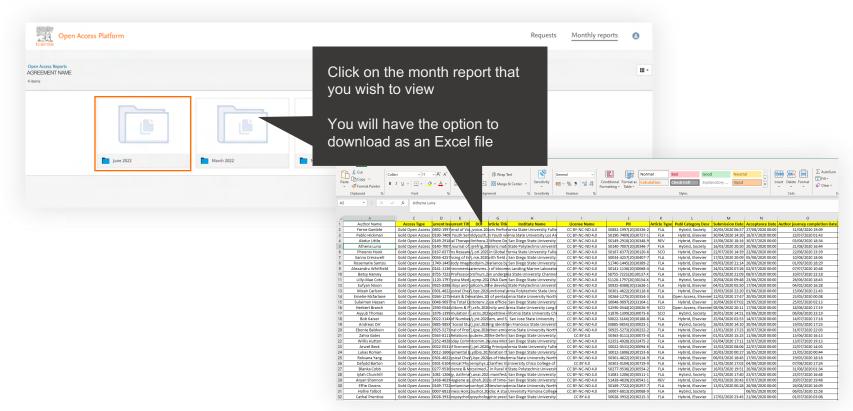


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# Thank you

