



ELSEVIER

# Elsevier Open Access Platform

Society Membership Validation

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/](https://service.elsevier.com/app/home/supporthub/eoap/)

## In this guide

---

<b>Requests</b>	5-11
Managing Pending requests	
Reporting	

# The welcome screen

Sign in to the Elsevier Open Access Platform.

Open Access Platform Sign in

## Managing APC Requests made easy!

Welcome to Elsevier Open Access Platform. Here's how it works:

- 1 When there are new requests you'll receive a notification in your mailbox.
- 2 On the platform you'll be provided with all relevant data (such as DOI-link, author credentials, journal and more) to effectively validate requests.
- 3 You can then approve or reject the request. You can also notify the author on decisions made.

[Sign In >](#)

Trouble signing in? Please visit our [Support Center](#)

Login using the credentials provided as part of agreement set up

Copyright © 2021 Elsevier B.V. [Terms and conditions](#) [Privacy policy](#) [Cookie Notice](#)  
We use cookies to help provide and enhance our service and tailor content. [Cookie Settings](#)

RELX

# The homepage

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

The screenshot shows the Elsevier Open Access Platform homepage. At the top left is the Elsevier logo and the text "Open Access Platform". At the top right is a "Requests" button with a plus icon. Below the header are two main tiles: "Requests" and "Account Settings".

**Requests**  
Review and action all article publication charge requests

**Account Settings**  
Manage your personal information and view your institution(s) details

Two callout boxes provide further details:

- [Pending] Requests** contains all Article Publishing Charges (APCs) that need to be actioned
- Your and your institutions' personal settings

At the bottom of the page, there is a footer with the Elsevier logo, copyright information (© 2021 Elsevier B.V.), links for Terms and conditions, Privacy policy, and Cookie Notice. A cookie notice states: "We use cookies to help provide and enhance our service and tailor content. [Cookie Settings](#)". The RELX logo is in the bottom right corner.

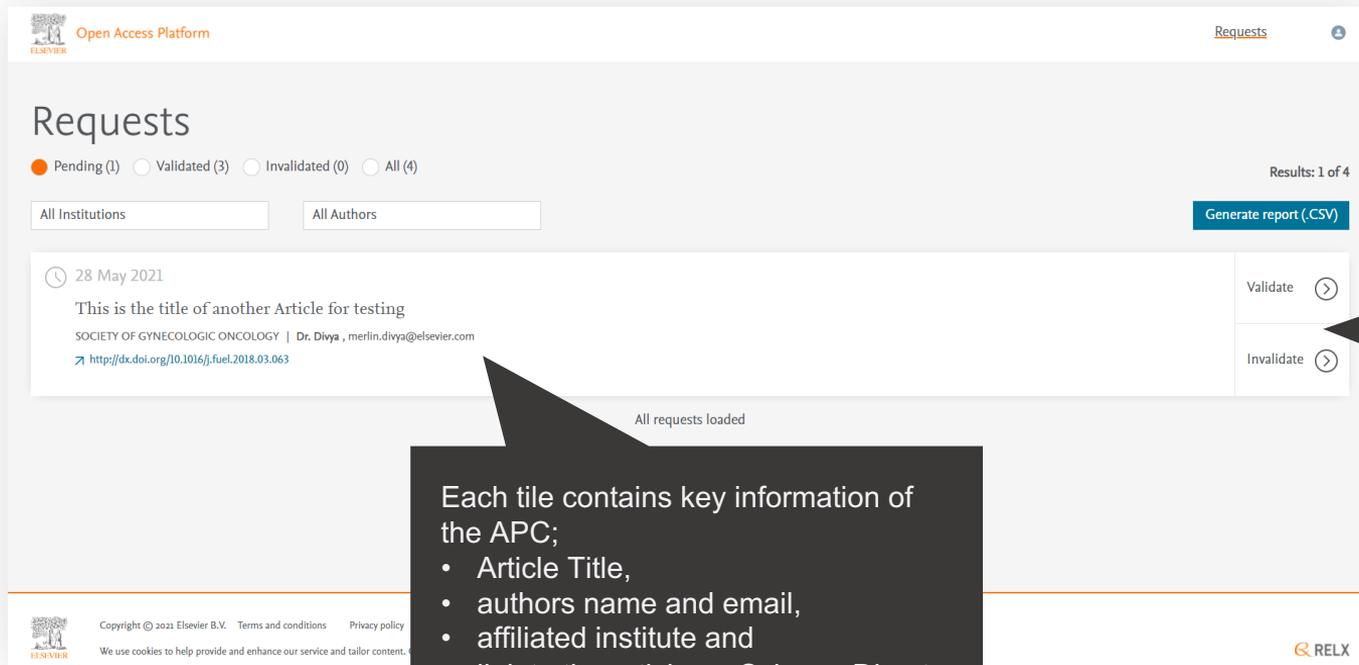
# Requests

## Managing your Article Publication Charges



# Pending requests tab

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



The screenshot displays the 'Requests' tab in the Elsevier Open Access Platform. At the top, there is a navigation bar with the Elsevier logo and 'Open Access Platform' text. The main heading is 'Requests', followed by filter options: 'Pending (1)', 'Validated (3)', 'Invalidated (0)', and 'All (4)'. Below the filters are two dropdown menus for 'All Institutions' and 'All Authors'. A 'Generate report (.CSV)' button is visible on the right. The main content area shows a single request tile for an article published on 28 May 2021. The tile includes the article title, authors (Dr. Divya, merlin.divya@elsevier.com), the affiliated institute (SOCIETY OF GYNECOLOGIC ONCOLOGY), and a link to the article on Science Direct. Action buttons for 'Validate' and 'Invalidate' are present on the right side of the tile. A 'All requests loaded' message is displayed below the tile. The footer contains the Elsevier logo, copyright information (© 2023 Elsevier B.V.), terms and conditions, privacy policy, and a cookie notice. The RELX logo is also present in the bottom right corner.

Requests

● Pending (1) ○ Validated (3) ○ Invalidated (0) ○ All (4)

All Institutions All Authors

Generate report (.CSV)

28 May 2021

This is the title of another Article for testing

SOCIETY OF GYNECOLOGIC ONCOLOGY | Dr. Divya , merlin.divya@elsevier.com

<http://dx.doi.org/10.1016/j.fuel.2018.03.063>

Validate

Invalidate

All requests loaded

Copyright © 2023 Elsevier B.V. Terms and conditions Privacy policy

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

RELX

Each tile contains key information of the APC;

- Article Title,
- authors name and email,
- affiliated institute and
- link to the article on Science Direct

Based on this information you can chose to Validate or Invalidate the request

# APC detail window

Displays full details of the APC request which allow you to Validate or Invalidate it.

**Requests**

● Pending (1) ○ Validated (3) ○ Invalidated (0) ○ All (4)

All Institutions All Authors

28 May 2021

This is the title of another Article for testing  
 SOCIETY OF GYNECOLOGIC ONCOLOGY | Dr. Divya , merlin.divya@elsevier.com  
<http://dx.doi.org/10.1016/j.fuel.2018.03.063>

**APC Detail Window 1:**

This is the title of another Article for testing  
<http://dx.doi.org/10.1016/j.fuel.2018.03.063>

Institution Name:  
 Corresponding Author:  
 Author Email:  
 Society Membership Details:

[Show More](#)

Validate Invalidate

Notify the Author?  
 Yes, I want to notify the author.  
 If checked, we will send an automated request has been validated.

Confirm Authorisation  
 By clicking confirm, you have validated this Author's request. An applicable discount on their invoice.

[Confirm](#)

**APC Detail Window 2:**

This is the title of another Article for testing  
<http://dx.doi.org/10.1016/j.fuel.2018.03.063>

Institution Name: Society of Gynecologic Oncology  
 Corresponding Author: Dr. Divya  
 Author Email: merlin.divya@elsevier.com  
 Society Membership Details: ROY\_EOAP\_RETEST22\_RF28052 1 ( Divya)

[Show Less](#)

Article Type: Full-length article  
 Journal: Developmental Cognitive Neuroscience - Article Publishing Charge

Journal Type: Full Open Access  
 User License: CC BY-NC-ND 4.0  
 PII: S1878929321001092

Grant ID(s)

Dates  
 Article Submitted Date: 28 May 2021  
 Article Accepted: 29 Apr 2021  
 Open Access Ordered: 28 May 2021

**Callout 1:** "Show more" expands the section with additional information...

**Callout 2:** ...showing details of the Journal and Article Type, License selected, any Funder & Grant IDs, and the Article Submitted, Accepted and Open Access Ordered dates

**Callout 3:** Click on the Article Title or the Validate/Invalidate buttons to bring up a window with more information on the request, including Authors name and contact details

# APC detail window

Validating 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 Validated

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

Article Type: Full-length article

Journal: Developmental Cognitive Neuroscience - Article Publishing ✕

Journal Type: Full Open Access

User License: CC BY-NC-ND 4.0

PII: S1878929321001092

Grant ID(s)

Dates

Article Submitted Date: 28 May 2021

Article Accepted: 29 Apr 2021

Open Access Ordered: 28 May 2021

Validate Invalidate

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 validated.

Confirm Authorisation

By clicking confirm, you have validated this Author is a member of your Society and eligible to receive the applicable discount on their invoice

Confirm

Cookie Notice [Cookie Settings](#)

# APC detail window

Invalidating an APC.

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

The screenshot shows the 'APC detail window' with the 'Invalidate' tab selected. The window displays article details and a form for invalidating the request. The form includes a dropdown menu for selecting a reason for invalidation, with the following options:

- Invalid Membership Number
- No Active Society Membership Found
- Society Membership Has Expired
- Membership Type Ineligible for Discount

The 'Confirm' button is visible at the bottom of the form.

Choose most appropriate reason for the Invalidation:

- Invalid Membership Number
- No Active Society Membership Found
- Society Membership has Expired
- Membership Type ineligible for discount

# Validated requests tab

Shows a full history of all Validated APCs overtime.

The screenshot displays the 'Requests' tab on the Elsevier Open Access Platform. The page header includes the Elsevier logo and 'Open Access Platform'. The main heading is 'Requests', with filters for 'Pending (1)', 'Validated (3)', 'Invalidated (0)', and 'All (4)'. There are also filters for 'All Institutions' and 'All Authors'. A 'Requests' tab is active, and a 'Results: 3 of 4' indicator is shown. A 'Generate report (.CSV)' button is present.

The list of requests shows three validated entries, each with a green checkmark icon and the text '28 May 2021 Validated by UAT Society 1'. Each entry includes the article title 'This is the title of another Article for testing', the journal 'SOCIETY OF GYNECOLOGIC ONCOLOGY', the author 'Dr. Sundar Ayyappan', and a DOI link.

A callout box points to the list, stating: 'All Validated APCs, ordered by validation date from most recent to oldest'.

Another callout box points to the article title in the second entry, stating: 'Click on the Article Title for further details of the APC'.

The detailed view of the article shows the title 'This is the title of another Article for testing' and the DOI link. It indicates the article is 'Validated' with a green checkmark. The validation details are as follows:

Validated by:	UAT Society 1
Validated on:	28 May 2021
Institution Name:	Society of Gynecologic Oncology
Corresponding Author:	Dr. Sundar Ayyappan
Author Email:	r.fox@elsevier.com
Society Membership Details:	ROYEOAPTEST21Retest_RF280521 (sams smith)

Below the validation details, there is a 'Show Less' button. The article details are as follows:

Article Type:	Full-length article
Journal:	Developmental Cognitive Neuroscience - Article Publishing Charge
Journal Type:	Full Open Access
User License:	CC BY 4.0
PII:	S1878929321001407
Grant ID(s)	

The 'Dates' section shows:

Article Submitted Date:	28 May 2021
Article Accepted:	14 May 2021
Open Access OnDemand:	28 May 2021

The Elsevier logo is visible in the bottom left corner.

# Reporting

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

**All Validated APCs, ordered by validation date from most recent to oldest**

INSTITUTION NAME	ARTICLE TITLE	AUTHOR NAME	TYPE	JOURNAL NAME	ELIGIBILITY STATUS	REASON FOR INVALIDATION (SOCIETY)	APC	DATE	URL	DAYS PENDING
Society of Gynecologic Oncology	This is the title of another Article for testing	Dr. Divya	FLA	Developmental Cognitive Neuroscience - Article Publishing Charge	Validated	-	Full Open Access	1878-9293	17/05/2021	0.0
Society of Gynecologic Oncology	This is the title of another Article for testing	Dr. Sundar Ayyappan	FLA	Developmental Cognitive Neuroscience - Article Publishing Charge	Validated	-	Full Open Access	1878-9293	28/05/2021	0.0
Society of Gynecologic Oncology	This is the title of another Article for testing	Dr. Sundar Ayyappan	FLA	Developmental Cognitive Neuroscience - Article Publishing Charge	Validated	-	Full Open Access	1878-9293	17/05/2021	0.0
Society of Gynecologic Oncology	This is the title of another Article for testing	Dr. Divya	FLA	Developmental Cognitive Neuroscience - Article Publishing Charge	Pending	-	Full Open Access	1878-9293	28/05/2021	19.0
<b>Grand Total (4 records)</b>										

**Export**

**Export View**

- Formatted Report: Export the report, including the report header, groupings, and filter settings.
- Details Only: Export only the detail rows. Use this to do further calculations or for uploading to other systems.

Format: **Excel Format.xlsx** (selected)

Encoding: ISO-8859-1 (General US & Western European, I)

**Export**

**Once downloaded, a report can be opened in Excel**

Copyright © 2021 Elsevier B.V. Terms and conditions Privacy policy Cookie Notice  
 We use cookies to help provide a better user experience. Institution Name

1  
2  
3  
4  
5  
6  
7  
8  
9  
10

Institution Name	Article Title	Author Name	Type	Journal Name	Eligibility Status	Reason for Invalidation (society)	Journal Type	Journal ISSN	PII	User License
Society of Gynecologic Oncology	This is the title of another Article for testing	Dr. Divya	FLA	Developmental Cognitive Neuroscience - Article Publishing Charge	Validated	-	Full Open Access	1878-9293	51878929321001389	CC BY-NC-ND 4.0
Society of Gynecologic Oncology	This is the title of another Article for testing	Dr. Sundar Ayyappan	FLA	Developmental Cognitive Neuroscience - Article Publishing Charge	Validated	-	Full Open Access	1878-9293	51878929321001467	CC BY 4.0
Society of Gynecologic Oncology	This is the title of another Article for testing	Dr. Sundar Ayyappan	FLA	Developmental Cognitive Neuroscience - Article Publishing Charge	Validated	-	Full Open Access	1878-9293	51878929321001390	CC BY 4.0
Society of Gynecologic Oncology	This is the title of another Article for testing	Dr. Divya	FLA	Developmental Cognitive Neuroscience - Article Publishing Charge	Pending	-	Full Open Access	1878-9293	51878929321001092	CC BY-NC-ND 4.0

# Thank you

