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

In this guide

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Managing pending requests

Approved requests tab

Rejected requests tab

All requests tab

Reporting

Agreement dashboard 21-25

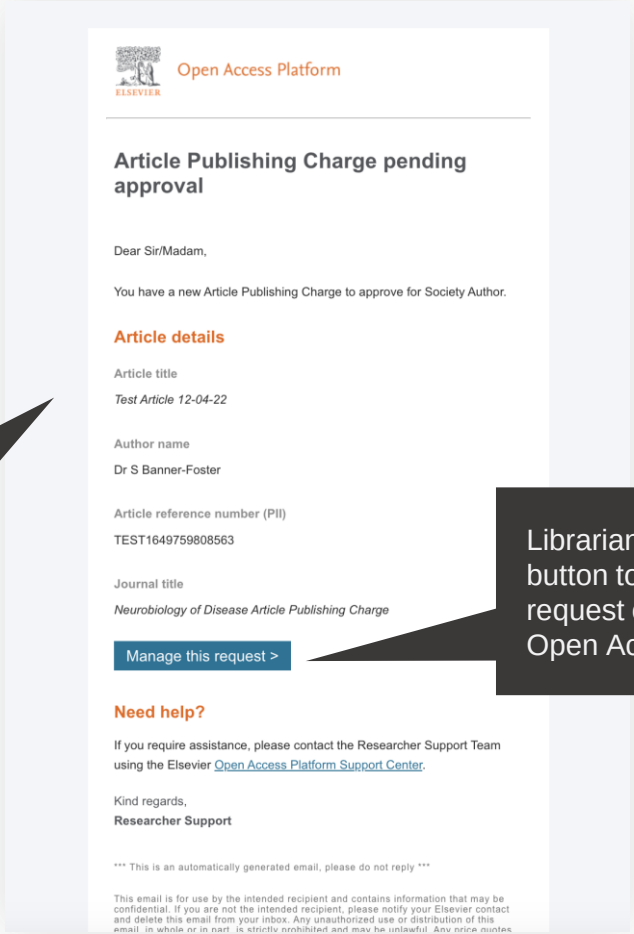
Overall view

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



Open Access Platform

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 >

Need help?

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

Kind regards,
Researcher Support

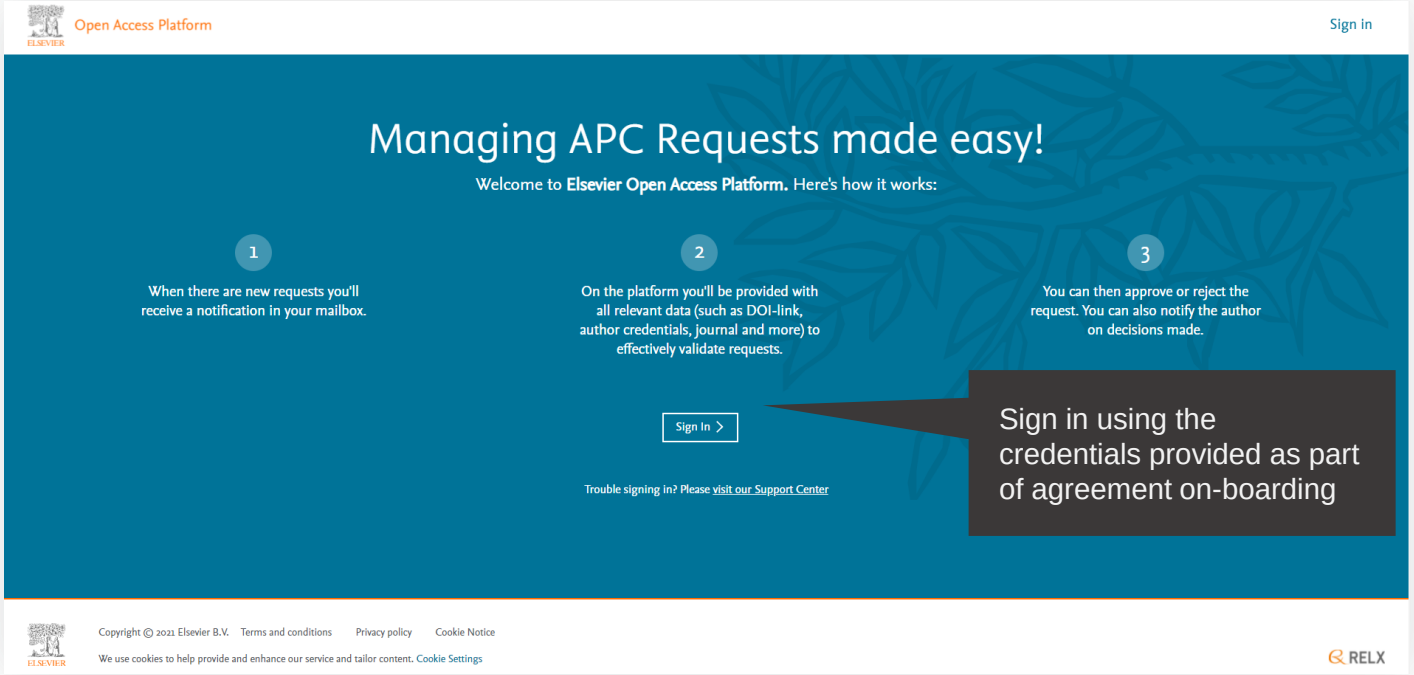
*** This is an automatically generated email, please do not reply ***

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 part, is strictly prohibited and may be unlawful. Any price quotes

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

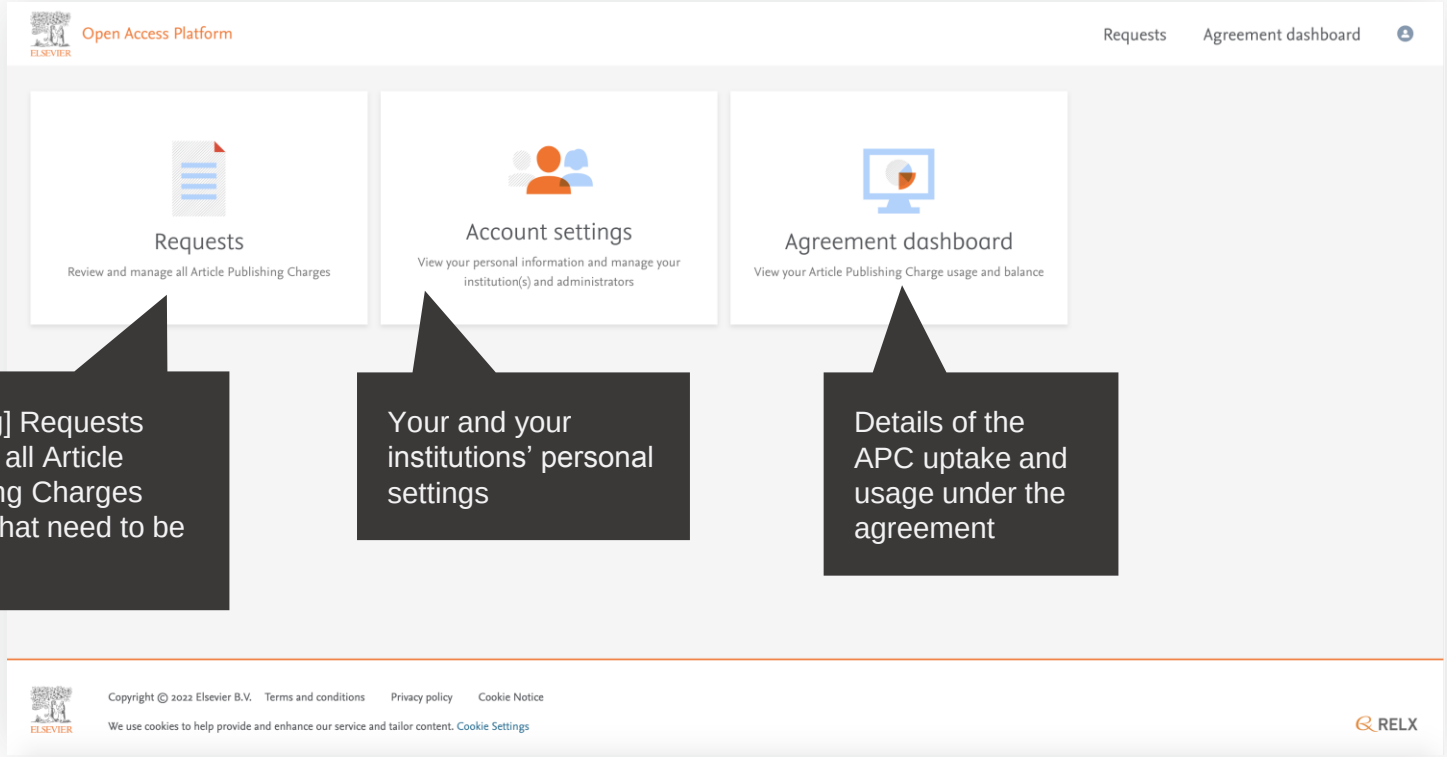
The welcome screen

Sign in to the Elsevier Open Access Platform.



The homepage

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



[Pending] Requests contains all Article Publishing Charges (APCs) that need to be actioned

Your and your institutions' personal settings

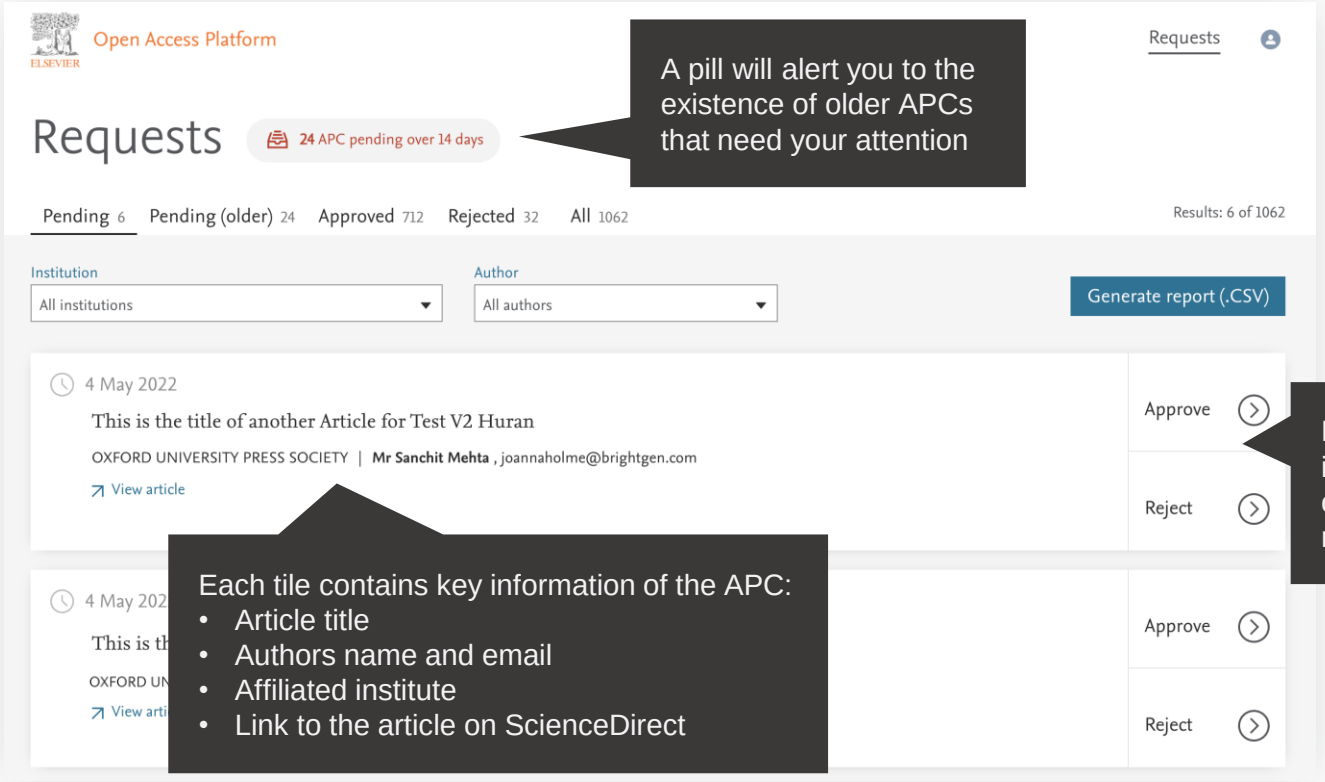
Details of the APC uptake and usage under the agreement

Requests

Managing your Article Publishing Charges

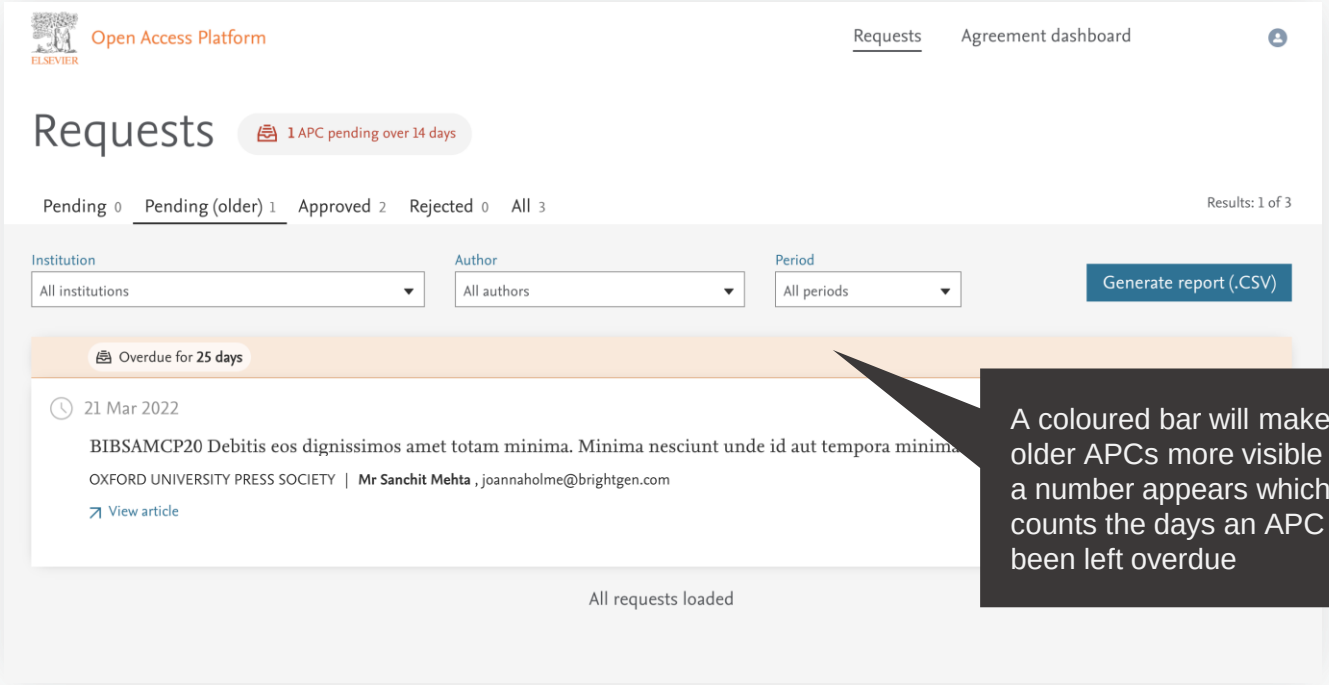
Pending requests tab

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



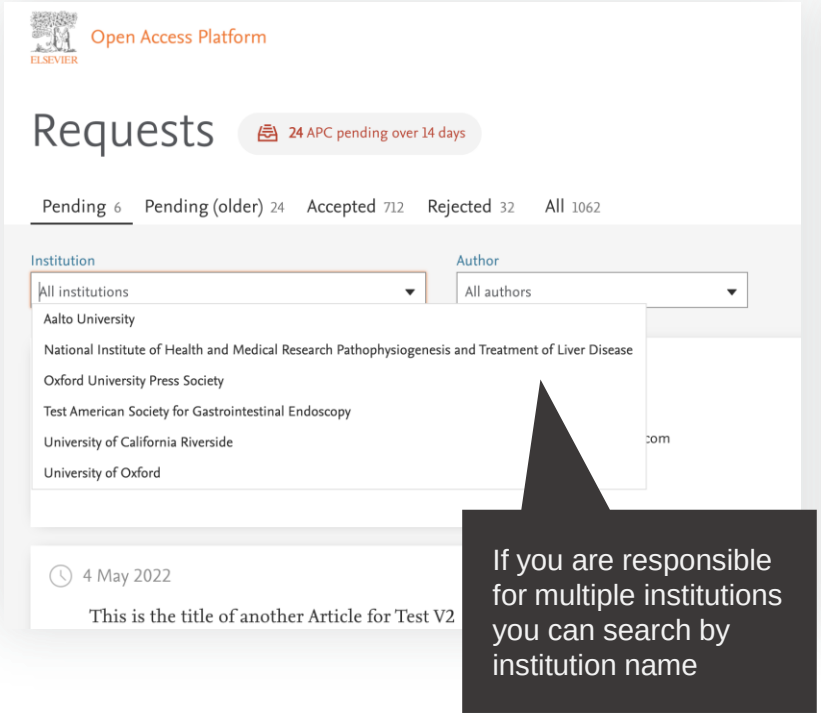
Pending (older) requests tab

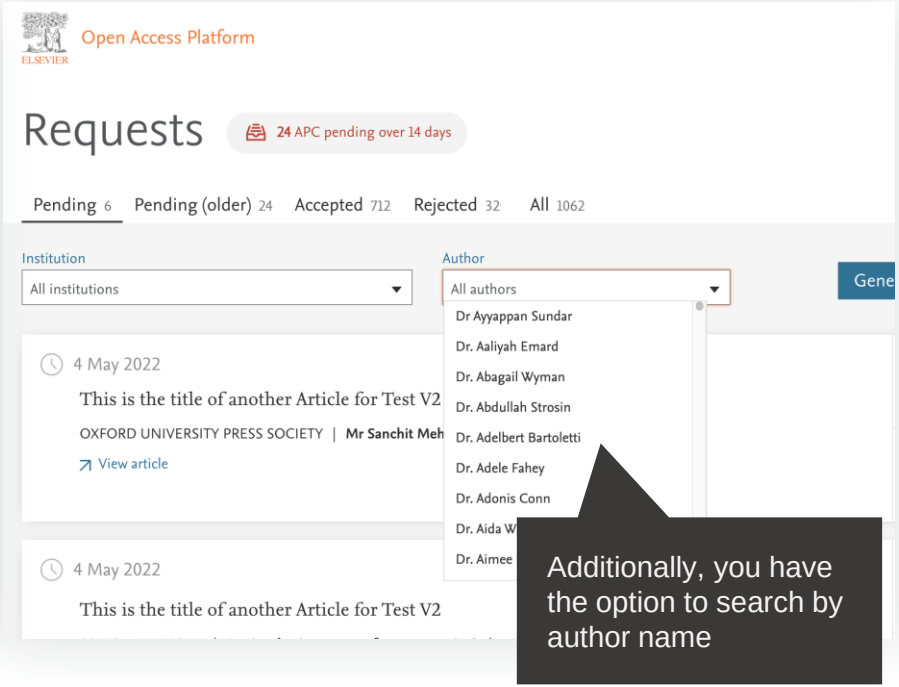
Contains all Article Publishing Charges (APCs) older than 14 days that need to be actioned.



Searching / Filtering

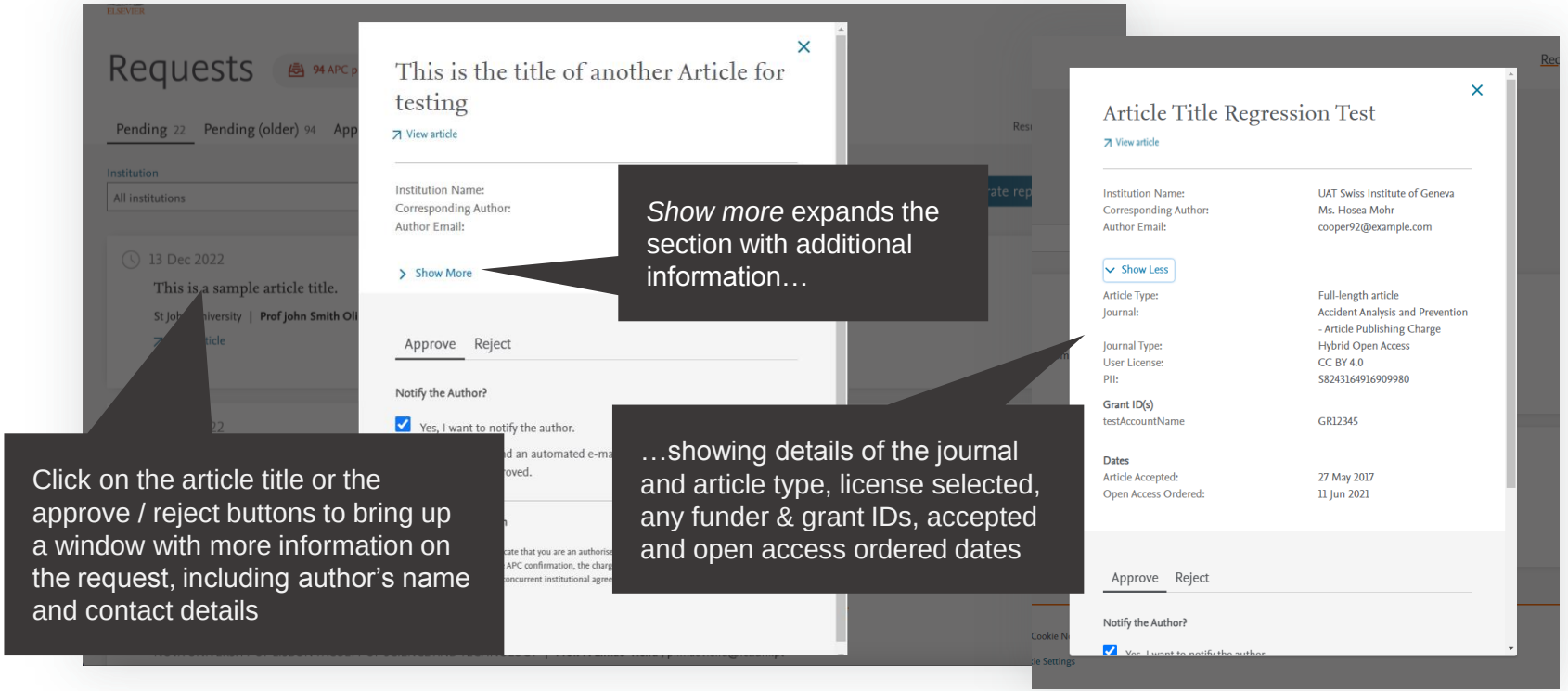
You can filter down a list of APCs to look for a particular one.





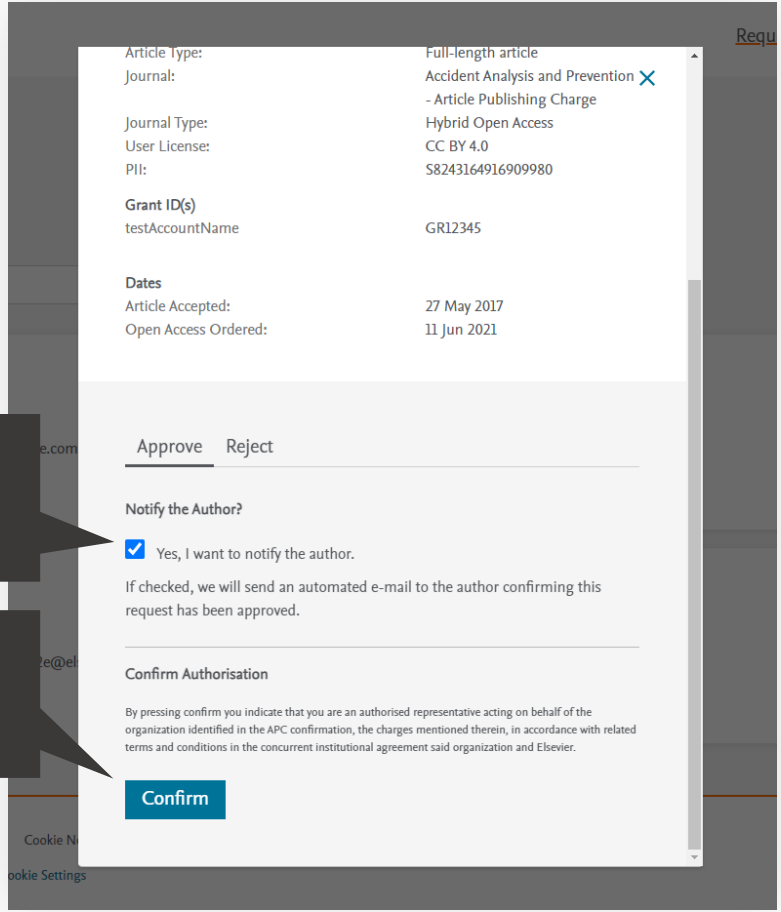
APC detail window

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



APC detail window

Approving an APC.

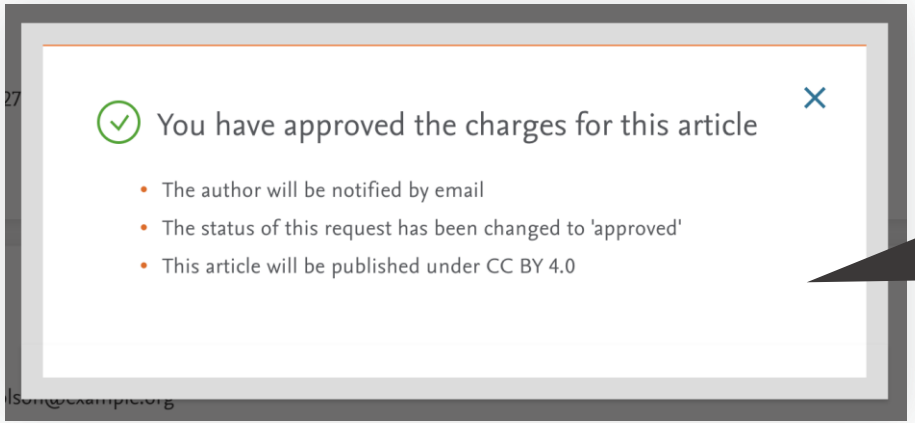


An email notification can be sent to the author to advise request has been approved

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

APC detail window

Approving an APC.

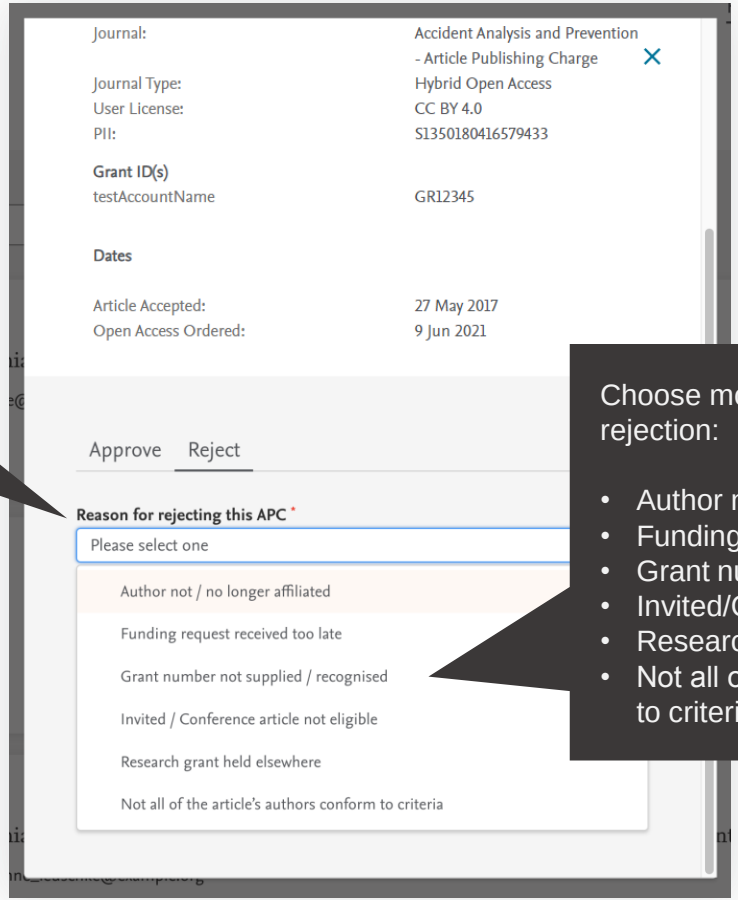


A confirmation of the approval is shown on screen, and the APC moves onto the approved list

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



Choose most appropriate reason for the rejection:

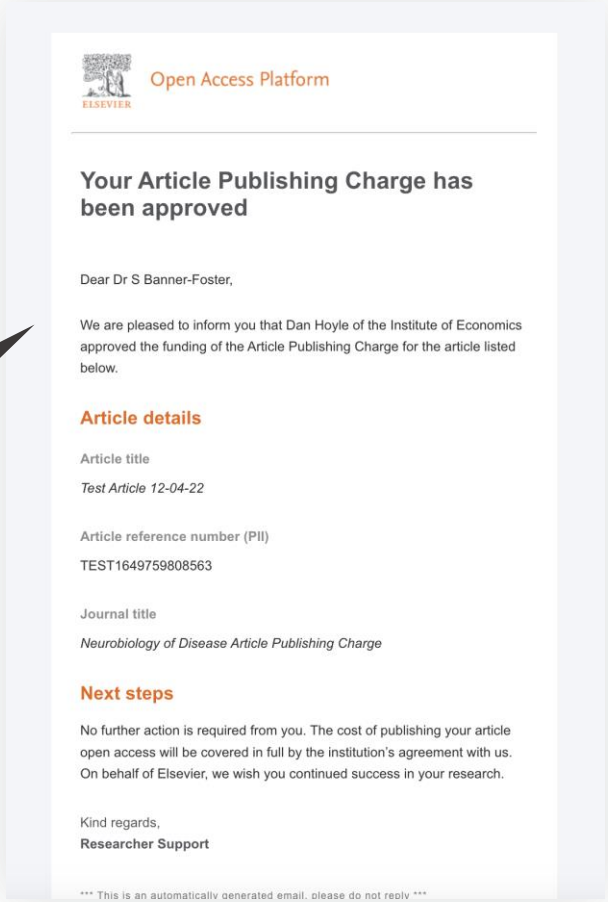
- Author not/no longer affiliated
- Funding request received too late
- Grant number not supplied/recognized
- Invited/Conference article not eligible
- Research grant held elsewhere
- Not all of the article's authors conform to criteria

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

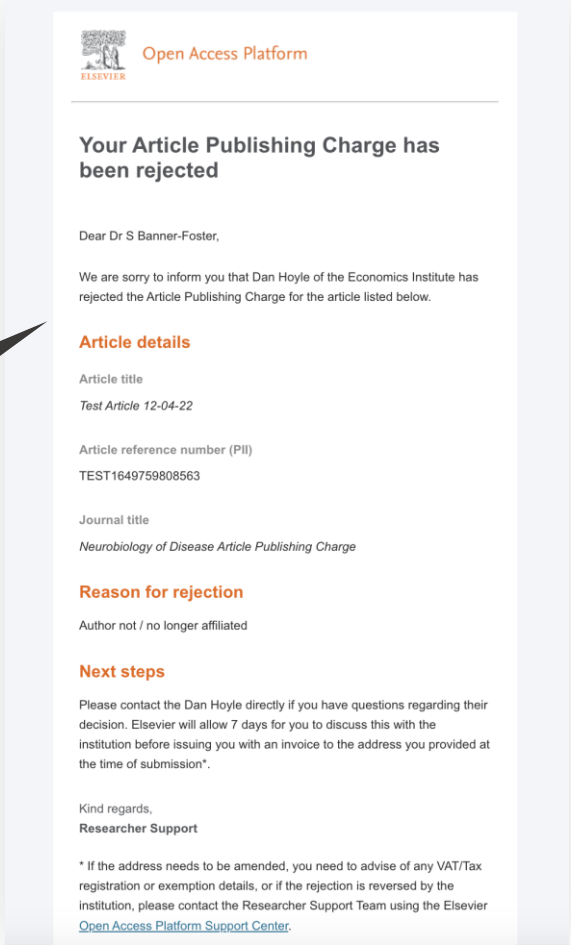
*** This is an automatically generated email, please do not reply ***

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

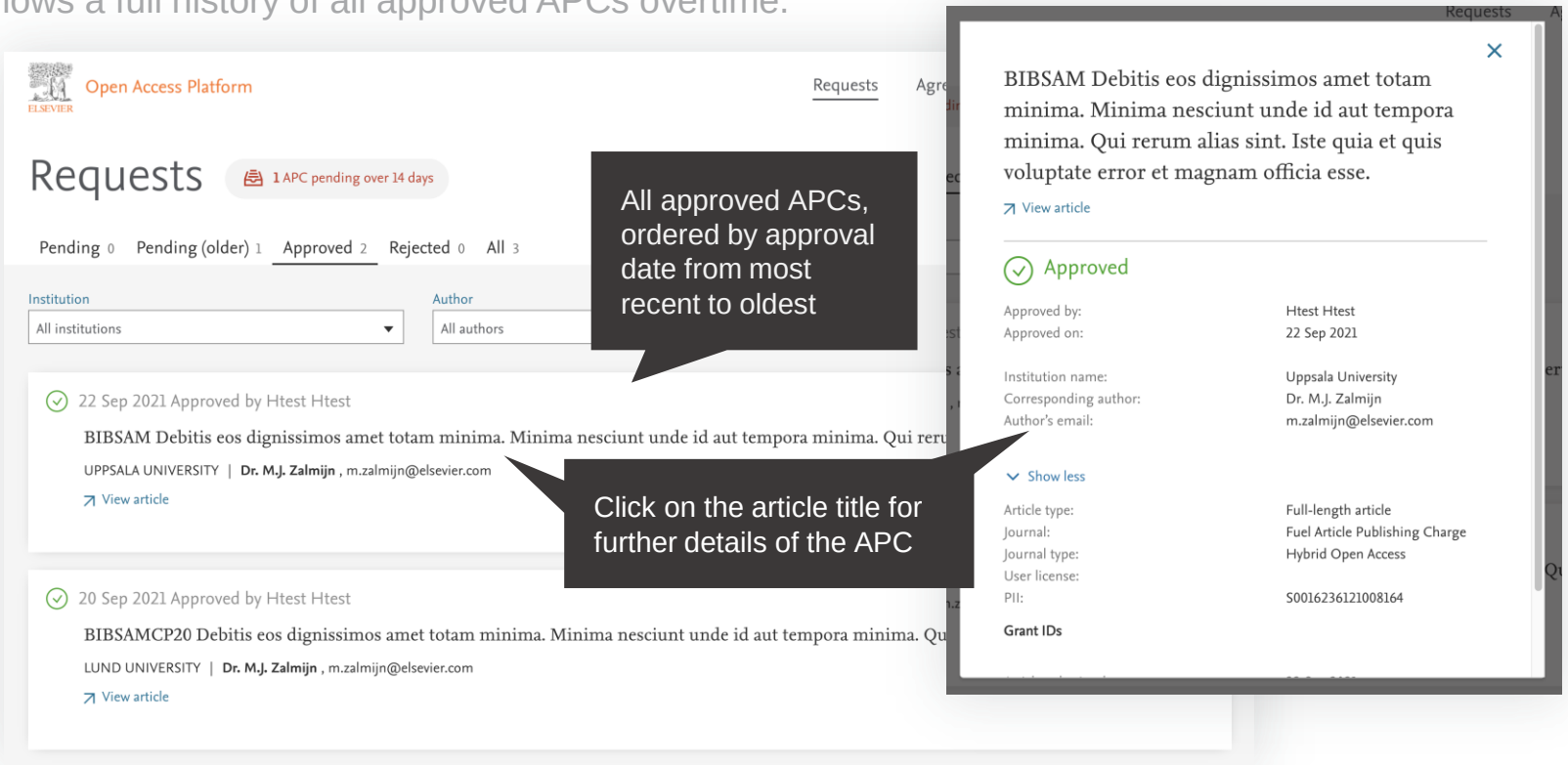
Please contact the Dan Hoyle directly if you have questions regarding their decision. Elsevier will allow 7 days for you to discuss this with the institution before issuing you with an invoice to the address you provided at the time of submission*.

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.

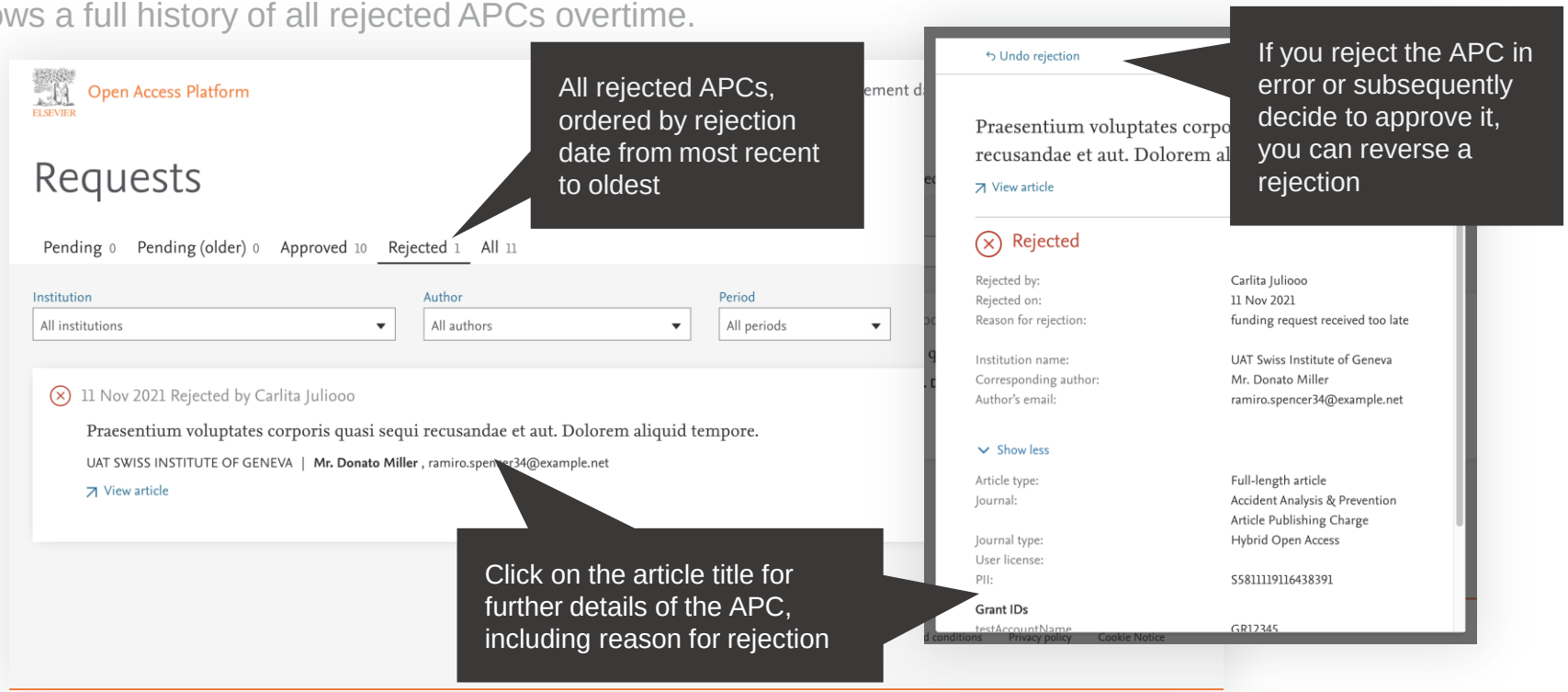
Approved requests tab

Shows a full history of all approved APCs overtime.



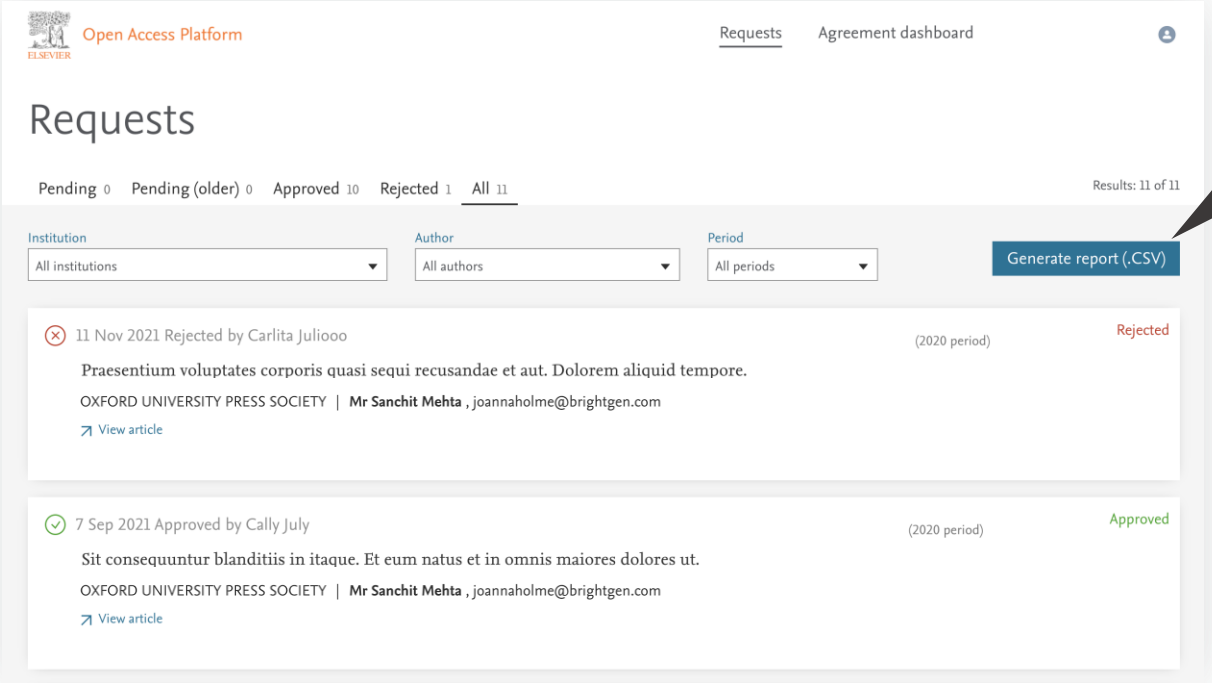
Rejected requests tab

Shows a full history of all rejected APCs overtime.



All requests tab

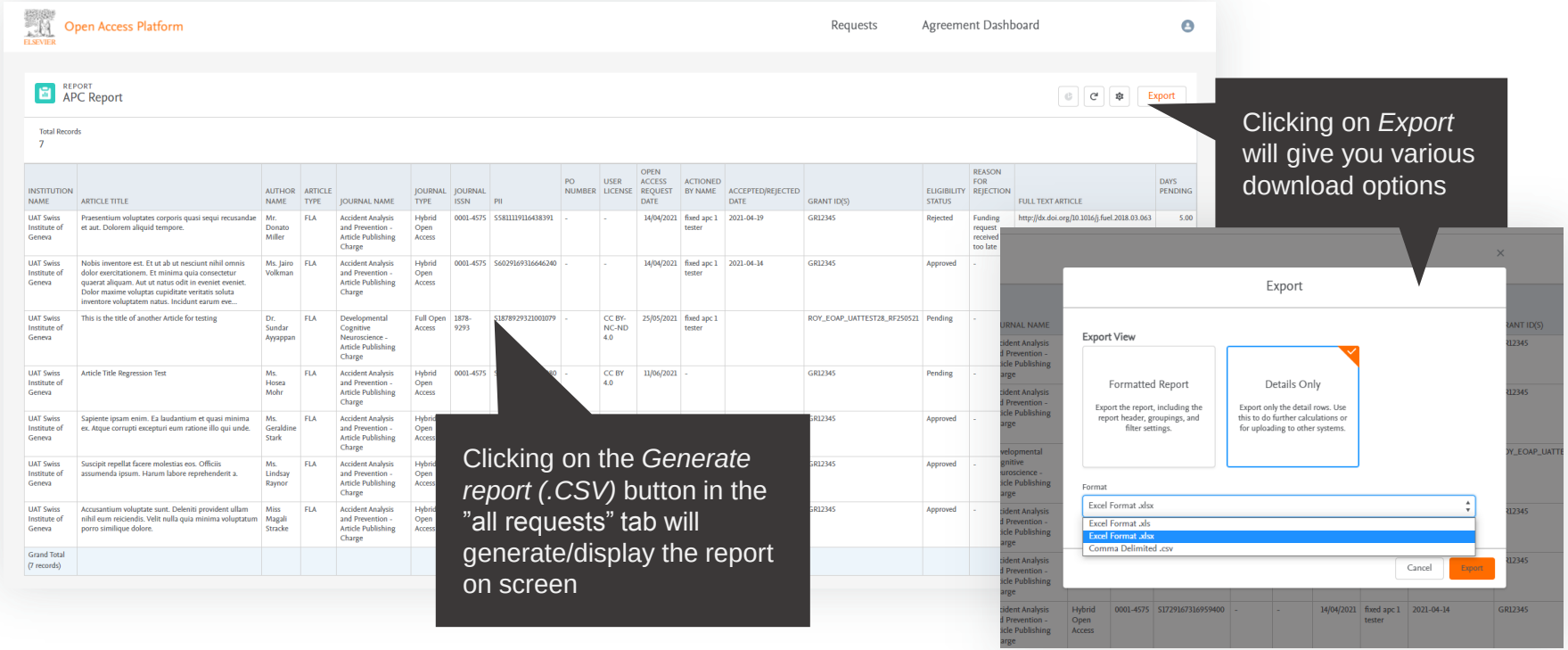
Shows a full history of all pending, approved and rejected APCs overtime.



This tab is primarily used to generate the .CSV report (see next page)

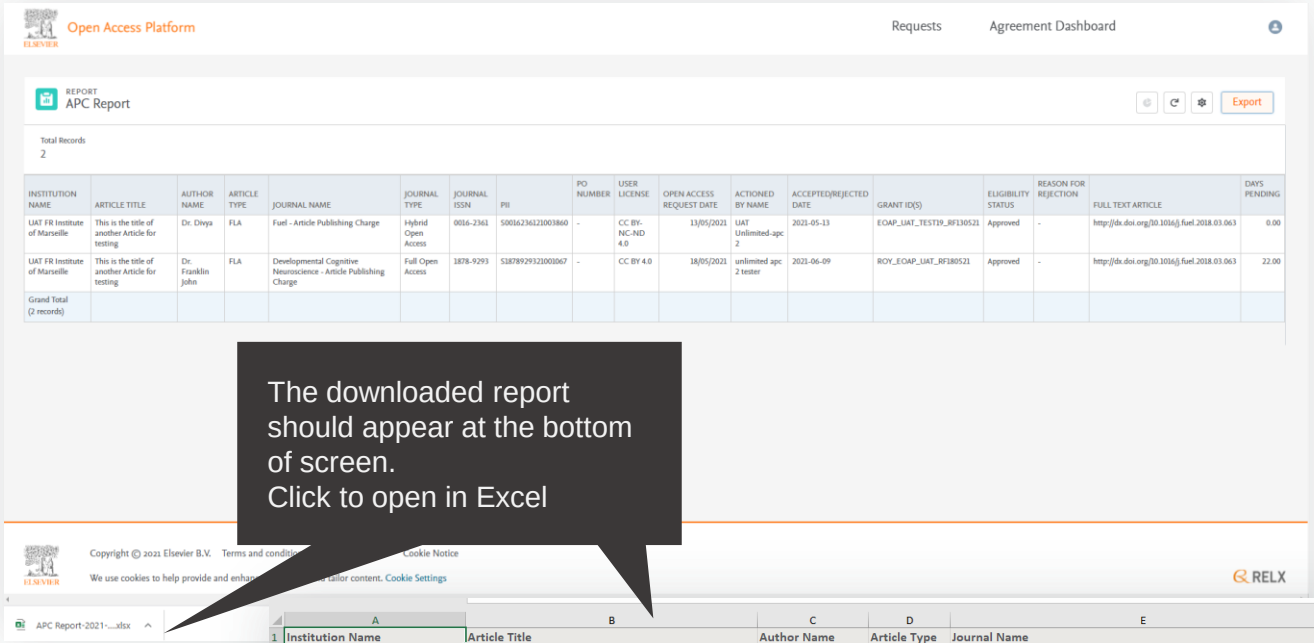
Reporting

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.

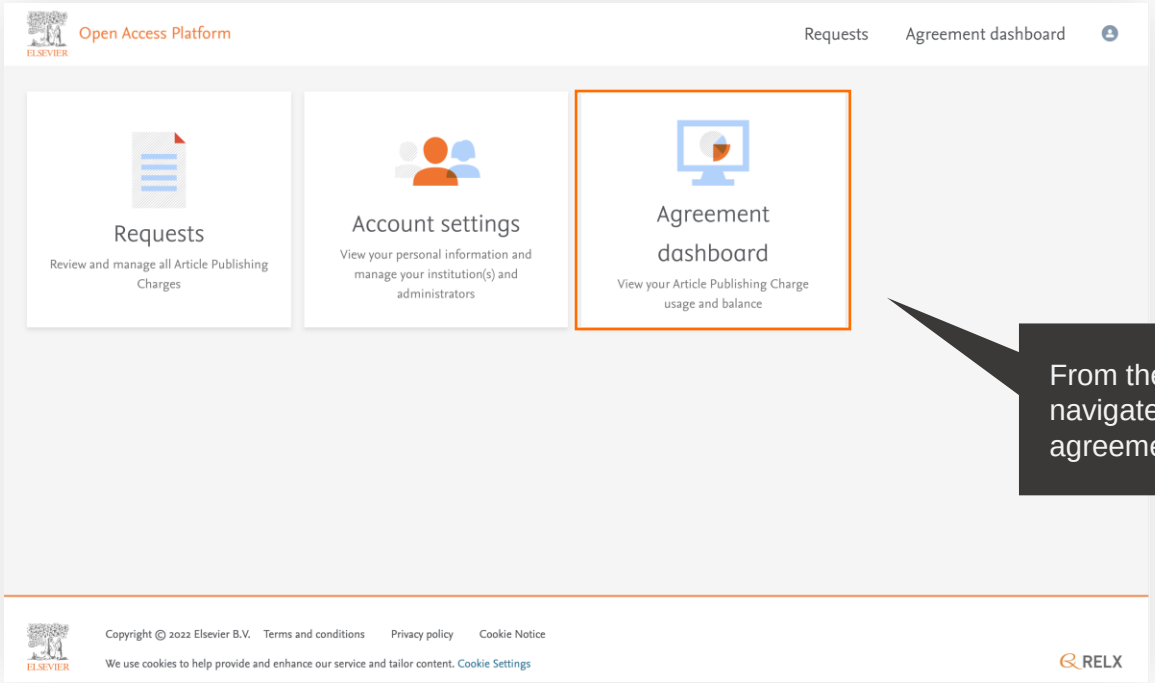


Agreement dashboard

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

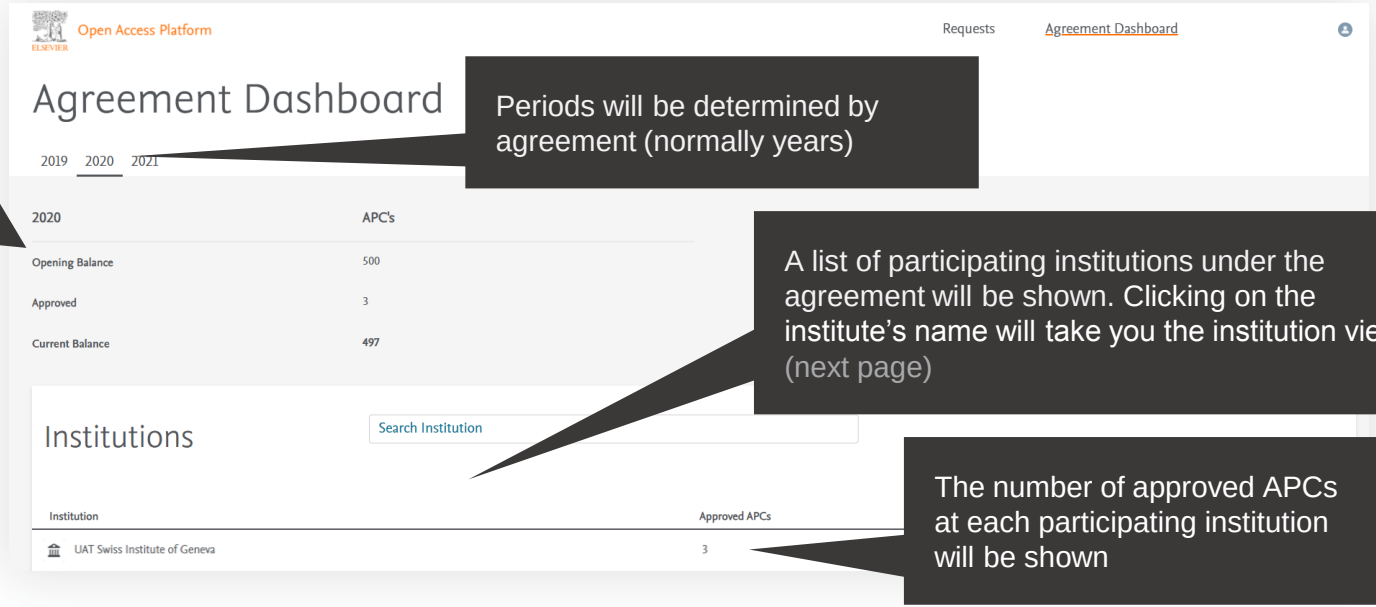
Agreement dashboard

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

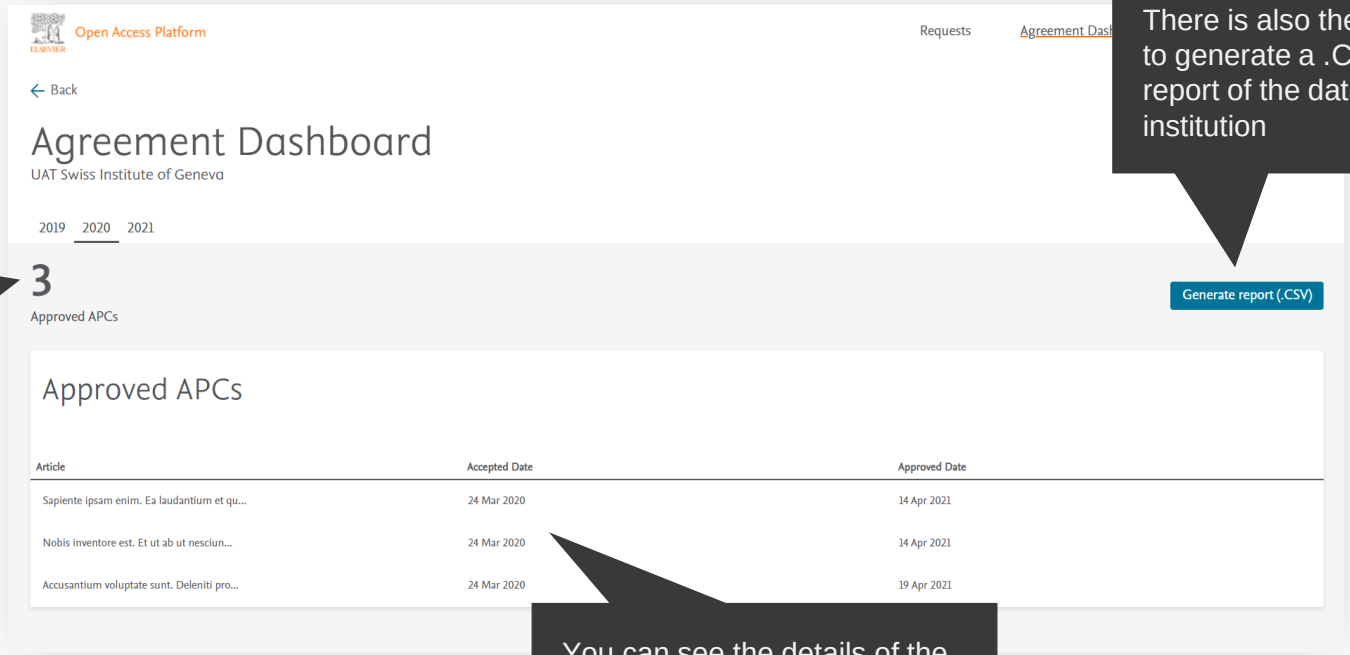
Periods will be determined by agreement (normally years)

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)

The number of approved APCs at each participating institution will be shown

Institution view

View the APC uptake and usage per institution.



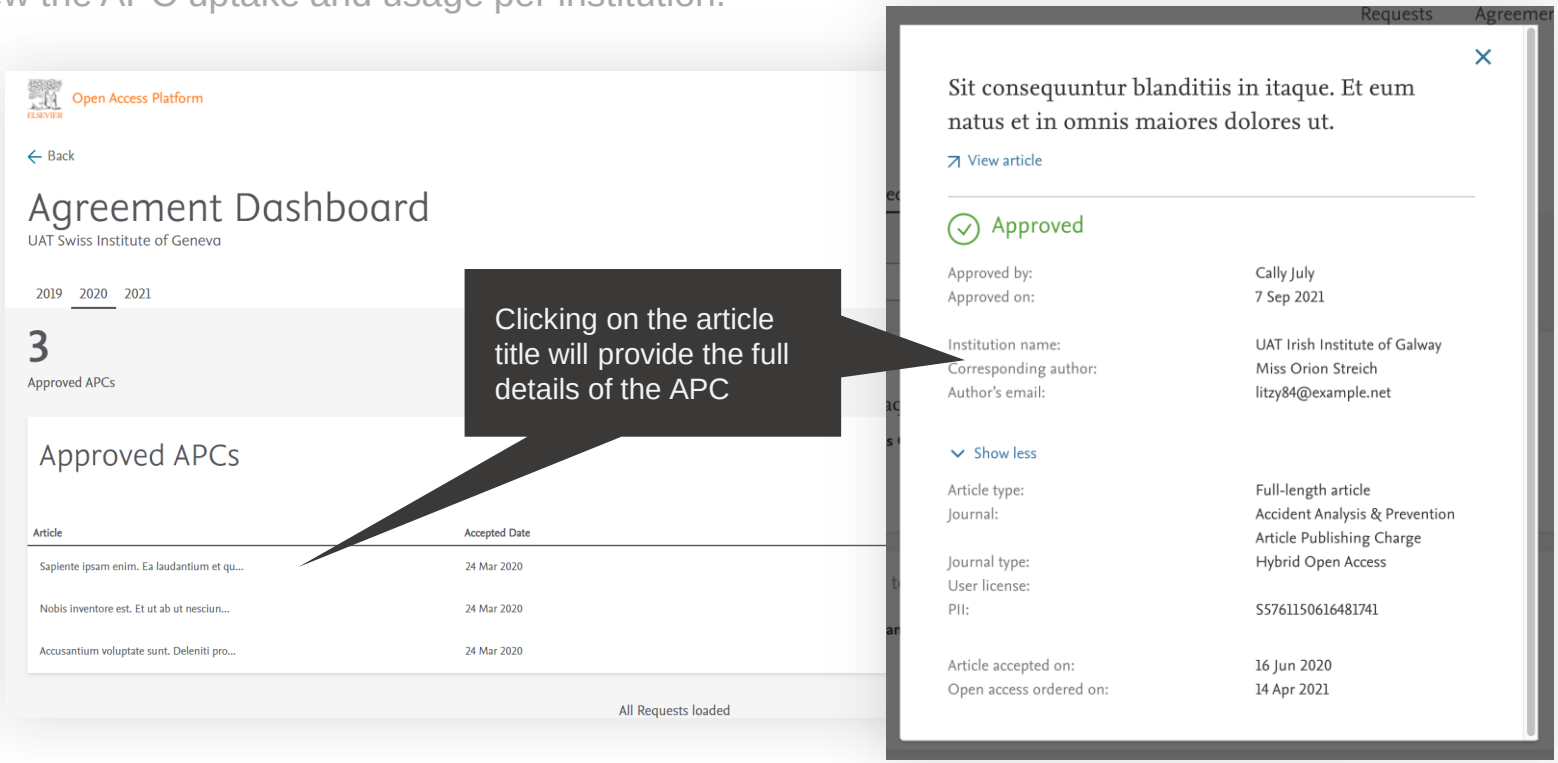
There is also the option to generate a .CSV report of the data at the institution

Number of approved APCs for the institution

You can see the details of the approved APCs at the individual institute

Institution view

View the APC uptake and usage per institution.



Thank you