



Elsevier Open Access Platform

Pre-paid deposit 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	
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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

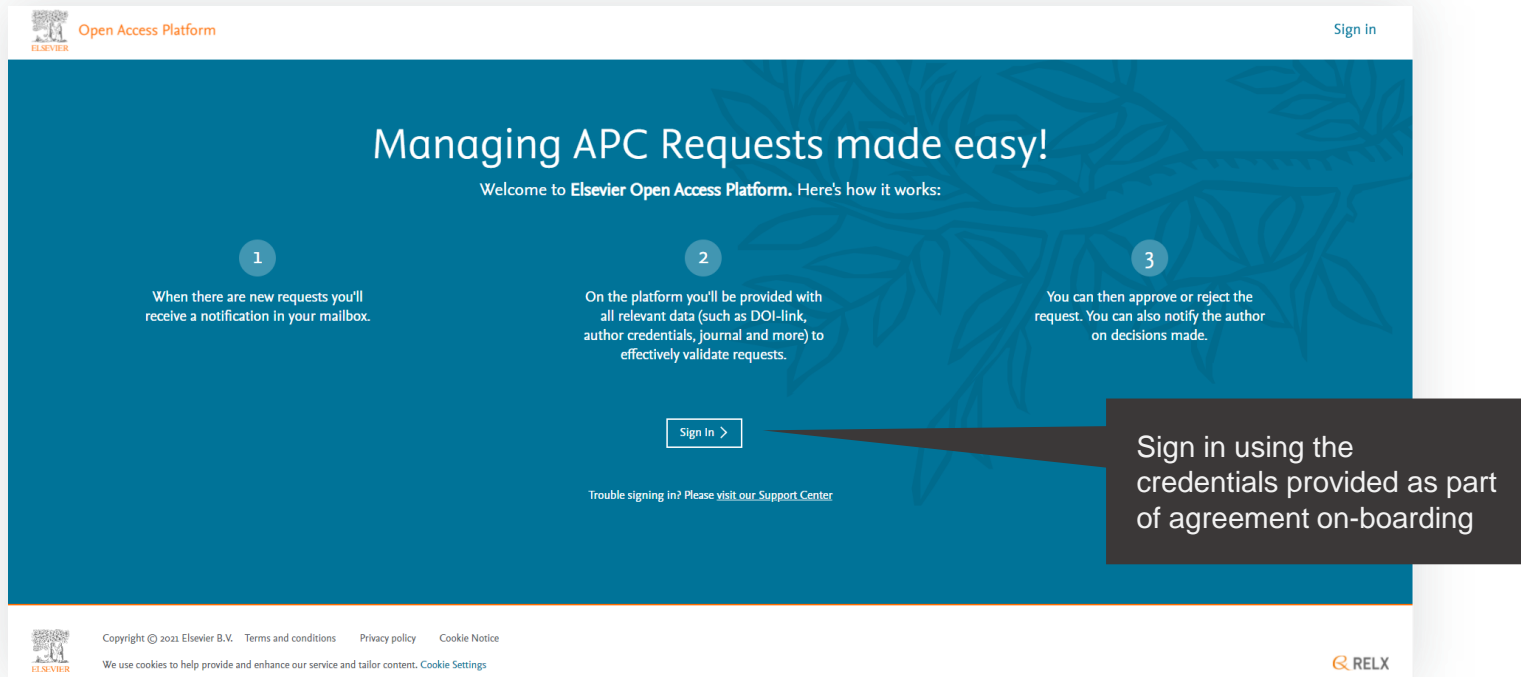
*** This is an automatically generated email, please do not reply ***

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 screenshot shows the Elsevier Open Access Platform welcome screen. At the top left is the Elsevier logo and 'Open Access Platform' text. At the top right is a 'Sign in' link. The main content area has a blue background with a leaf pattern. It features the heading 'Managing APC Requests made easy!' and a subheading 'Welcome to Elsevier Open Access Platform. Here's how it works:'. Below this are three numbered steps: 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.', and 3. 'You can then approve or reject the request. You can also notify the author on decisions made.' A 'Sign in >' button is centered below the steps. A dark grey callout box points to this button with the text 'Sign in using the credentials provided as part of agreement on-boarding'. At the bottom of the callout box is a link: 'Trouble signing in? Please visit our Support Center'. The footer contains the Elsevier logo, copyright information, and links to terms and conditions, privacy policy, and cookie notice. The RELX logo is in the bottom right corner.

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

Sign in using the credentials provided as part of agreement on-boarding

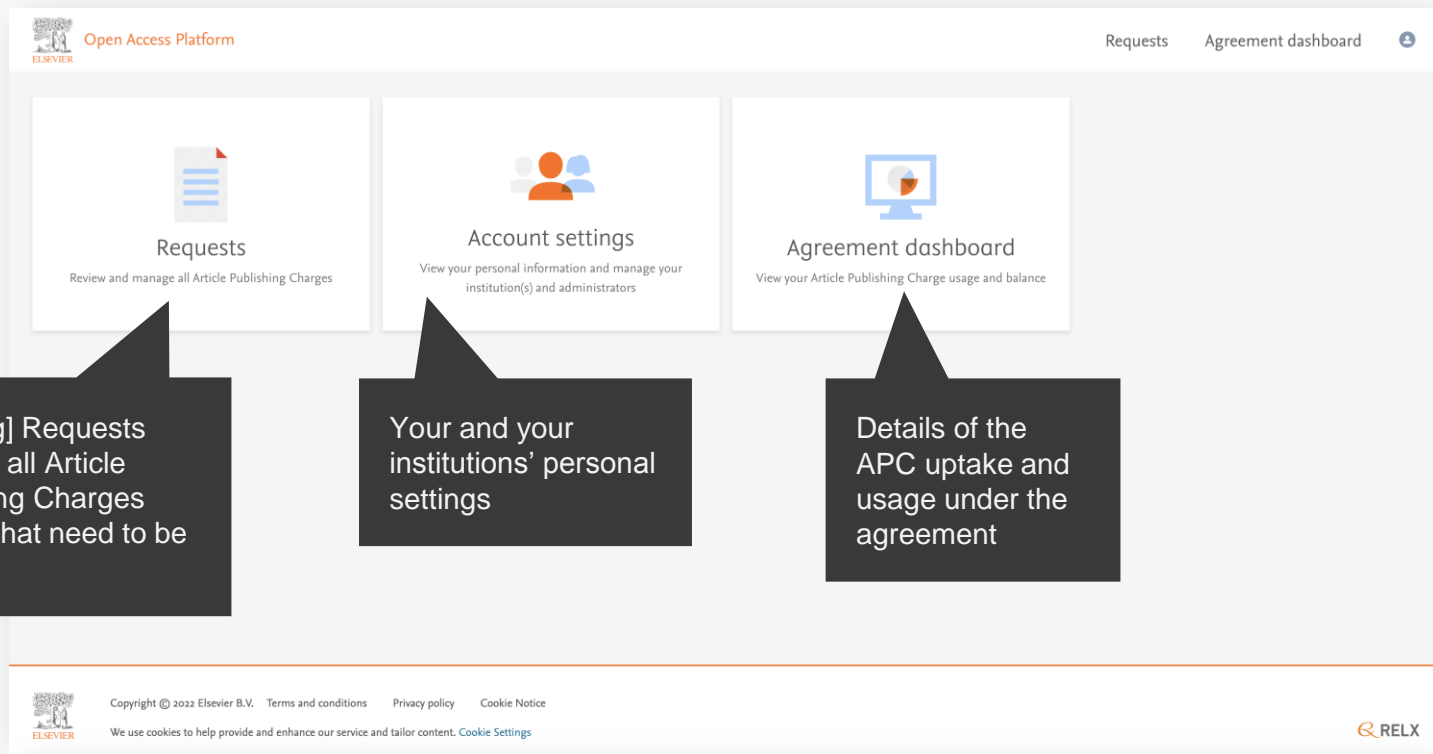
Copyright © 2021 Elsevier B.V. Terms and conditions Privacy policy Cookie Notice

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 are links for "Requests" and "Agreement dashboard", along with a user profile icon. The main area contains three large white tiles on a light gray background. Each tile has an icon, a title, and a description. Below each tile is a dark gray callout box with white text explaining the tile's function.

Tile Title	Icon Description	Tile Description	Callout Description
Requests	Document with red tab	Review and manage all Article Publishing Charges	[Pending] Requests contains all Article Publishing Charges (APCs) that need to be actioned
Account settings	Three stylized people icons	View your personal information and manage your institution(s) and administrators	Your and your institutions' personal settings
Agreement dashboard	Computer monitor with pie chart	View your Article Publishing Charge usage and balance	Details of the APC uptake and usage under the agreement

At the bottom of the page, there is a footer with the Elsevier logo, copyright information "Copyright © 2022 Elsevier B.V. Terms and conditions Privacy policy Cookie Notice", a statement "We use cookies to help provide and enhance our service and tailor content. Cookie Settings", and the RELX logo.

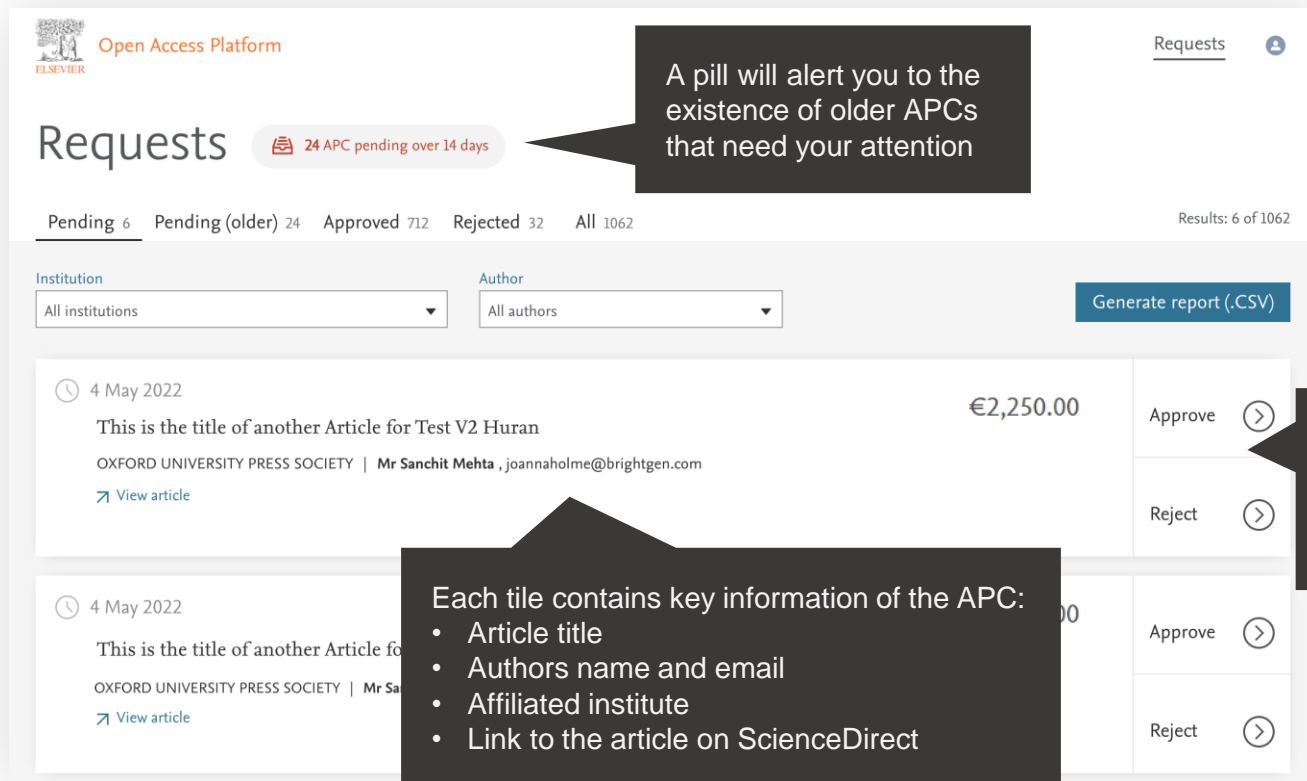
Requests

Managing your Article Publishing
Charges



Pending requests tab

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



Open Access Platform

Requests

24 APC pending over 14 days

Requests

Pending 6 Pending (older) 24 Approved 712 Rejected 32 All 1062 Results: 6 of 1062

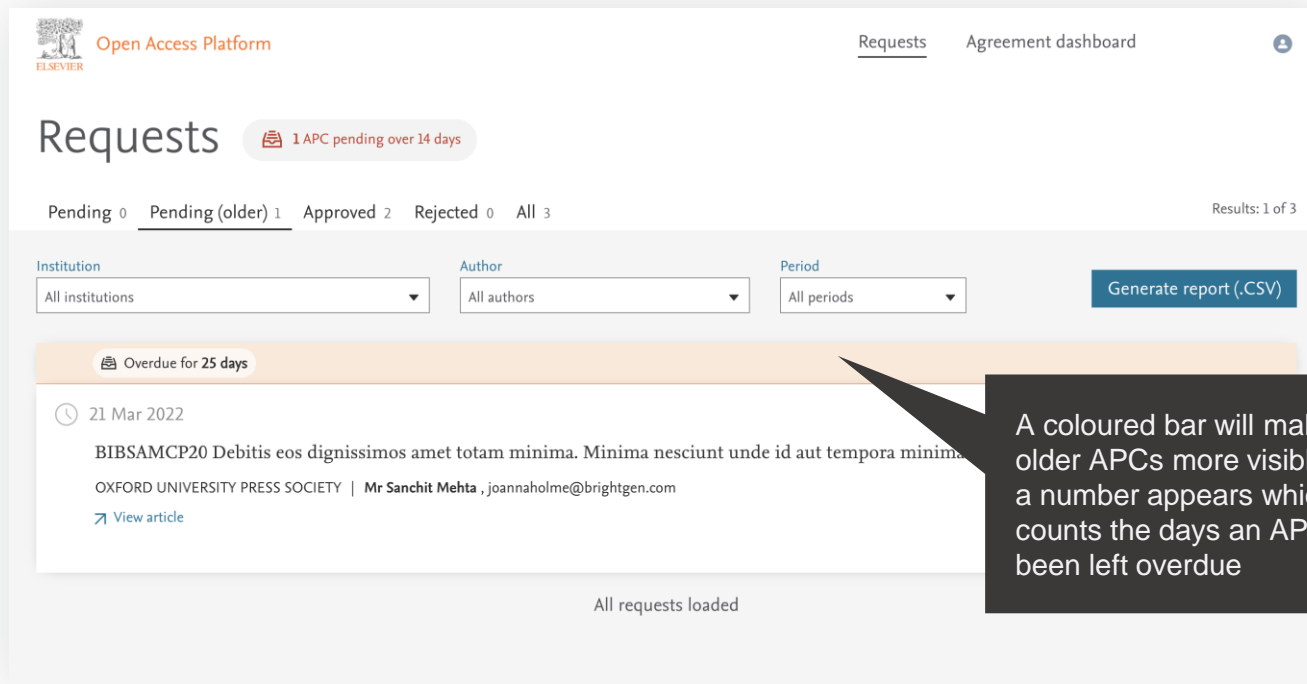
Institution: All institutions Author: All authors Generate report (.CSV)

4 May 2022	This is the title of another Article for Test V2 Huran	OXFORD UNIVERSITY PRESS SOCIETY Mr Sanchit Mehta , joannaholme@brightgen.com	€2,250.00	Approve	Reject
4 May 2022	This is the title of another Article for	OXFORD UNIVERSITY PRESS SOCIETY Mr Sa		Approve	Reject

- Article title
- Authors name and email
- Affiliated institute
- Link to the article on ScienceDirect

Pending (older) requests tab

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



Requests 1 APC pending over 14 days

Pending 0 **Pending (older) 1** Approved 2 Rejected 0 All 3 Results: 1 of 3

Institution: All institutions Author: All authors Period: All periods [Generate report \(.CSV\)](#)

Overdue for 25 days

21 Mar 2022

BIBSAMCP20 Debitis eos dignissimos amet totam minima. Minima nesciunt unde id aut tempora minima.

OXFORD UNIVERSITY PRESS SOCIETY | Mr Sanchit Mehta , joannaholme@brightgen.com

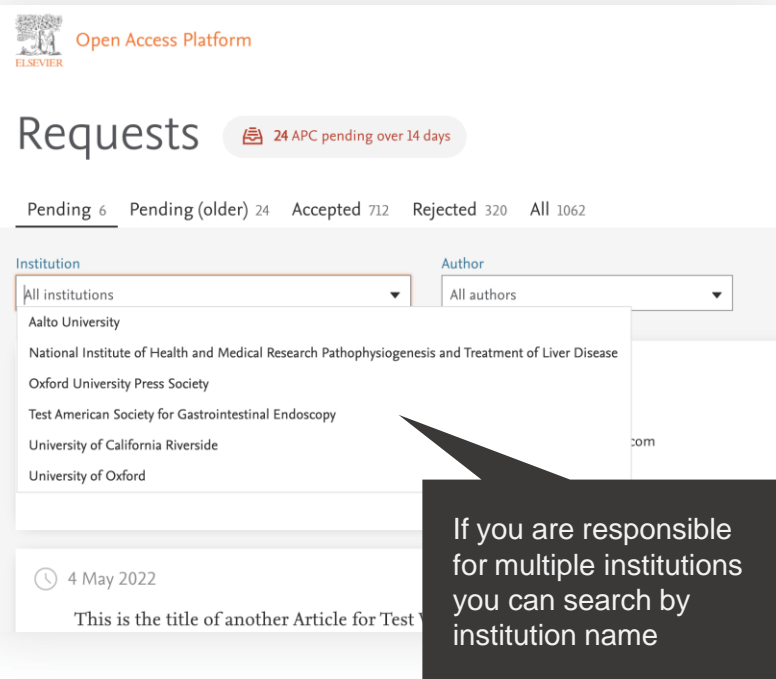
[View article](#)

All requests loaded

A coloured bar will make older APCs more visible and a number appears which counts the days an APC has been left overdue

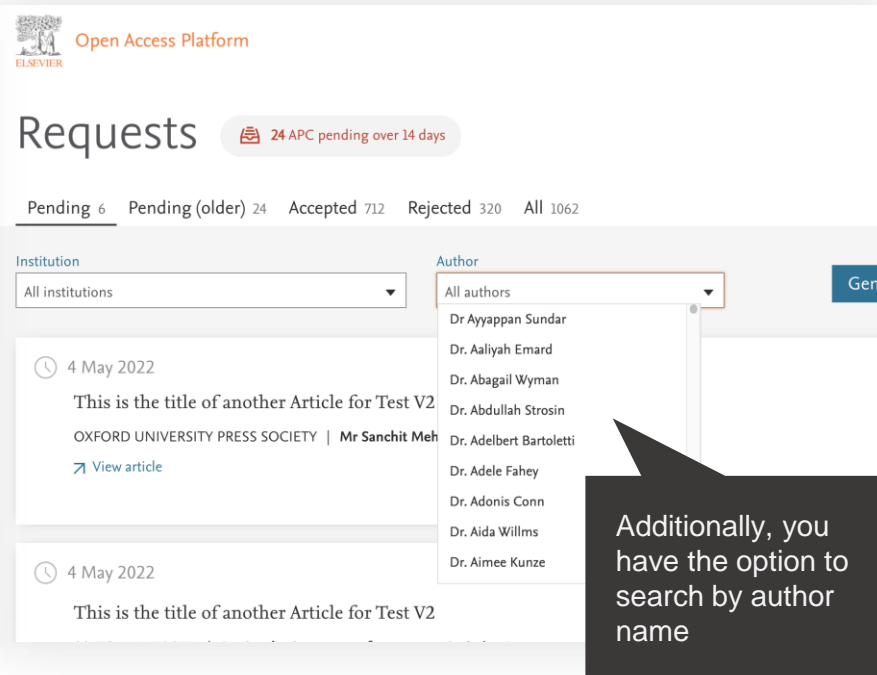
Searching / Filtering

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



The screenshot shows the 'Requests' page with a status bar indicating '24 APC pending over 14 days'. The navigation tabs are 'Pending 6', 'Pending (older) 24', 'Accepted 712', 'Rejected 320', and 'All 1062'. The 'Institution' dropdown menu is open, showing a list of institutions: 'All institutions', 'Aalto University', 'National Institute of Health and Medical Research Pathophysiology and Treatment of Liver Disease', 'Oxford University Press Society', 'Test American Society for Gastrointestinal Endoscopy', 'University of California Riverside', and 'University of Oxford'. A callout box points to this list.

If you are responsible for multiple institutions you can search by institution name

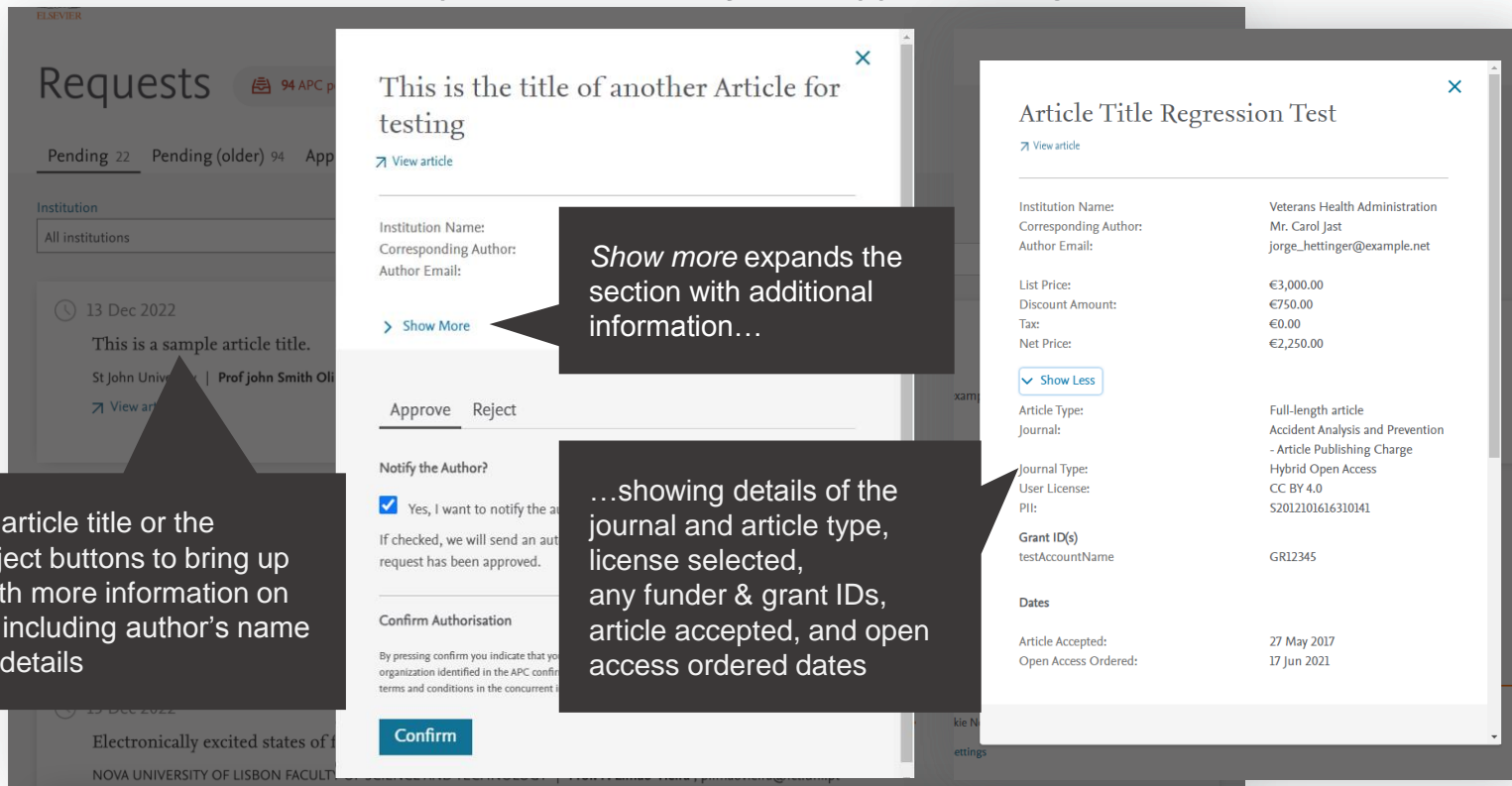


The screenshot shows the 'Requests' page with the same status bar and navigation tabs. The 'Author' dropdown menu is open, showing a list of authors: 'All authors', 'Dr Ayyappan Sundar', 'Dr. Aaliyah Emard', 'Dr. Abagail Wyman', 'Dr. Abdullah Strosin', 'Dr. Adelbert Bartoletti', 'Dr. Adele Fahey', 'Dr. Adonis Conn', 'Dr. Aida Willms', and 'Dr. Aimee Kunze'. A callout box points to this list.

Additionally, you have the option to search by author name

APC detail window

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



Requests 94 APC p

Pending 22 Pending (older) 94 App

Institution
All institutions

13 Dec 2022

This is a sample article title.

St John University | Prof John Smith Oli

View article

This is the title of another Article for testing

View article

Institution Name:
Corresponding Author:
Author Email:

Show More

Approve Reject

Notify the Author?

☒ Yes, I want to notify the author.

If checked, we will send an automatic email to the author once the request has been approved.

Confirm Authorisation

By pressing confirm you indicate that you are the author of the article and that the organization identified in the APC confirms the article is original and meets the terms and conditions in the concurrent agreement.

Confirm

Article Title Regression Test

View article

Institution Name: Veterans Health Administration
Corresponding Author: Mr. Carol Jast
Author Email: jorge_hettinger@example.net

List Price: €3,000.00
Discount Amount: €750.00
Tax: €0.00
Net Price: €2,250.00

Show Less

Article Type: Full-length article
Journal: Accident Analysis and Prevention - Article Publishing Charge Hybrid Open Access CC BY 4.0
S2012101616310141

Grant ID(s)
testAccountName GR12345

Dates
Article Accepted: 27 May 2017
Open Access Ordered: 17 Jun 2021

Click on the article title or the approve / reject buttons to bring up a window with more information on the request, including author's name and contact details

Show more expands the section with additional information...

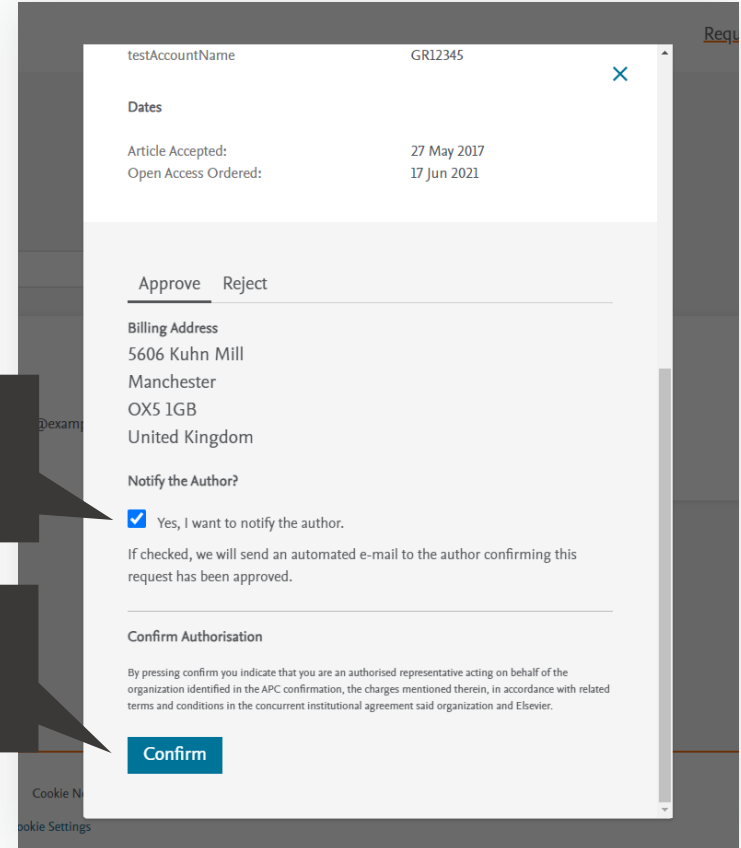
...showing details of the journal and article type, license selected, any funder & grant IDs, article accepted, and open access ordered dates

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



The screenshot shows a web interface for managing APC (Article Processing Charge) details. The window title is "testAccountName" with the value "GR12345". The "Dates" section shows "Article Accepted: 27 May 2017" and "Open Access Ordered: 17 Jun 2021". The "Approve" tab is selected, showing the "Billing Address" as "5606 Kuhn Mill, Manchester, OX5 1GB, United Kingdom". The "Notify the Author?" section has a checked checkbox "Yes, I want to notify the author." with a note: "If checked, we will send an automated e-mail to the author confirming this request has been approved." The "Confirm Authorisation" section contains a disclaimer: "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." A blue "Confirm" button is at the bottom.

testAccountName GR12345

Dates

Article Accepted: 27 May 2017
Open Access Ordered: 17 Jun 2021

Approve Reject

Billing Address
5606 Kuhn Mill
Manchester
OX5 1GB
United Kingdom

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.

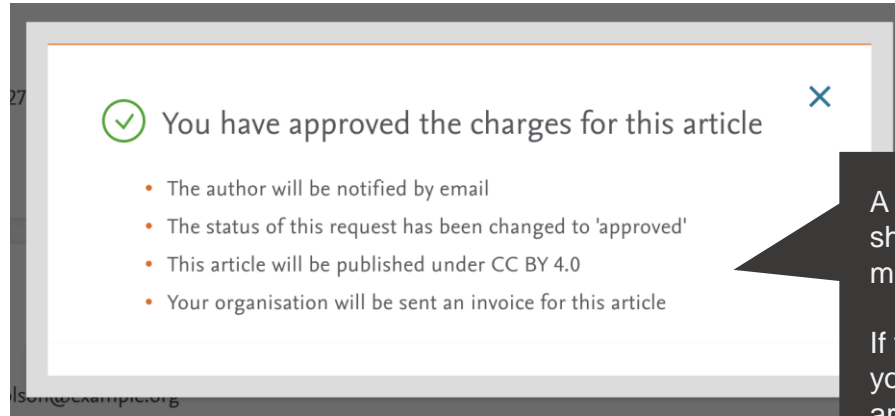
Confirm Authorisation

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

APC detail window

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

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

Journal:

Accident Analysis and Prevention

Journal Type:

- Article Publishing Charge

User License:

Hybrid Open Access

PII:

CC BY 4.0

Grant ID(s)

S1350180416579433

testAccountName

GR12345

Dates

Article Accepted:

27 May 2017

Open Access Ordered:

9 Jun 2021

Approve

Reject

Reason for rejecting this APC *

Please select one

Author not / no longer affiliated

Funding request received too late

Grant number not supplied / recognised

Invited / Conference article not eligible

Research grant held elsewhere

Not all of the article's authors conform to criteria

Choose most appropriate reason for the rejection:

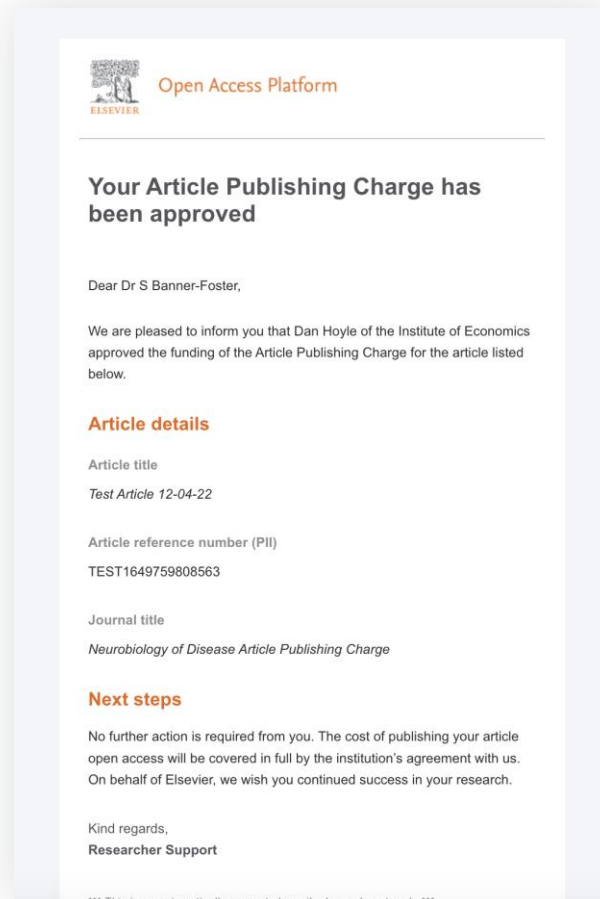
- Author not/no longer affiliated
- Funding request received too late
- Grant number not supplied/recognized
- Invited/conference article not eligible
- Research grant held elsewhere
- Not all of the article's authors conform to criteria

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



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*.

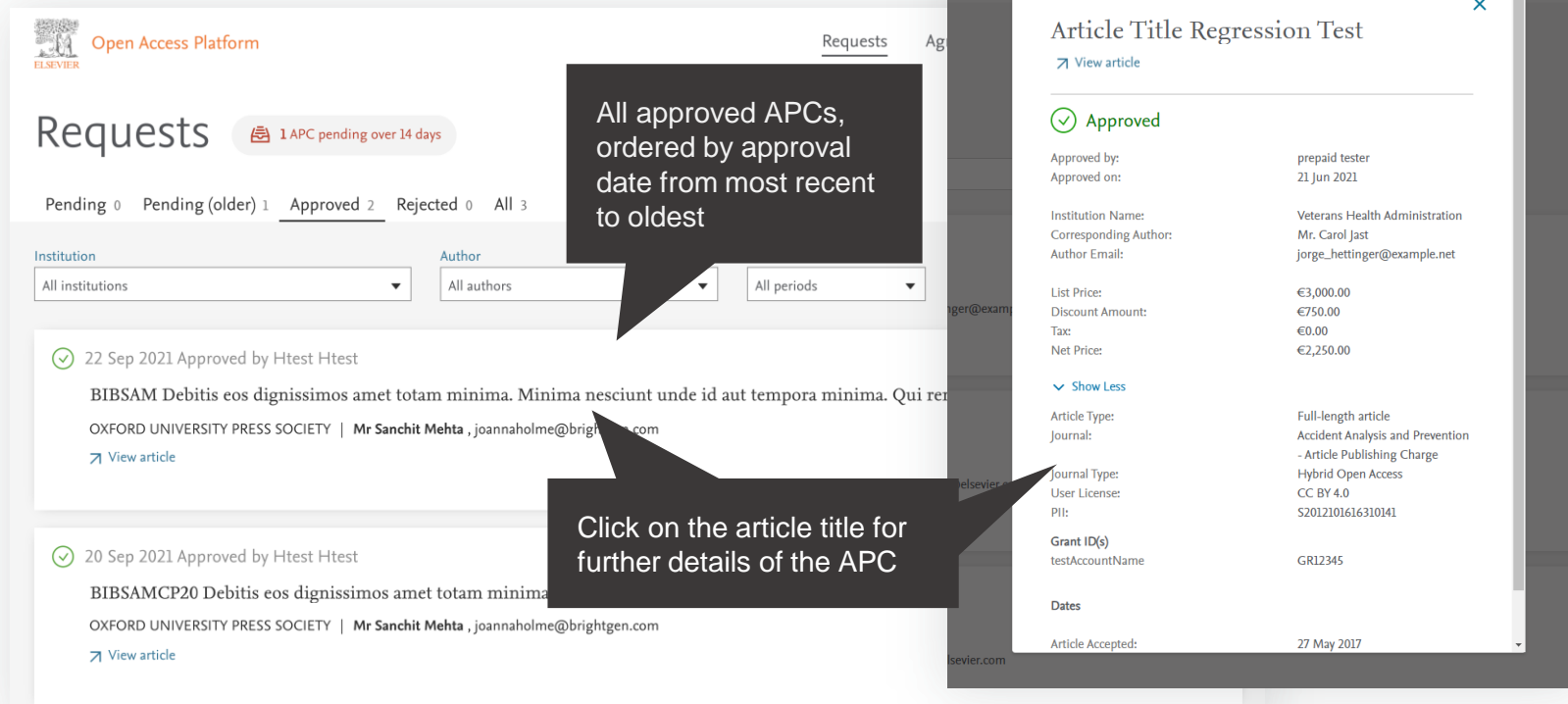
Kind regards,

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.

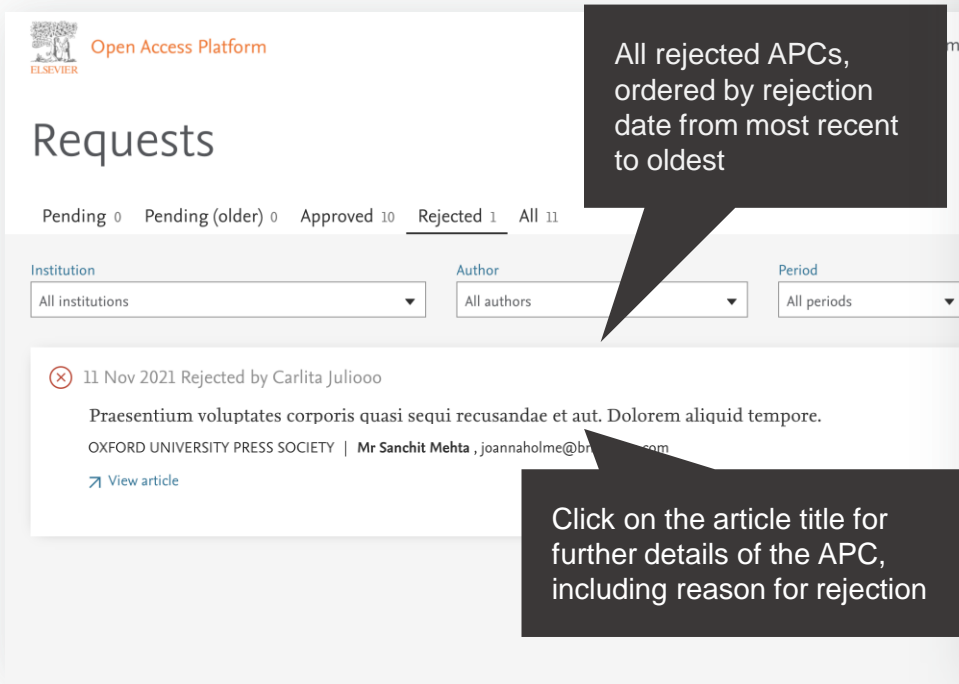


The screenshot displays the 'Requests' tab on the Elsevier Open Access Platform. The interface shows a list of approved APCs (Article Processing Charges) with filters for Institution, Author, and All periods. Two approved requests are visible, both dated 22 Sep 2021 and 20 Sep 2021, both approved by Htest Htest. The first request is for the article 'BIBSAM Debitis eos dignissimos amet totam minima. Minima nesciunt unde id aut tempora minima. Qui re' and the second is for 'BIBSAMCP20 Debitis eos dignissimos amet totam minima'. Both are published by OXFORD UNIVERSITY PRESS SOCIETY and authored by Mr Sanchit Mehta, joannaholme@brightgen.com. A callout points to the 'Approved' status and the list of approved APCs, stating: 'All approved APCs, ordered by approval date from most recent to oldest'. Another callout points to the 'View article' link, stating: 'Click on the article title for further details of the APC'. A detailed view of the first article is shown on the right, titled 'Article Title Regression Test'. It includes the following information:

- Approved:** 21 Jun 2021
- Approved by:** prepaid tester
- Institution Name:** Veterans Health Administration
- Corresponding Author:** Mr. Carol Jast
- Author Email:** jorge_hettinger@example.net
- List Price:** €3,000.00
- Discount Amount:** €750.00
- Tax:** €0.00
- Net Price:** €2,250.00
- Article Type:** Full-length article
- Journal:** Accident Analysis and Prevention
- Journal Type:** - Article Publishing Charge
- User License:** Hybrid Open Access
- PII:** CC BY 4.0
- Grant ID(s):** S2012101616310141
- testAccountName:** GR12345
- Dates:** Article Accepted: 27 May 2017

Rejected requests tab

Shows a full history of all rejected APCs overtime.



Open Access Platform

Requests

Pending 0 Pending (older) 0 Approved 10 **Rejected 1** All 11

Institution: All institutions Author: All authors Period: All periods

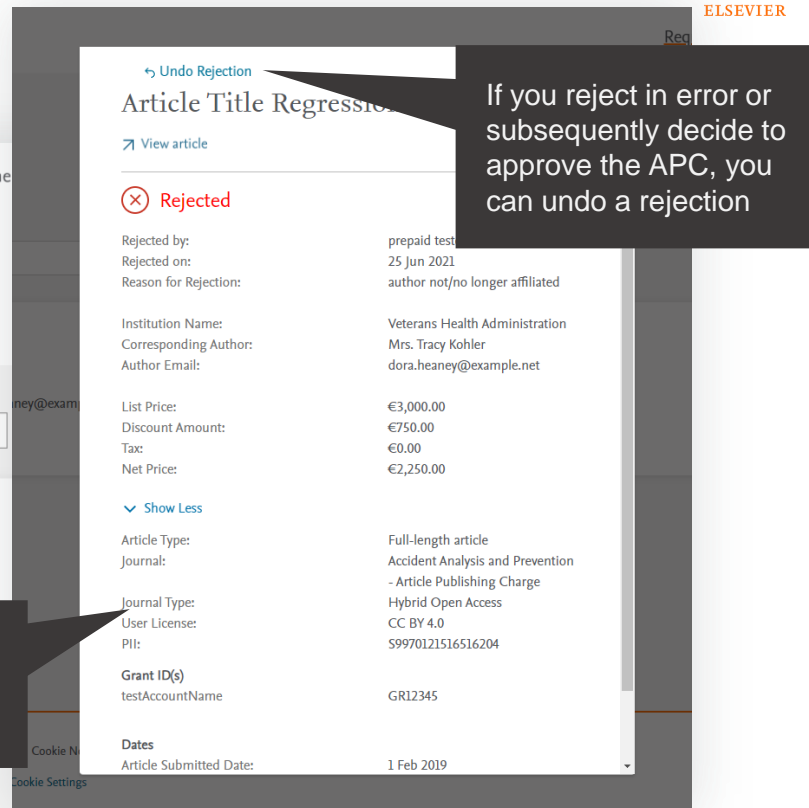
11 Nov 2021 Rejected by Carlita Julioo

Praesentium voluptates corporis quasi sequi recusandae et aut. Dolorem aliquid tempore.

OXFORD UNIVERSITY PRESS SOCIETY | Mr Sanchit Mehta , joannaholme@br...com

[View article](#)

All rejected APCs, ordered by rejection date from most recent to oldest



[Undo Rejection](#)

Article Title Regression

[View article](#)

Rejected

Rejected by: prepaid test
Rejected on: 25 Jun 2021
Reason for Rejection: author not/no longer affiliated

Institution Name: Veterans Health Administration
Corresponding Author: Mrs. Tracy Kohler
Author Email: dora.heaney@example.net

List Price: €3,000.00
Discount Amount: €750.00
Tax: €0.00
Net Price: €2,250.00

[Show Less](#)

Article Type: Full-length article
Journal: Accident Analysis and Prevention
- Article Publishing Charge
Journal Type: Hybrid Open Access
User License: CC BY 4.0
PII: S9970121516516204

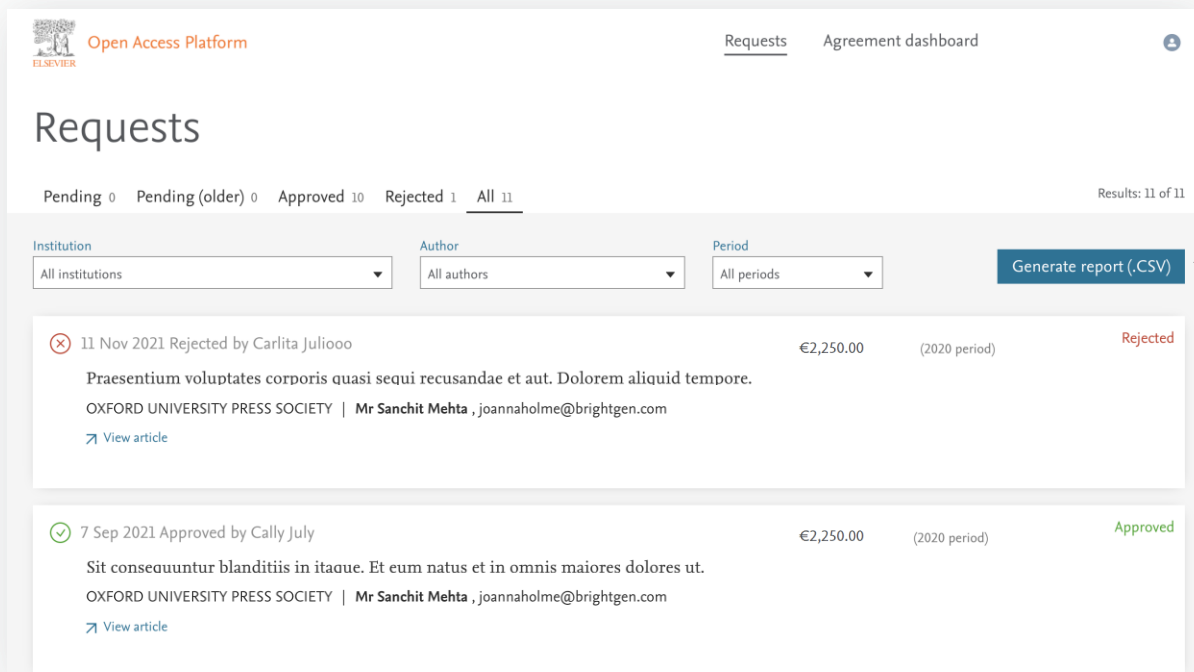
Grant ID(s): GR12345
testAccountName

Dates
Article Submitted Date: 1 Feb 2019

If you reject in error or subsequently decide to approve the APC, you can undo a rejection

All requests tab

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



Open Access Platform

Requests Agreement dashboard

Requests

Pending 0 Pending (older) 0 Approved 10 Rejected 1 All 11 Results: 11 of 11

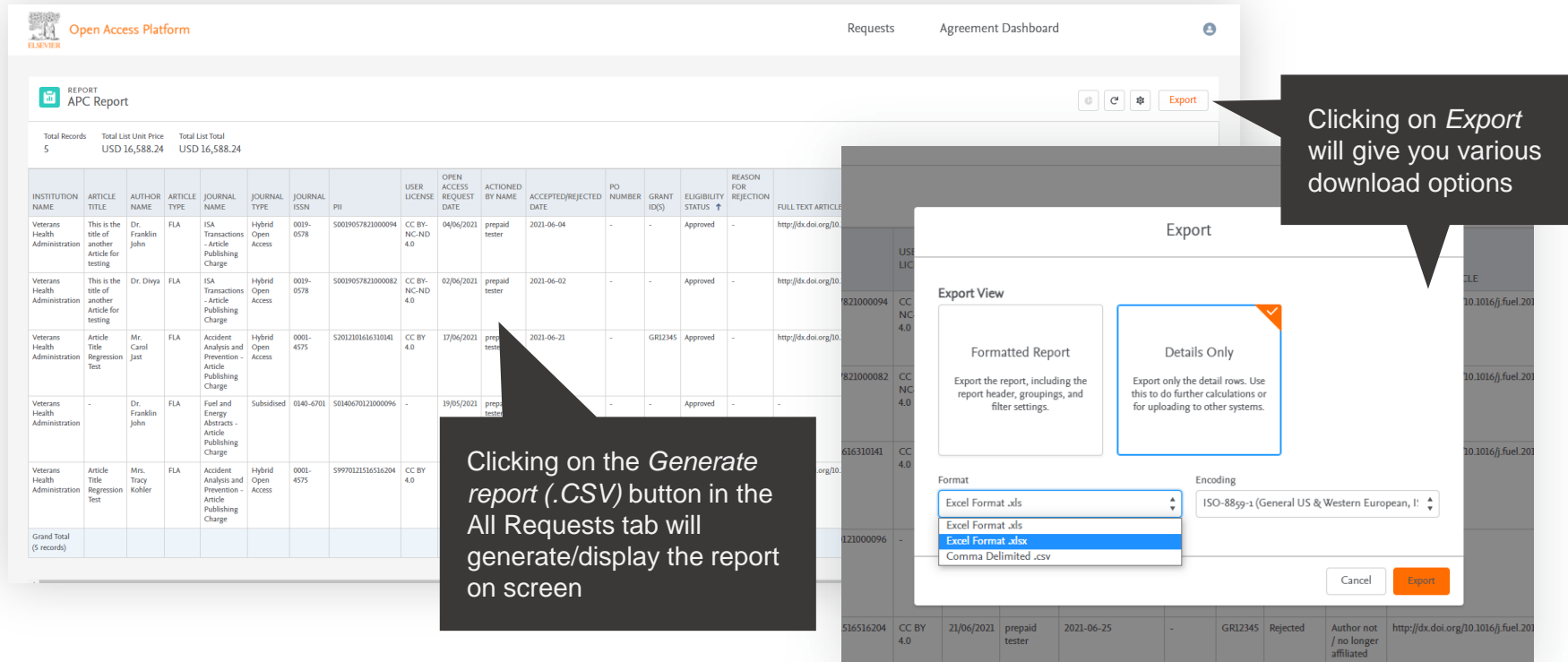
Institution: All institutions Author: All authors Period: All periods Generate report (.CSV)

✗	11 Nov 2021 Rejected by Carlita Juliooo	€2,250.00	(2020 period)	Rejected
Praesentium voluptates corporis quasi sequi recusandae et aut. Dolorem aliquid tempore.				
OXFORD UNIVERSITY PRESS SOCIETY Mr Sanchit Mehta , joannaholme@brightgen.com				
View article				
✓	7 Sep 2021 Approved by Cally July	€2,250.00	(2020 period)	Approved
Sit consequuntur blanditiis in itaque. Et eum natus et in omnis maiores dolores ut.				
OXFORD UNIVERSITY PRESS SOCIETY Mr Sanchit Mehta , joannaholme@brightgen.com				
View article				

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.



REPORT APC Report

Total Records: 5 Total List Unit Price: USD 16,588.24 Total List Total: USD 16,588.24

INSTITUTION NAME	ARTICLE TITLE	AUTHOR NAME	ARTICLE TYPE	JOURNAL NAME	JOURNAL ISSN	PII	USER LICENSE	OPEN ACCESS REQUEST DATE	ACTIONED BY NAME	ACCEPTED/REJECTED DATE	PO NUMBER	GRANT ID(S)	ELIGIBILITY STATUS	REASON FOR REJECTION	FULL TEXT ARTICLE	
Veterans Health Administration	This is the title of another Article for testing	Dr. Franklin John	FLA	ISA Transactions - Article Publishing Charge	Hybrid Open Access	0019-0578	50019057821000094	CC BY-NC-ND 4.0	04/06/2021	prepaid tester	2021-06-04	-	-	Approved	-	http://dx.doi.org/10.1016/j.fuel.2021.101616
Veterans Health Administration	This is the title of another Article for testing	Dr. Divya	FLA	ISA Transactions - Article Publishing Charge	Hybrid Open Access	0019-0578	50019057821000082	CC BY-NC-ND 4.0	02/06/2021	prepaid tester	2021-06-02	-	-	Approved	-	http://dx.doi.org/10.1016/j.fuel.2021.101616
Veterans Health Administration	Article Title Regression Test	Mr. Carol Just	FLA	Accident Analysis and Prevention - Article Publishing Charge	Hybrid Open Access	0001-4575	S2012101616310141	CC BY 4.0	17/06/2021	prepaid tester	2021-06-21	-	GR12345	Approved	-	http://dx.doi.org/10.1016/j.fuel.2021.101616
Veterans Health Administration	-	Dr. Franklin John	FLA	Fuel and Energy Abstracts - Article Publishing Charge	Subsidised	0140-4701	S0140670121000096	-	19/05/2021	prepaid tester	-	-	Approved	-	-	
Veterans Health Administration	Article Title Regression Test	Mrs. Tracy Kohler	FLA	Accident Analysis and Prevention - Article Publishing Charge	Hybrid Open Access	0001-4575	S9970121516516204	CC BY 4.0	-	-	-	-	-	-	-	
Grand Total (5 records)																

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 .xls
Excel Format .xlsx
Comma Delimited .csv

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


Cancel Export

Reporting

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


Open Access Platform


Requests
 Agreement Dashboard


REPORT
 APC Report

Total Records: 5
 Total List Unit Price: USD 16,588.24
 Total List Total: USD 16,588.24

INSTITUTION NAME	ARTICLE TITLE	AUTHOR NAME	ARTICLE TYPE	JOURNAL NAME	JOURNAL TYPE	JOURNAL ISSN	PII	USER LICENSE	OPEN ACCESS REQUEST DATE	ACTIONED BY NAME	ACCEPTED/REJECTED DATE	PO NUMBER	GRANT ID(S)	ELIGIBILITY STATUS	REASON FOR REJECTION	FULL TEXT ARTICLE	DAYS PENDING	CURRENCY	LIST UNIT PRICE	LIST TOTAL	DISCOUNT AMOUNT TOTAL	NET AMOUNT	TH	TV
Veterans Health Administration	This is the title of another Article for testing	Dr. Franklin John	FLA	ISA Transactions - Article Publishing Charge	Hybrid Open Access	0019-0578	S0019057821000094	CC BY-NC-ND 4.0	04/06/2021	prepaid tester	2021-06-04	-	-	Approved	-	http://dx.doi.org/10.1016/j.fuel.2018.03.063	0.00	USD	USD 3,000.00	USD 3,000.00	USD 0.00	USD 3,000.00	U	
Veterans Health Administration	This is the title of another Article for testing	Dr. Divya	FLA	ISA Transactions - Article Publishing Charge	Hybrid Open Access	0019-0578	S0019057821000082	CC BY-NC-ND 4.0	02/06/2021	prepaid tester	2021-06-02	-	-	Approved	-	http://dx.doi.org/10.1016/j.fuel.2018.03.063	0.00	USD	USD 3,000.00	USD 3,000.00	USD 0.00	USD 3,000.00	U	
Veterans Health Administration	Article Title Regression Test	Mr. Carol Jast	FLA	Accident Analysis and Prevention - Article Publishing Charge	Hybrid Open Access	0001-4575	S2012101616310141	CC BY 4.0				GR12345		Approved	-	http://dx.doi.org/10.1016/j.fuel.2018.03.063	4.00	EUR	EUR 3,000.00	EUR 3,000.00	EUR 750.00	EUR 2,250.00	E	
Veterans Health Administration	-	Dr. Franklin John	FLA	Fuel and Energy Abstracts - Article Publishing Charge	Hybrid Open Access	0019-0578	S0019057821000094	CC BY-NC-ND 4.0						Approved	-	-	0.00	EUR	EUR 3,000.00	EUR 3,000.00	EUR 750.00	EUR 2,250.00	E	
Veterans Health Administration	Article Title Regression Test	Mrs. Tracy Kohler	FLA	Accident Analysis and Prevention - Article Publishing Charge	Hybrid Open Access	0001-4575	S2012101616310141	CC BY 4.0				GR12345		Rejected	Author not / no longer affiliated	http://dx.doi.org/10.1016/j.fuel.2018.03.063	4.00	EUR	EUR 3,000.00	EUR 3,000.00	EUR 750.00	EUR 2,250.00	E	
Grand Total (5 records)																			USD 16,588.24	USD 16,588.24				

The downloaded report should appear at the bottom of screen. Click to open in Excel


 report11624635457...xls

A	B	C	D	E	F	G	H	I	
Institution Name	Article Title	Author Name	Article Type	Journal Name	Journal Type	Journal ISSN	PII	User License	Open Access
Veterans Health Administration	This is the title of another Article for testing	Dr. Franklin John	FLA	ISA Transactions - Article Publishing Charge	Hybrid Open Access	0019-0578	S0019057821000094	CC BY-NC-ND 4.0	04/06/2021
Veterans Health Administration	This is the title of another Article for testing	Dr. Divya	FLA	ISA Transactions - Article Publishing Charge	Hybrid Open Access	0019-0578	S0019057821000082	CC BY-NC-ND 4.0	02/06/2021
Veterans Health Administration	Article Title Regression Test	Mr. Carol Jast	FLA	Accident Analysis and Prevention - Article Publishing Charge	Hybrid Open Access	0001-4575	S2012101616310141	CC BY 4.0	17/06/2021
Veterans Health Administration		Dr. Franklin John	FLA	Fuel and Energy Abstracts - Article Publishing Charge	Subsidised	0140-6701	S0140670121000096		19/05/2021
Veterans Health Administration	Article Title Regression Test	Mrs. Tracy Kohler	FLA	Accident Analysis and Prevention - Article Publishing Charge	Hybrid Open Access	0001-4575	S9970121516516204	CC BY 4.0	21/06/2021

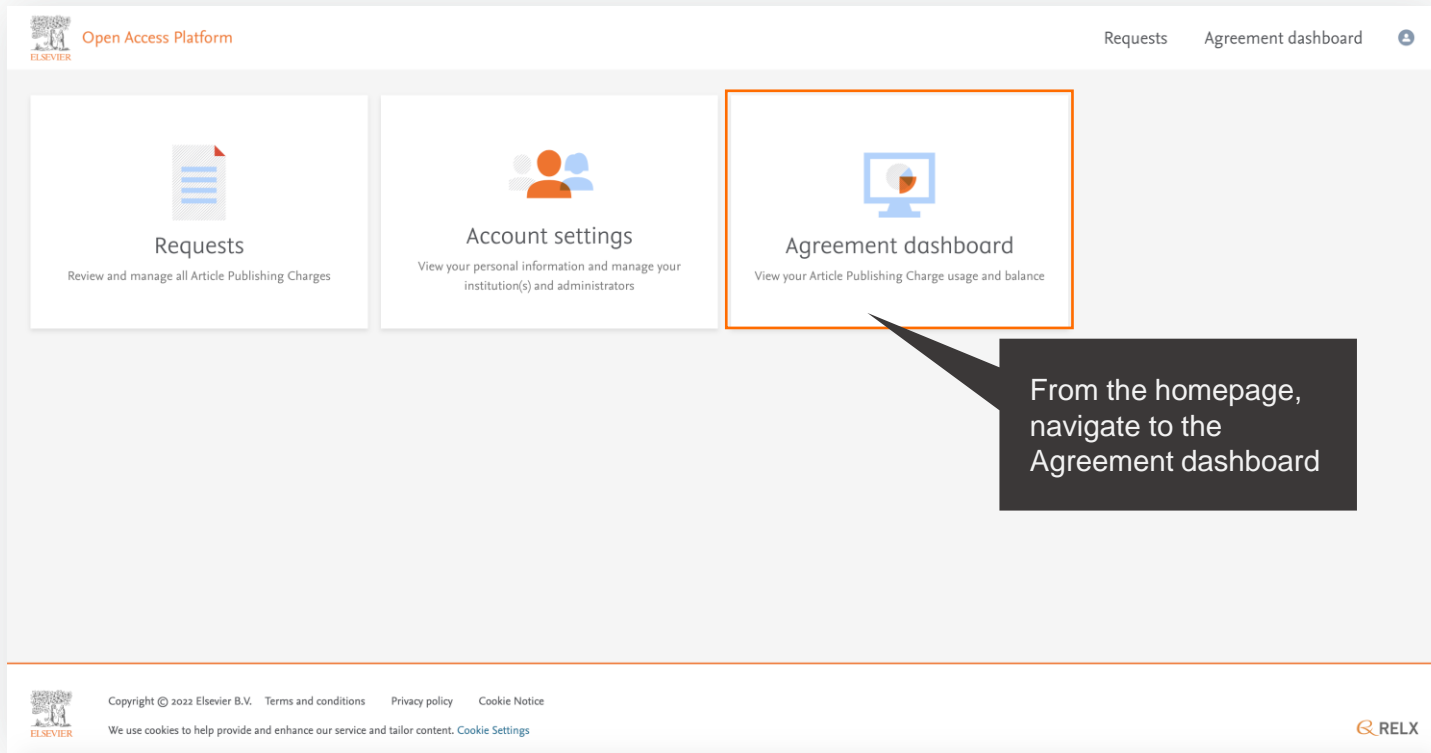
Agreement dashboard

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



Agreement Dashboard

Manage APC uptake and usage.



The screenshot displays the 'Open Access Platform' interface. At the top, the Elsevier logo and 'Open Access Platform' text are on the left, while 'Requests' and 'Agreement dashboard' (with a plus icon) are on the right. The main area features three cards: 'Requests' (with a document icon and description 'Review and manage all Article Publishing Charges'), 'Account settings' (with a group of people icon and description 'View your personal information and manage your institution(s) and administrators'), and 'Agreement dashboard' (with a monitor icon and description 'View your Article Publishing Charge usage and balance'). The 'Agreement dashboard' card is highlighted with an orange border. A dark grey callout box with a pointer to this card contains the text: 'From the homepage, navigate to the Agreement dashboard'. The footer includes the Elsevier logo, copyright information 'Copyright © 2022 Elsevier B.V. Terms and conditions Privacy policy Cookie Notice', a cookie notice 'We use cookies to help provide and enhance our service and tailor content. Cookie Settings', and the RELX logo.

Open Access Platform

Requests Agreement dashboard

Requests
Review and manage all Article Publishing Charges

Account settings
View your personal information and manage your institution(s) and administrators

Agreement dashboard
View your Article Publishing Charge usage and balance

From the homepage, navigate to the Agreement dashboard

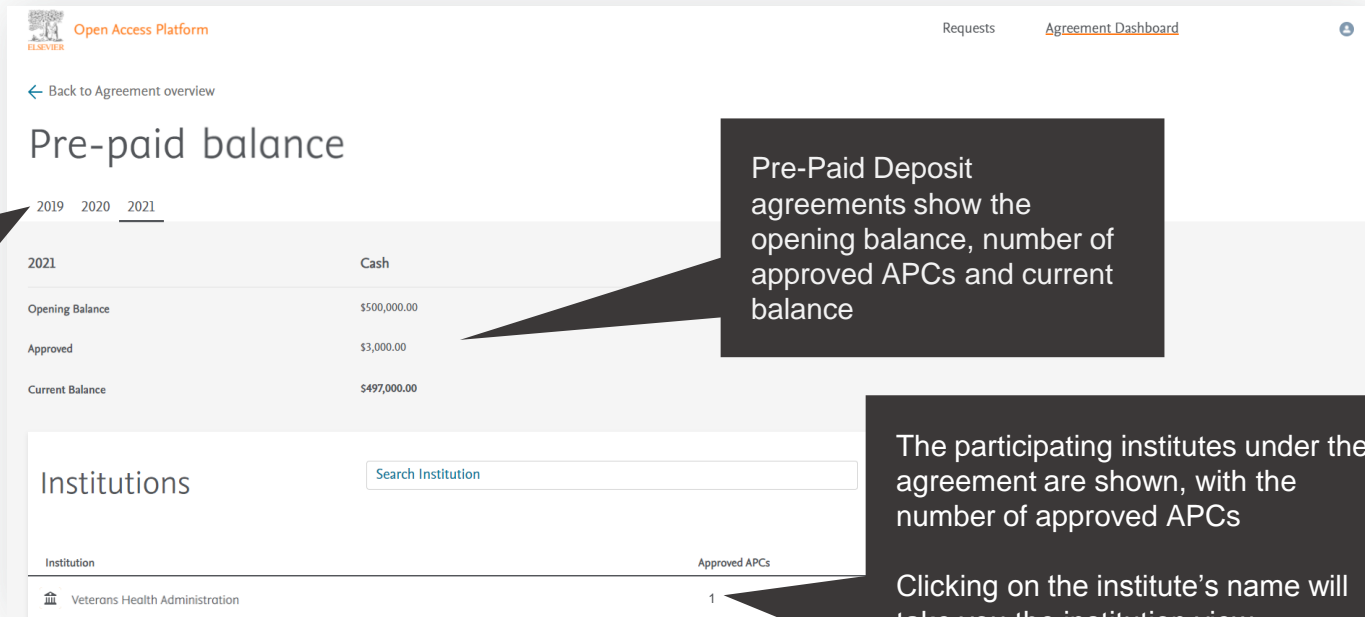
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RELX

Overall view

View overall APC uptake and usage.



The screenshot displays the 'Agreement Dashboard' with a 'Pre-paid balance' section and an 'Institutions' table. Callout boxes provide context for various elements.

Pre-paid balance


Periods will be determined by agreement (normally years)

Pre-Paid Deposit agreements show the opening balance, number of approved APCs and current balance

2021	
Cash	
Opening Balance	\$500,000.00
Approved	\$3,000.00
Current Balance	\$497,000.00

Institutions

Search Institution

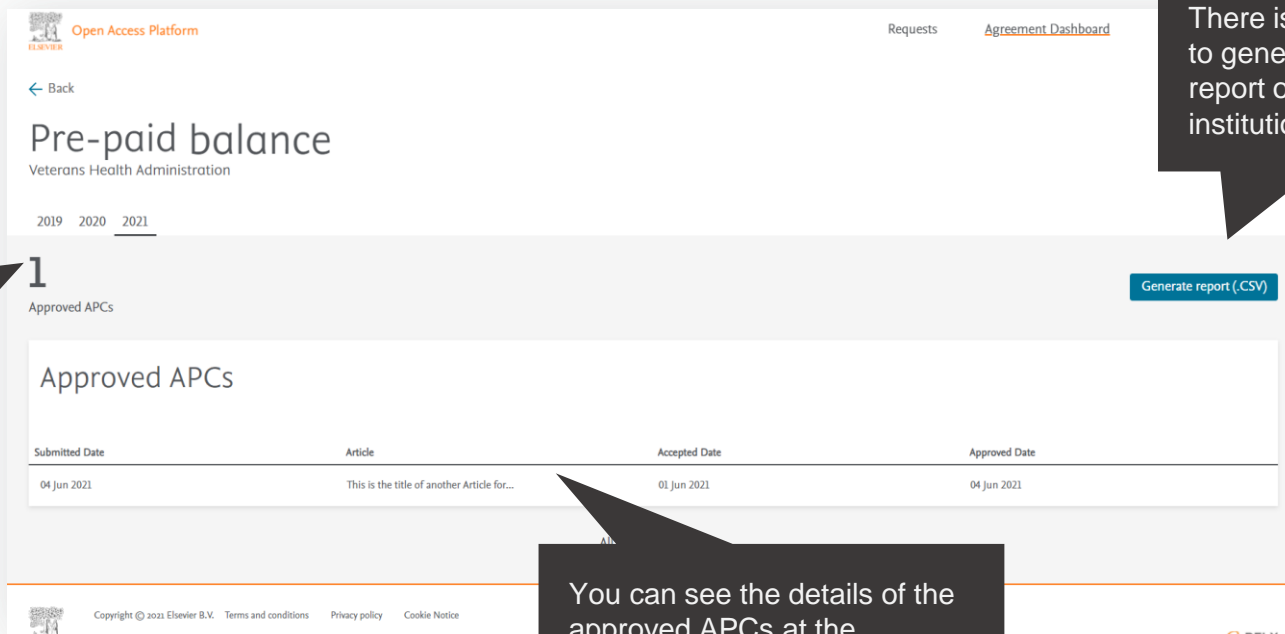
Institution	Approved APCs
 Veterans Health Administration	1

The participating institutes under the agreement are shown, with the number of approved APCs

Clicking on the institute's name will take you the institution view (next page)

Institution view

View the APC uptake and usage per institution.



The screenshot shows the 'Pre-paid balance' page for the 'Veterans Health Administration'. It includes a 'Back' link, a year selector (2019, 2020, 2021), and a 'Generate report (.CSV)' button. A table titled 'Approved APCs' displays one entry with the following details:

Submitted Date	Article	Accepted Date	Approved Date
04 Jun 2021	This is the title of another Article for...	01 Jun 2021	04 Jun 2021

The footer contains copyright information and links to Terms and conditions, Privacy policy, and Cookie Notice.

Number of approved APCs for the institution

1

Approved APCs

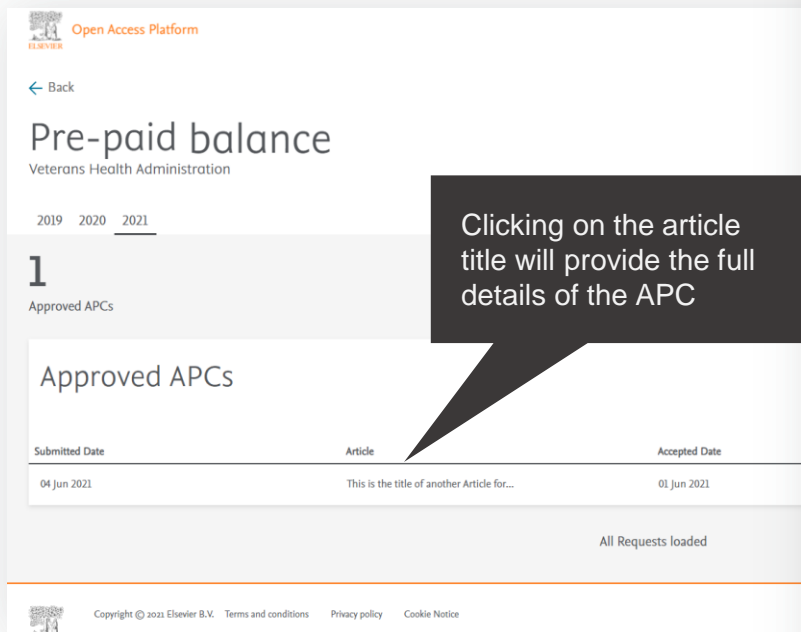
Generate report (.CSV)

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



Open Access Platform

← Back

Pre-paid balance

Veterans Health Administration

2019 2020 2021

1
Approved APCs

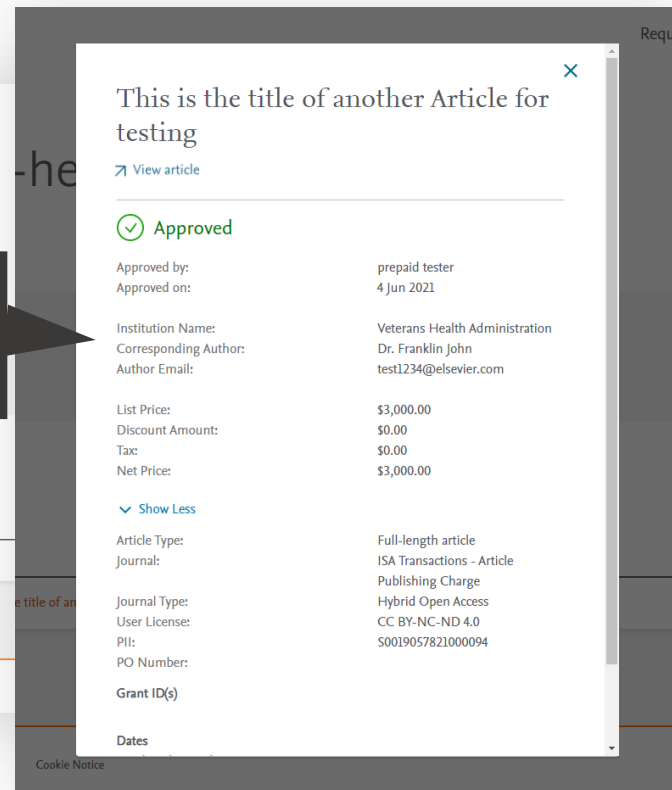
Approved APCs

Submitted Date	Article	Accepted Date
04 Jun 2021	This is the title of another Article for...	01 Jun 2021

All Requests loaded

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Clicking on the article title will provide the full details of the APC



This is the title of another Article for testing

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✓ Approved

Approved by: prepaid tester
Approved on: 4 Jun 2021

Institution Name: Veterans Health Administration
Corresponding Author: Dr. Franklin John
Author Email: test1234@elsevier.com

List Price: \$3,000.00
Discount Amount: \$0.00
Tax: \$0.00
Net Price: \$3,000.00

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Dates



Thank you

