Purchase order raised by University for deposit to Jisc APC, indicating account and currency in which money to be deposited

Leeds account(s) credited in Jisc APC

Author submits article without having obtained authorisation from faculty

Author obtains commitment from faculty to pay APC charges and submits article.

Author asks the publisher to send invoice to JiscAPC, giving the JiscAPC address as the correspondence address and the University address as the billing address.

Upon receipt of invoice, JiscAPC enters author and publication details into system

JiscAPC emails University Library to request payment authorisation

Library OA Assistant either authorises or rejects payment, or refers to Faculty Research Office (FRO) where authorisation not previously sought.

FRO decides whether the APC should be paid from faculty allocation, via JiscAPC, or rejected.

Library OA Assistant updates APC Tracking spreadsheet: article, author, publisher, fee, funding, pre-paid deal and school account details

For invoices being paid via Jisc APC, OA Assistant records approval/rejection in the online account

For pre-paid deals with Wiley, OA Assistant emails publisher to authorise, publisher notifies Jisc APC who update online information about expenditure held in their database

Jisc APC pays publisher and deducts 100% of the fee from the University’s APC account

Library Finance charge back expenditure to school allocations

For other pre-paid deals OA Assistant authorises payment by email to publishers and then updates expenditure records in JISC APC