How to benefit from our Open Access Agreements

A Sage Open Access Portal guide for authors publishing in a Gold Open Access journal



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Stage 4: Assign payer

Now you will need to **confirm who will be paying** the APC.

The bill payer can be self-assigned, a different nominated bill payer, or a centralised bill payer (e.g. your institution).

Fill out the Bill Payer's information, referencing any necessary information in the comments.

If you are **not the bill payer**, the nominated bill payer will be **contacted via email and asked to accept/decline to pay the APC.** If they accept, the author will be notified once they have transacted. If they decline, the author will receive an email asking them to reassign a bill payer.

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	CONFIRM BILL PAYER		

If you are the **Bill Payer**, select this option.



Billing Stage 1: Confirm Billing

Now you will need to check the pricing details and fill out your billing details, making sure that they are the correct billing details for your planned method of payment.

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Confirm Billing	Preview Invoice	Make Payment	Order Confirmation	
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Billing Stage 2: Preview Invoice

Based on the details you have provided, you will be able to view a preview of the invoice where you can check that the billing information is correct.



If you clicked **pay by** credit card or send final invoice, you will receive the following email.

Please note, you can pay via bank transfer or credit card. Instructions on how to pay by bank/ wire transfer can be found on the invoice.



Pay Sage open access invoice

Dear Author Name,

Please find attached the invoice SOA23LT000249 dated 10 November 2023 for an open access article processing charge (article DOI: DOI 202311131400400565).

Pay Now by Credit Card

Instructions on how to pay by bank/wire transfer can be found on the invoice.

- Invoice number: SOA23LT000249
- Your Customer Account Number: SBP0083193 . ٠ Payment is due within 30 days by 10 December 2023

Please quote this invoice number and Customer Account Number in gueries specific to this invoice.

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Best wishes,

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Billing Stage 3: Make Payment

Once you click 'pay by credit card' you will be taken to this screen where you can **add the necessary payment details.**

> Make sure to click on the card type before entering the card number.

First Name :	Author	Transaction ID :	8000029767	
Last Name :	Name	Street :	1 Oliver's Yard	
Email address :	isabel stenbenson@sagenub.co.uk	Town/City :	London	
Amount :	1,777.68	County/State :	london	
		Postalcode/Zip :	EC1Y 1SP	
		Country :	United Kingdom	
		Currency :	GBP	
	Please do not use your b Brand Visa Card Number	rowser's refresh or bac	visa	
	Card Number Card holder Card holder	MM / YY CVV CVV	у пом	Once you have checked your details are correct, click to submit the payment.

Billing Stage 4: Order confirmation

On completion of submitting your payment you will now see your order confirmation.

> Downloadable receipts

	1	2			
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Amount Paid: 1,777.68 GBP				louroal	
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Receipt for invoice SOA23LT000249

Dear Author Name,

Thank you for making the full payment of invoice SOA23LT000249. This invoice has been marked as paid and is attached as a receipt for your reference. No further action is required.

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