



Elsevier Open Access Platform

Fixed Quantity agreements

Overview guide



1. Key definitions



Terminology	Definition
Submitting corresponding author	<p>Submitting corresponding author is the author who submits the article to Elsevier and stays in contact with Elsevier in the end-to-end journey</p> <p>This is the author who makes the publishing choice on behalf of the author group</p> <p>Every article has one corresponding author</p>
Acceptance Date	<p>This is the date the journal accepts the article for publication</p>
Elsevier OA Platform	<p>Elsevier OA Platform (EOAP) is a user-friendly interface where we present the institutional administrators with the open access articles eligible for the agreement.</p> <p>Administrators at the institution validate the eligibility of the author for an OA agreement</p>
Gold Open Access	<p>The final version of the published journal article is made freely available, immediately, to everyone. An author can publish Gold Open Access in an open access journal OR in a Hybrid journal which offers open access</p>

2. Eligibility criteria

Eligibility component	Description
Acceptance date	The acceptance date of the article should fall within the period of agreement for your institution
Author affiliation	The submitting corresponding author must be affiliated with a participating institution in the agreement.
Journal title	The article must be submitted to and accepted in a participating journal.
APC available	Institution has APCs for the year

3. Agreement Overview



Journal Bucket	Agreement
Core Hybrid/ Core Gold	The eligible submitting corresponding authors receive full APC coverage upon validation in EOAP. All institutions have a quota of 11138/11268/11410/11566 for 2024-2027
Cell Press/Lancet Hybrid & Gold	The eligible submitting corresponding authors receive 10% discount upon validation in EOAP

Notifications & access

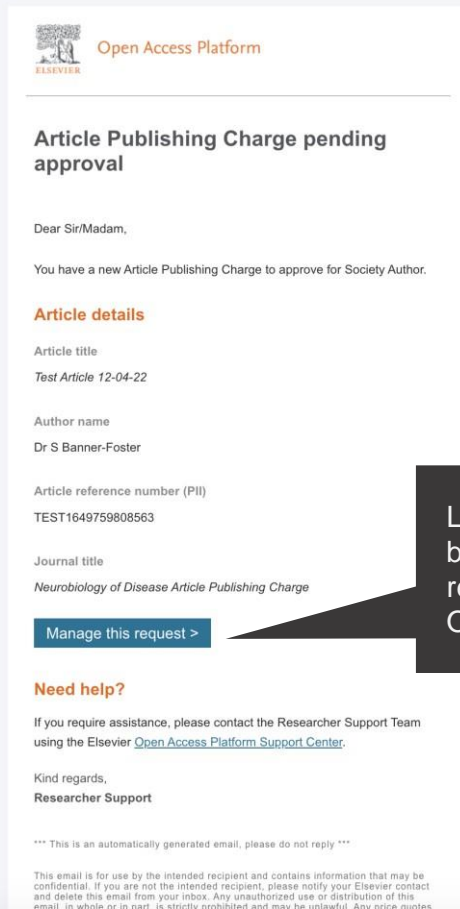
Sign up and Log in



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

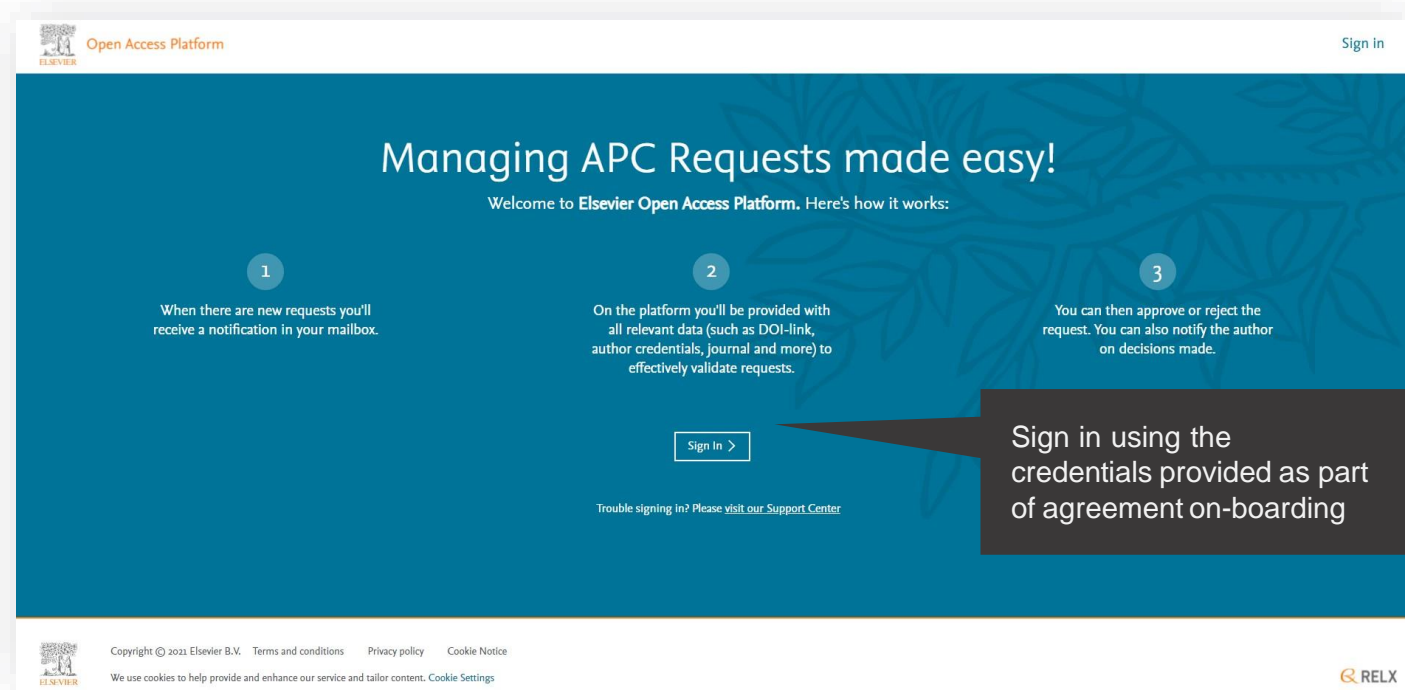


The screenshot shows an email from Elsevier's Open Access Platform. The subject is "Article Publishing Charge pending approval". The recipient is "Dear Sir/Madam,". The message states: "You have a new Article Publishing Charge to approve for Society Author." Below this, there is a section titled "Article details" with the following information: 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". A blue button labeled "Manage this request >" is positioned below the journal title. At the bottom, there is a "Need help?" section with contact information for the Researcher Support Team and a footer with a disclaimer: "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

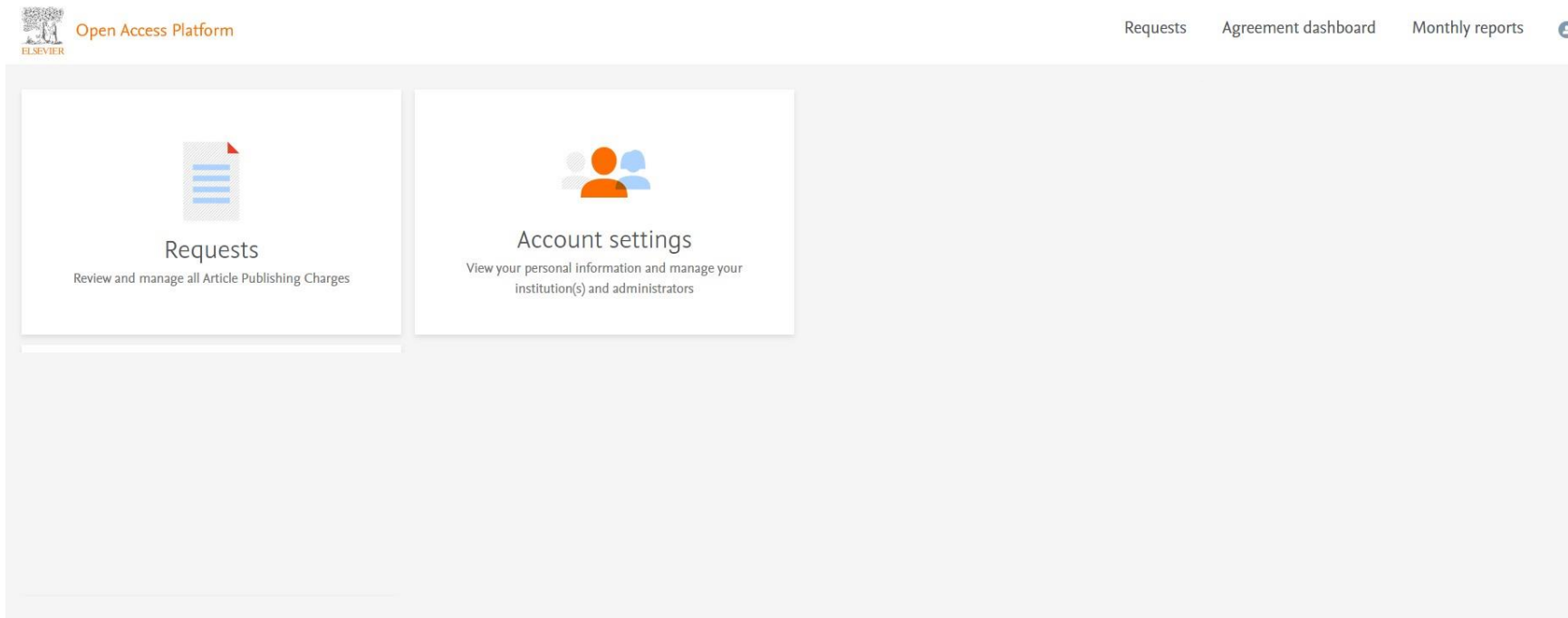
Sign in to the Elsevier Open Access Platform.



The screenshot shows the '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 white floral pattern. The title 'Managing APC Requests made easy!' is centered. Below it is the text 'Welcome to Elsevier Open Access Platform. Here's how it works:'. Three numbered steps are listed: 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.' A 'Sign In >' button is centered below the steps. A dark grey callout box on the right points to the button with the text 'Sign in using the credentials provided as part of agreement on-boarding'. Below the button is the text 'Trouble signing in? Please visit our [Support Center](#)'. The footer contains the Elsevier logo, copyright information 'Copyright © 2021 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.

The homepage

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





Requests

Managing your Article Publishing
Charges



Requests tab


Requests 

Requests 📄 24 APC pending over 14 days

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

Institution

All institutions
▼

Author

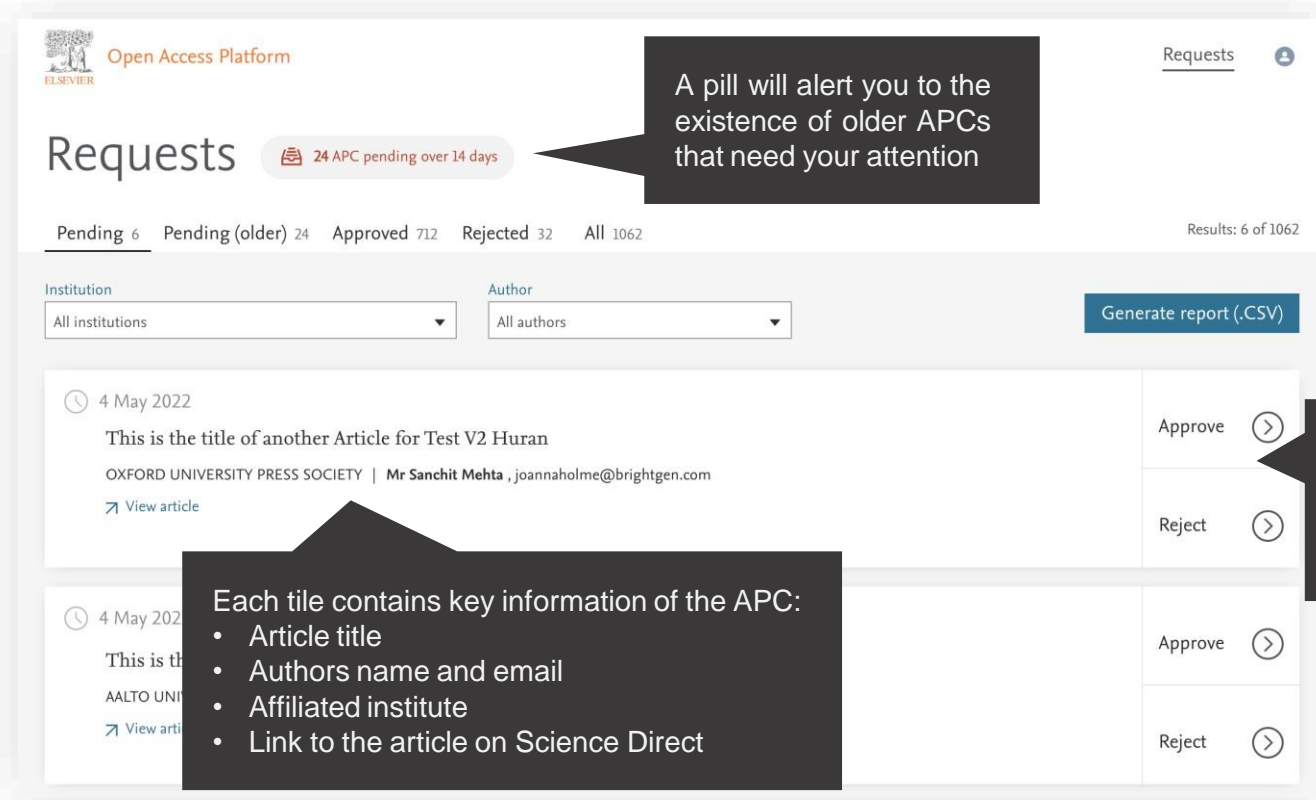
All authors
▼

Generate report (.CSV)

🕒 4 May 2022	<p>This is the title of another Article for Test V2 Huran</p> <p>OXFORD UNIVERSITY PRESS SOCIETY Mr Sanchit Mehta , joannaholme@brightgen.com</p> <p>➤ View article Author ORCID profile ➤</p>	<div style="border: 1px solid #ccc; padding: 5px; text-align: center; margin-bottom: 5px;">Approve ➤</div> <div style="border: 1px solid #ccc; padding: 5px; text-align: center;">Reject ➤</div>
🕒 4 May 2022	<p>This is the title of another Article for Test V2</p> <p>AALTO UNIVERSITY Dr. Sundar Ayyappan , sfopenaccesse2e@elsevier.com</p> <p>➤ View article Author ORCID profile ➤</p>	<div style="border: 1px solid #ccc; padding: 5px; text-align: center; margin-bottom: 5px;">Approve ➤</div> <div style="border: 1px solid #ccc; padding: 5px; text-align: center;">Reject ➤</div>

Pending requests tab

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



Open Access Platform

Requests 24 APC pending over 14 days

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 View article	Approve	Reject
4 May 2022	This is th AALTO UNI View arti	Approve	Reject

Callout 1: A pill will alert you to the existence of older APCs that need your attention

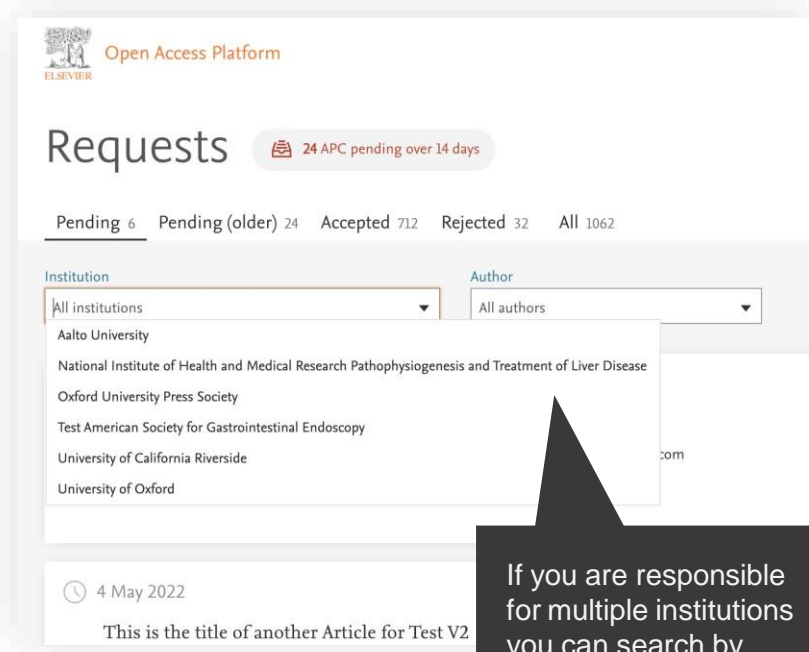
Callout 2: Based on this information you can chose to approve or reject the request

Callout 3: Each tile contains key information of the APC:

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

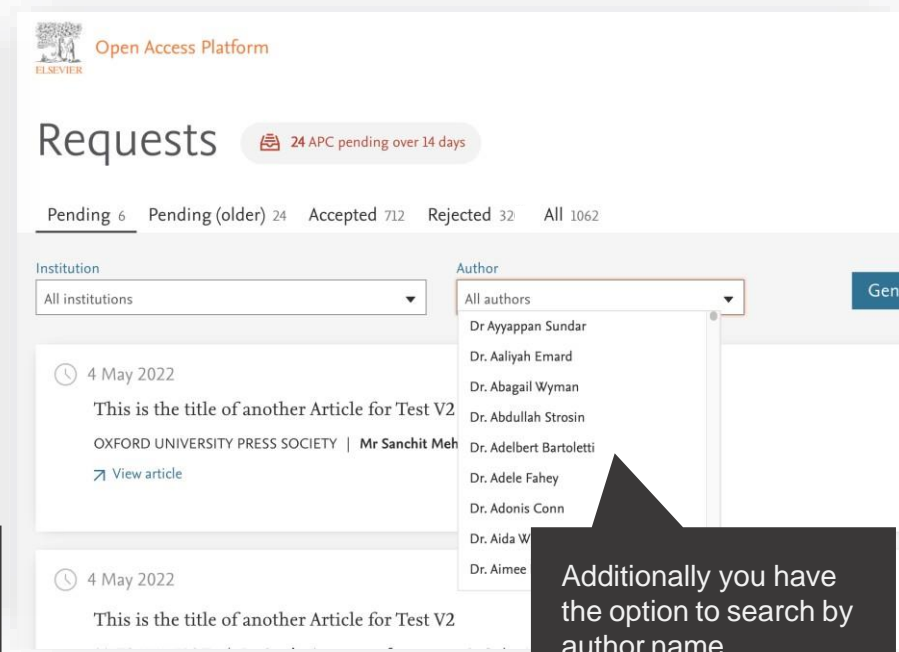
Searching / Filtering

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



The screenshot shows the 'Requests' page on the Elsevier Open Access Platform. The page header includes the Elsevier logo and 'Open Access Platform'. Below the header, there is a 'Requests' section with a notification that '24 APC pending over 14 days'. The page is filtered by 'Pending' requests, with a total of 6. Below the filter, there are two dropdown menus: 'Institution' and 'Author'. The 'Institution' dropdown is open, showing a list of institutions including 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 on the Elsevier Open Access Platform, similar to the first screenshot. The 'Institution' dropdown is set to 'All institutions'. The 'Author' dropdown is open, showing a list of authors including Dr. Ayyappan Sundar, Dr. Aaliyah Emard, Dr. Abagail Wyman, Dr. Abdullah Strosin, Dr. Adelbert Bartoletti, Dr. Adele Fahey, Dr. Adonis Conn, Dr. Aida W, and Dr. Aimee. 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.

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, and the article submitted, accepted and open access ordered dates

Requests

Open Access Platform

Article Title Regression Test
<http://dx.doi.org/10.1016/j.fuel.2018.03.063>

UAT SWISS INSTITUTE OF GENEVA | Ms. Hosea Mohr, cooper92@example.com

11 Jun 2021

Article Title Regression Test

UAT SWISS INSTITUTE OF GENEVA | Ms. Hosea Mohr, cooper92@example.com

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

25 Jun 2021

Article Title Regression Test

UAT SWISS INSTITUTE OF GENEVA | Ms. Hosea Mohr, cooper92@example.com

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

Article Title Regression Test

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

Institution Name: UAT Swiss Institute of Geneva
Corresponding Author: Ms. Hosea Mohr
Author Email: cooper92@example.com

[Show More](#)

[Approve](#) [Reject](#)

Notify the Author?

Yes, I want to notify the author.

GR12345

testAccountName

Full-length article
Accident Analysis and Prevention
- Article Publishing Charge
Hybrid Open Access
CC BY 4.0
S8243164916909980

Article Submitted: 27 May 2017
Open Access Ordered: 11 Jun 2021

[Approve](#) [Reject](#)

Notify the Author?

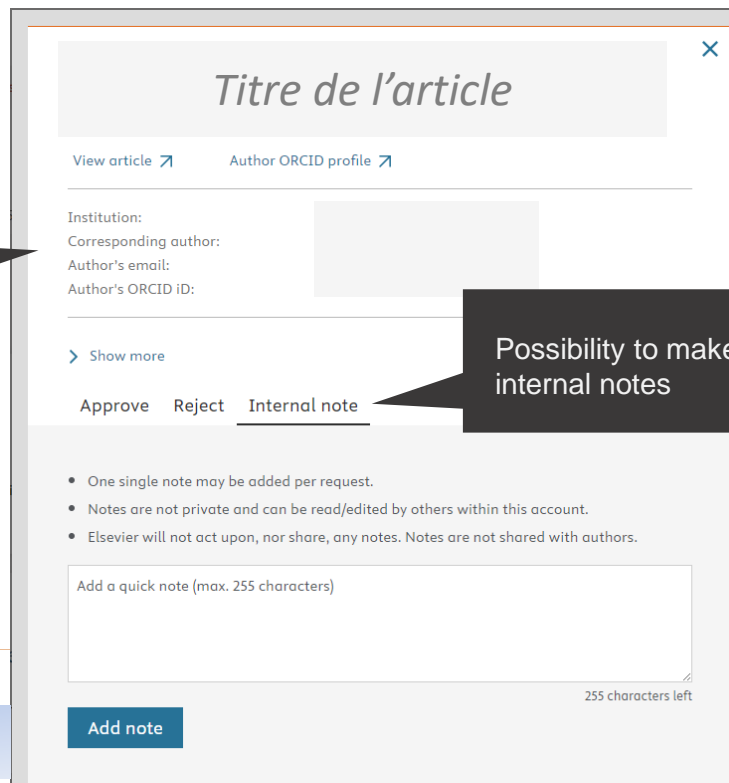
Yes, I want to notify the author.

APC detail window

Author details with the link to their ORCID profile

Possibility to make internal notes

The articles with internal notes will show up with this icon



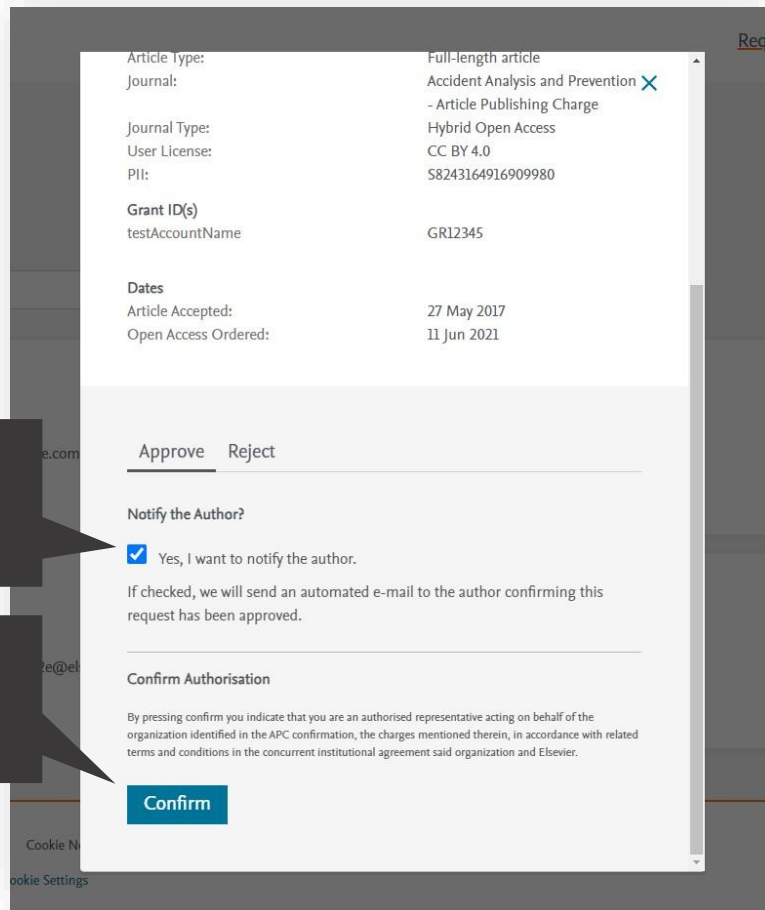
The screenshot shows a modal window titled "Titre de l'article" with a close button (X) in the top right corner. Below the title, there are two links: "View article" and "Author ORCID profile". A horizontal line separates this from the author details section, which includes labels for "Institution:", "Corresponding author:", "Author's email:", and "Author's ORCID ID:". A "Show more" link is positioned below these details. Underneath, there are three tabs: "Approve", "Reject", and "Internal note", with "Internal note" being the active tab. Below the tabs, a list of bullet points provides instructions: "One single note may be added per request.", "Notes are not private and can be read/edited by others within this account.", and "Elsevier will not act upon, nor share, any notes. Notes are not shared with authors." A text input field is provided with the placeholder "Add a quick note (max. 255 characters)" and a character count "255 characters left" on the right. A blue "Add note" button is at the bottom.

13 Jun 2024

View article

APC detail window

Approving an APC.



Article Type: Full-length article
Journal: Accident Analysis and Prevention X
Journal Type: Hybrid Open Access
User License: CC BY 4.0
PII: S8243164916909980

Grant ID(s)
testAccountName: GRI2345

Dates
Article Accepted: 27 May 2017
Open Access Ordered: 11 Jun 2021

Approve Reject

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.

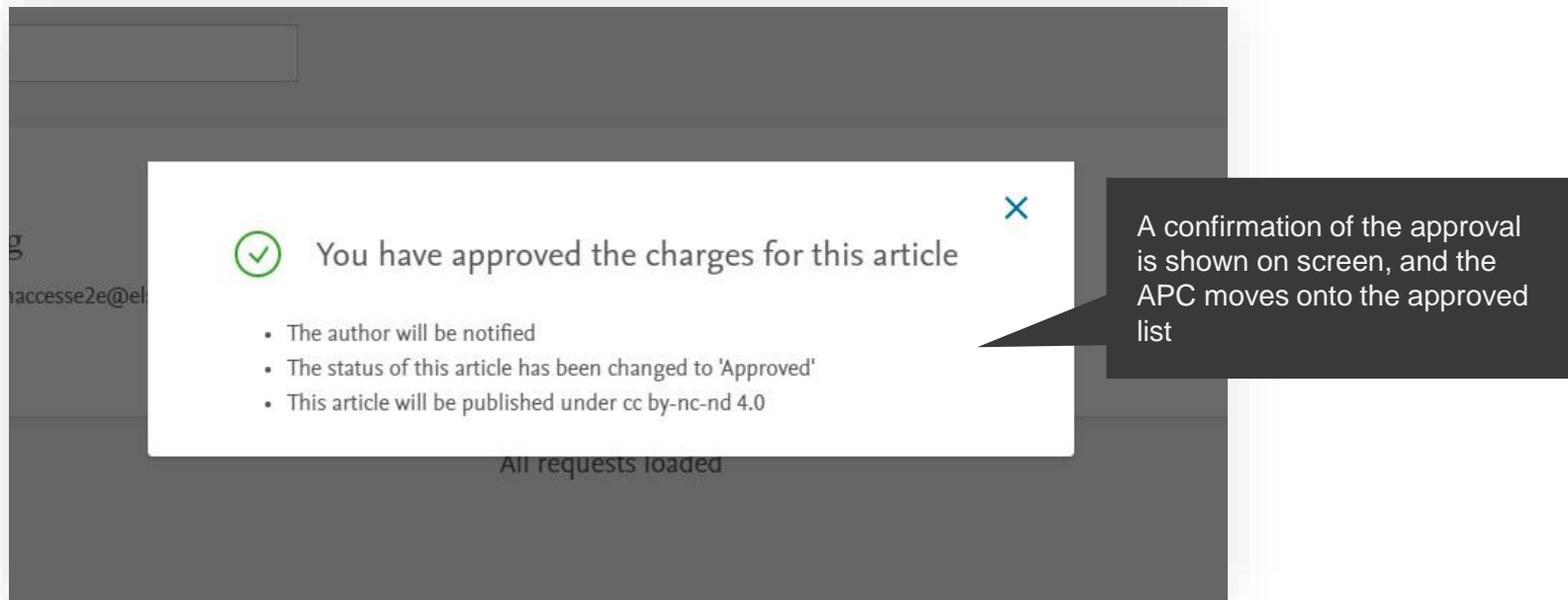
Confirm

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.



The screenshot shows a dark grey background with a white confirmation modal box in the center. The modal box has a green checkmark icon on the left, followed by the text "You have approved the charges for this article". To the right of the text is a blue 'X' icon. Below the main text is a bulleted list of three items. A dark grey speech bubble points to the modal box from the right, containing text that explains the confirmation message.

g
saccesse2e@el

✓ You have approved the charges for this article

- The author will be notified
- The status of this article has been changed to 'Approved'
- This article will be published under cc by-nc-nd 4.0

All requests loaded

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

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.

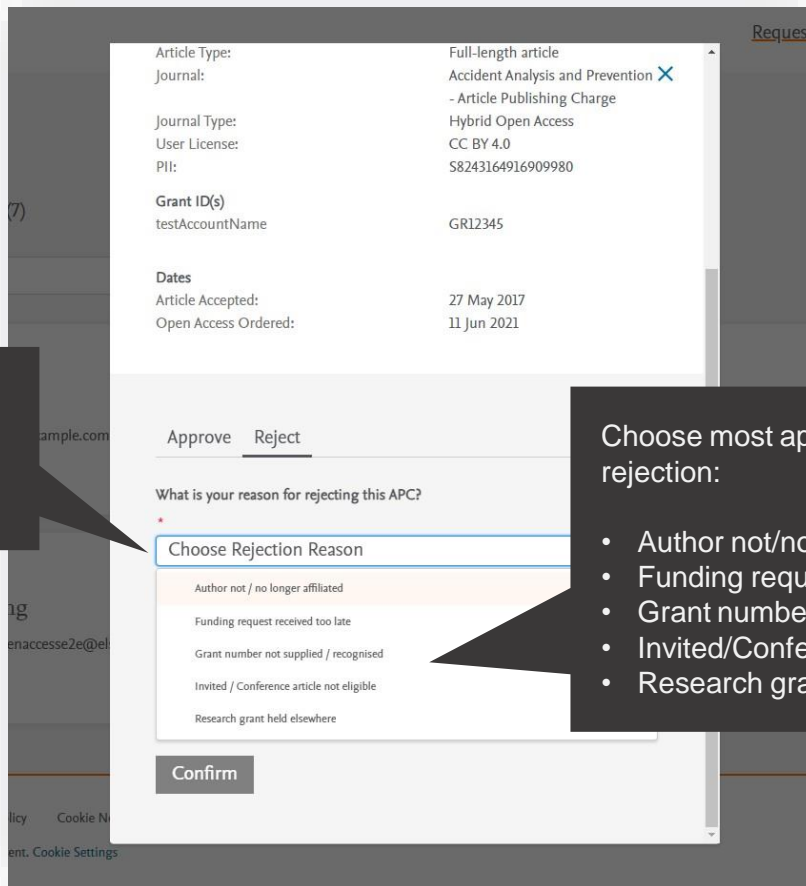
Kind regards,

Researcher Support

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

APC detail window

Rejecting an APC.



The screenshot shows the 'APC detail window' with the following information:

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:	S8243164916909980
Grant ID(s)	
testAccountName	GRI12345
Dates	
Article Accepted:	27 May 2017
Open Access Ordered:	11 Jun 2021

Below the article information, there are two tabs: 'Approve' and 'Reject'. The 'Reject' tab is active. The question 'What is your reason for rejecting this APC?' is followed by a dropdown menu with the following options:

- Choose Rejection Reason
- Author not / no longer affiliated
- Funding request received too late
- Grant number not supplied / recognised
- Invited / Conference article not eligible
- Research grant held elsewhere

A 'Confirm' button is located at the bottom of the form.

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:

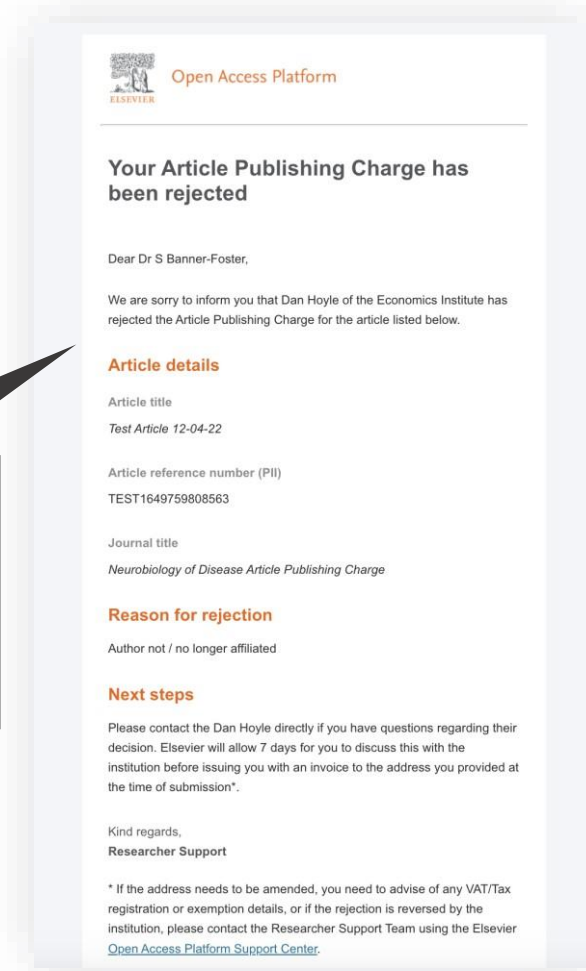
- Author not/no longer affiliated
- Funding request received too late
- Grant number not supplied/recognized
- Invited/Conference article not eligible
- Research grant held elsewhere

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



The screenshot shows an email template with the following content:

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](#).

APC detail window

For POs

✕

Mitochondrial function in intestinal epithelium homeostasis and modulation in diet-induced obesity

[View article](#)

Institution name:	French National Institute for Research in Agronomy (INRAE)
Corresponding author:	Dr. Gaelle Boudry
Author's email:	gaelle.boudry@inrae.fr
List price:	€2,940.00
Discount amount:	€1,040.76
Tax:	€0.00
Net price:	€1,899.24

[Show more](#)

[Approve](#) [Reject](#)

P.O. number (if applicable)

Notify the author?

Yes, I want to notify the author.

In case the PO number is incorrect:

- The admin should contact the author for the correct PO code

- Admin can update the PO number in EOAP and approve the request

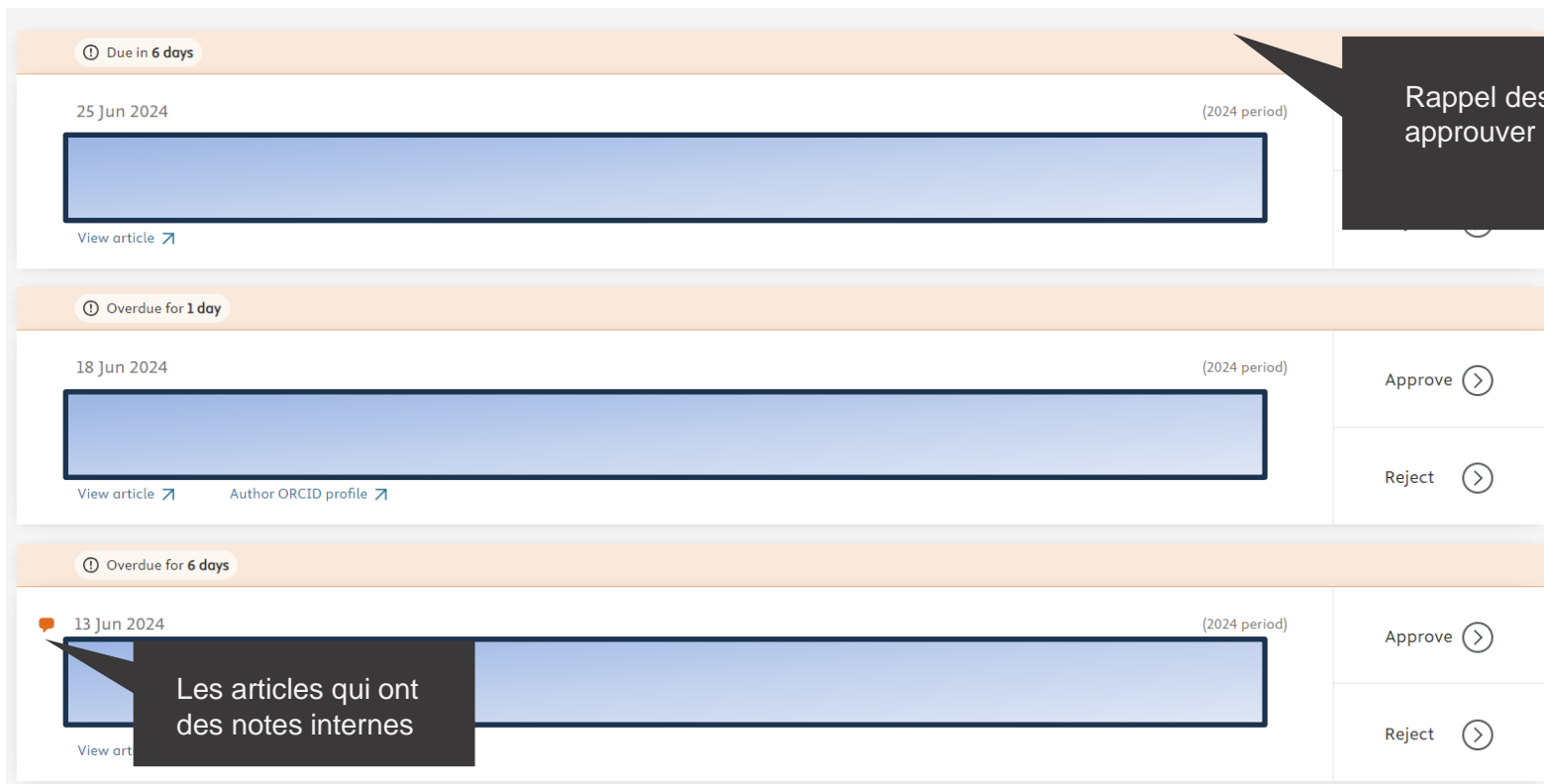
Emails to authors - rejection

the author does not provide the updated PO number within 15 working days:

- The admin can reject by selecting 'Grant number not supplied/recognized'
- Admin contacts the author to contact oasupport@elsevier.com to have a second chance to secure the PO number, go through the journey again and add the new PO number

10% discount will be applied on the invoice sent to ChorusPro upon approval

Old requests (older than 14 days)



Due in 6 days

25 Jun 2024 (2024 period)

View article ↗

Overdue for 1 day

18 Jun 2024 (2024 period)

View article ↗ Author ORCID profile ↗

Approve >

Reject >

Overdue for 6 days

13 Jun 2024 (2024 period)

View article ↗

Approve >

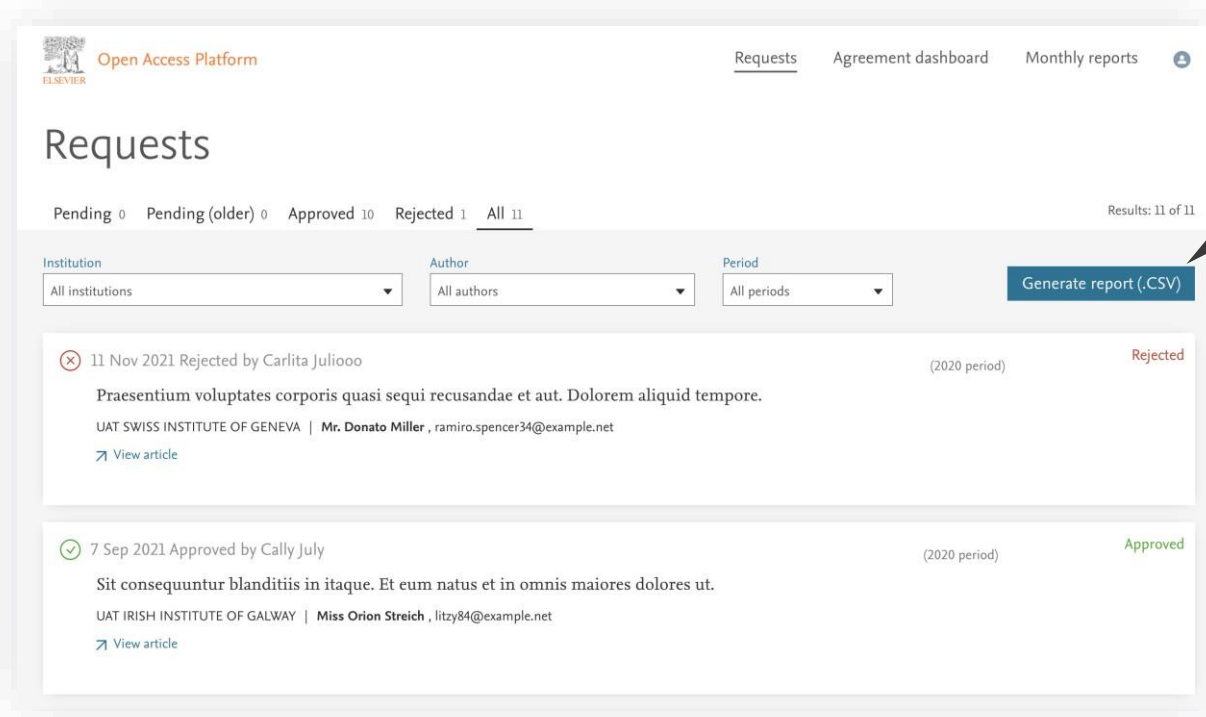
Reject >

Rappel des jours restant pour approuver la demande

Les articles qui ont des notes internes

All requests tab

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



Open Access Platform

Requests Agreement dashboard Monthly reports

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 (2020 period) Rejected
Praesentium voluptates corporis quasi sequi recusandae et aut. Dolorem aliquid tempore.
UAT SWISS INSTITUTE OF GENEVA Mr. Donato Miller , ramiro.spencer34@example.net
View article
⊕ 7 Sep 2021 Approved by Cally July (2020 period) Approved
Sit consequuntur blanditiis in itaque. Et eum natus et in omnis maiores dolores ut.
UAT IRISH INSTITUTE OF GALWAY Miss Orion Streich , litz84@example.net
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: 7

INSTITUTION NAME	ARTICLE TITLE	AUTHOR NAME	ARTICLE TYPE	JOURNAL NAME	JOURNAL TYPE	JOURNAL ISSN	PII	PO NUMBER	USER LICENSE	OPEN ACCESS REQUEST DATE	ACTIONED BY NAME	ACCEPTED/REJECTED DATE	GRANT ID(S)	ELIGIBILITY STATUS	REASON FOR REJECTION	FULL TEXT ARTICLE	DAYS PENDING
UAT Swiss Institute of Geneva	Præsentium voluptates corporis quasi sequi recusandae et aut. Dolorem aliquid tempore.	Mr. Donato Miller	FLA	Accident Analysis and Prevention - Article Publishing Charge	Hybrid Open Access	0001-4575	S581119116438393	-	-	14/04/2021	fixed apc 1 tester	2021-04-19	GR12345	Rejected	Funding request received too late	http://dx.doi.org/10.1016/j.fuel.2018.03.063	5.00
UAT Swiss Institute of Geneva	Nobis inventore est. Et ut ab ut resuscit nulli omnis dolor exercitationem. Et minima quia consectetur quærat aliquam. Aut ut natus odit in eveniet eveniet. Dolor maxime voluptas cupiditate veritatis soluta inventore voluptatem status. Incidunt carum etc...	Ms. Jairo Volkman	FLA	Accident Analysis and Prevention - Article Publishing Charge	Hybrid Open Access	0001-4575	S6029169316646240	-	-	14/04/2021	fixed apc 1 tester	2021-04-14	GR12345	Approved	-		
UAT Swiss Institute of Geneva	This is the title of another Article for testing	Dr. Sundar Ayyappan	FLA	Developmental Cognitive Neuroscience - Article Publishing Charge	Full Open Access	1878-9293	S1878929321000079	-	CC BY-NC-ND 4.0	25/05/2021	fixed apc 1 tester		ROY_EOAP_UATTEST28_RF250521	Pending	-		
UAT Swiss Institute of Geneva	Article Title Regression Test	Ms. Hosca Mohr	FLA	Accident Analysis and Prevention - Article Publishing Charge	Hybrid Open Access	0001-4575	S1878929321000079	-	CC BY 4.0	11/06/2021	-		GR12345	Pending	-		
UAT Swiss Institute of Geneva	Sapiente ipsum enim. Ea laudantium et quasi minima ex. Atque corrupti excepturi eum ratione illo qui unde.	Ms. Geraldine Stark	FLA	Accident Analysis and Prevention - Article Publishing Charge	Hybrid Open Access	0001-4575	S1878929321000079	-	-				GR12345	Approved	-		
UAT Swiss Institute of Geneva	Suscipit repellat facere molestias eos. Officis assumenda ipsum. Harum labore reprehenderit a.	Ms. Lindsay Raynor	FLA	Accident Analysis and Prevention - Article Publishing Charge	Hybrid Open Access	0001-4575	S1878929321000079	-	-				GR12345	Approved	-		
UAT Swiss Institute of Geneva	Accusantium voluptate sunt. Deleniti provident ullam nihil eum recusando. Velt nulla quia minima voluptatum porro similique dolore.	Miss Magali Stracke	FLA	Accident Analysis and Prevention - Article Publishing Charge	Hybrid Open Access	0001-4575	S1878929321000079	-	-				GR12345	Approved	-		
Grand Total (7 records)																	

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
- Excel Format.xls
- Excel Format.xlsx
- Comma Delimited.csv

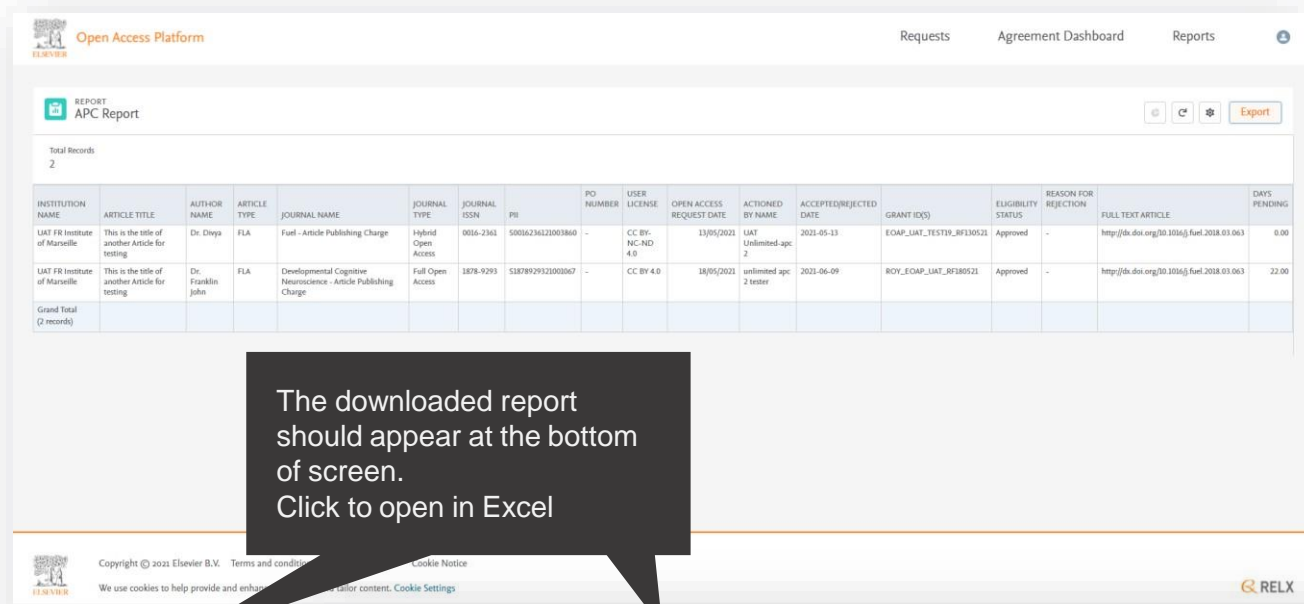
Cancel Export

Clicking on the Generate report (.CSV) button in the "all requests" tab will generate/display the report on screen

Clicking on Export will give you various download options

Reporting

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



Open Access Platform

Requests Agreement Dashboard Reports

REPORT
APC Report

Total Records
2

INSTITUTION NAME	ARTICLE TITLE	AUTHOR NAME	ARTICLE TYPE	JOURNAL NAME	JOURNAL TYPE	JOURNAL ISSN	PII	PO NUMBER	USER LICENSE	OPEN ACCESS REQUEST DATE	ACTIONED BY NAME	ACCEPTED/REJECTED DATE	GRANT ID(S)	ELIGIBILITY STATUS	REASON FOR REJECTION	FULL TEXT ARTICLE	DAYS PENDING
UAT FR Institute of Marseille	This is the title of another Article for testing	Dr. Divya	FLA	Fuel - Article Publishing Charge	Hybrid Open Access	0016-2361	S0016236121003860	-	CC BY-NC-ND 4.0	13/05/2023	UAT Unlimited-apc-2	2023-05-13	EOAP_UAT_TEST19_8f130521	Approved	-	http://dx.doi.org/10.1016/j.fuel.2018.03.063	0:00
UAT FR Institute of Marseille	This is the title of another Article for testing	Dr. Franklin John	FLA	Developmental Cognitive Neuroscience - Article Publishing Charge	Full Open Access	1878-9293	S1878929321001067	-	CC BY 4.0	18/05/2023	unlimited-apc-2-tester	2023-06-09	ROY_EOAP_UAT_8f380521	Approved	-	http://dx.doi.org/10.1016/j.fuel.2018.03.063	22:00
Grand Total (2 records)																	

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 We use cookies to help provide and enhance your navigation, analyze site usage, and assist in our marketing efforts. (See our privacy policy for more information.)
 Cookie Settings

RELX

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

	A	B	C	D	E	F	G	H	I
1	Institution Name	Article Title	Author Name	Article Type	Journal Name	Journal Type	Journal ISSN	PII	PO Number
2	UAT FR Institute of Marseille	This is the title of another Article for testing	Dr. Divya	FLA	Fuel - Article Publishing Charge	Hybrid Open Access	0016-2361	S0016236121003860	CC B
3	UAT FR Institute of Marseille	This is the title of another Article for testing	Dr. Franklin John	FLA	Developmental Cognitive Neuroscience - Article Publishing Charge	Full Open Access	1878-9293	S1878929321001067	CC B
4									
5									

Reporting Fields exported:

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

- Institution
- Article title
- Corresponding author
- Article type
- Journal
- Journal type
- Journal ISSN
- PII
- User license
- PO number
- Grant Id(s)
- Full text article
- Article submitted on
- Article accepted on
- Open access ordered on
- EOAP decision date
- EOAP status
- Actioned by
- Reason for rejection
- Days pending Period
- List price
- Discount amount total
- Net amount
- Total tax value
- Quote total
- Note
- Note written by Note written on

Changing an article to another institution

- Admin leaves the request in EOAP in the pending status.
- Admin contacts the Agreement's team (agreementactivation@elsevier.com) to change the affiliation of the author.
- Agreement's team hides the request in EOAP to ensure it no longer appears in the dashboard.
- Agreement's team requests reopening of the journey and updates the affiliation in the author journey.
- Agreement's team requests the author changes the affiliation of the article by also copying the institutional admin.
- Elsevier recompletes the journey with the new affiliation, so the request lands in the correct admin EOAP account.

Support for authors and librarians/administrators

- For Authors– oasupport@elsevier.com
- For Librarians/Administrators, related to activating or modifying EOAP–
agreementactivation@elsevier.com
- APC Couperin Team: apc@couperin.org

Links

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