Author Payment Processing
Commerce Manager

- Extends the functionality of Editorial Manager® and ProduXion Manager® to solicit and track payments through the system

- Commerce Manager is Web configurable enabling rapid deployment and response to changing business needs
Types of Fee

- **Submission Fees**: Payable at manuscript submission; either a flat fee or based on the Author selecting a pricing option.

- **Other Fees**: General purpose fees triggered on per-manuscript basis at any point in workflow. For example:
  - Color Figure Charge
  - Page Charge
  - Reprint Fee
  - Open Access Publication Fee
Payment Methods

- Each fee can be configured to include different payment options:
  - Credit Card
  - “Bill Me”
  - Request Waiver
  - Request Institutional Waiver

- For example, a publication could require an Open Access Fee to be paid by credit card only
1. Submission Fee Workflow:
After uploading files, the Author reviews the system-generated PDF and clicks on the “Approve Submission” link.
Commerce Manager displays the publication-configured Author payment page. In this case, Author selects to pay by Credit Card.
If the Author selects “Credit Card”, s/he is directed to secure credit card processing.
Author enters Credit Card information, and payment is processed. Upon successful payment processing, the manuscript is submitted to the publication.
Alternatively, Author can request a bill or that the fee be waived
2. Other Fee Workflow:
During submission process, Author can be notified of the publication’s fee policies
At the desired point in the workflow (e.g. Final Acceptance, publication, etc.) publication office staff clicks on “Charge Fee” link to initiate an Author fee.
Staff member selects one of the publication’s pre-configured fee templates, and can make final adjustments to fee before notifying Author.
Author receives notification of fee by email and can click on a “deep link” to make payment

Clicking the link above brings the Author directly to the Fees and Payment page, *without* need for log-in.
Alternatively, Author can log-in to system and click on “Fees and Payments” link for manuscript
Author completes payment using the publication-configured options
3. Configuring Commerce Manager:
Configuring Pricing Options

- Publications often need to support multiple pricing options for the same fee (e.g. student rate, member rate, optional currency etc.)
- In Commerce Manager, the administrator configures these options and can modify them at any time
Configure pricing options. Choice of 18 currencies
The administrator associates appropriate “pricing options” with Submission Fee. For example, this allows the Author to be presented with two options when making a particular type of submission payment. The administrator also selects which payment options (credit card, “bill me”, waiver) are permissible for each Submission Fee.
The **Submission Fee** is then associated with an Article Type. This means **Submission Fees** can be charged for some article types and not others.

![Diagram of Editorial Manager interface showing Submission Fee settings.](image)

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The administrator can also configure multiple “fee templates” to accommodate the range of fees typically collected by the publication. These fee templates are used as a starting point on the Charge Fee page.
4. Reports. Verify and chase payments:
Reports

- “Bill Me” Report
- Manage Waiver Requests Report
- E-Commerce Status Report
“Bill Me” Report is used to determine payments due, received and cancelled
“Bill me” Report can also be used to record details of payments received outside of the system.

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<table>
<thead>
<tr>
<th>Action</th>
<th>Fee Tracking ID</th>
<th>Manuscript Number</th>
<th>Article Title</th>
<th>Author Name</th>
<th>Editorial Status</th>
<th>Fee Description</th>
<th>Payment Status</th>
<th>Invoice Sent</th>
<th>Fee Amount</th>
<th>Currency Code</th>
<th>Amount Received</th>
<th>Date Payment Processed</th>
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<td>Convergence of the Enterprise and Internet: Adoption of Semantic Web Methodologies by Enterprise Information Structure Professionals</td>
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<td>Stacey</td>
<td>Submitted to Journal</td>
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Manage Waiver Request Report enables review of waiver requests
E-commerce Status Report

This report displays all fees that were paid (or attempted to be paid) with PayPal.

Transaction Criteria
Please choose the transactions you wish to view.
- PayPal Transaction Pending (awaiting response from PayPal)
- PayPal Transaction Failed (reasons for failure are shown on the report results page)
- PayPal Transaction Successful (payment is complete)
- Fee Canceled (PayPal transaction failed, publication subsequently canceled the fee)

Additional Criteria
You may further refine your result set with the criteria below.

Fee Type: All Fee Types
Fee Tracking ID:
PayPal Transaction ID:
Manuscript Number:
Article Title (contains):
Author Last Name (contains):
Fee Creation Date: from _____ to _____ (mm/dd/yyyy)
Check Payment Information Flag:

Sort Preferences
☐ First ORDER BY Fee Creation Date in ASCENDING order.
☐ Then ORDER BY Fee Creation Date in ASCENDING order.
E-commerce Status Report - Data can be downloaded and cross referenced with reports generated by credit card processor

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<tr>
<th>Action</th>
<th>Fee Tracking ID</th>
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<th>Manuscript Number</th>
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<td>Aug 04 2009 10:40AM</td>
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• Submission fees and other fees
• Support for multiple currencies
• Support for multiple charge options
• Payments by bill, credit card or waiver request, according to publisher configuration
• Comprehensive reporting tools to manage and track payments
• Easy to use for Authors and publication staff
• Reconfigurable at any time
For more information contact:
marketing@ariessys.com