

	<b>Information sheet</b>	Nr.: 8400-01
	<b>Payment of charges</b>	vom: 09.05.2023
		Distribution list : <b>All</b>

see also [publication regulation](#), point 4, page 3-4  
[Agreements for IFW publications with different publishers](#)

1. Please fill out an eorder literature **before** confirming any open access charges (article processing charges = APCs) / cover acquisitions to the publisher or service provider:
  - a. one eorder per article/cover
  - b. field „Projekt/Kostenträger“:
    - i. project number > the budget will be planned via project budget (for Open Access/cover)
    - ii. Open Access: select the cost centre of the library 18400001 > the APCs will be paid via the library budget
    - iii. Cover: select your own cost centre (costs will be paid by the cost centre from your own budget)
  - c. Important: please fill out the field „Begründung der Notwendigkeit der Beschaffung“ (Reason for publishing)
  - d. Very important: include an offer of the publisher/service provider, e.g. correspondence via e-mail with the publisher/service provider, a screenshot or similar > the estimated price has to be listed
2. Only confirm the payment of the APCs for the publisher/service provider once your eorder has an order number (Best.-Nr.) which means the budget is planned
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4. Send the invoice via e-mail to the financial team [finanzen@ifw-dresden.de](mailto:finanzen@ifw-dresden.de) and cc to the library [j.sonnenstuhl@ifw-dresden.de](mailto:j.sonnenstuhl@ifw-dresden.de)
5. The invoice will be verified and paid by the financial team as soon as possible
6. If you have any questions please ask Jana Sonnenstuhl [j.sonnenstuhl@ifw-dresden.de](mailto:j.sonnenstuhl@ifw-dresden.de) or [library@ifw-dresden.de](mailto:library@ifw-dresden.de)
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