How to Approve or Deny an eBERF

1. Login to Ariba: [https://enet.miami.edu](https://enet.miami.edu)

2. Click on eBERF tab.

3. In the To Do section, open the eBERF by clicking on the eBERF ID or the eBERF Title.

4. Review the eBERF for accuracy.
   a. **NOTE:** You have two options to take after your review: Approve or Deny.
To Deny an eBERF

1. If you’re not satisfied with the contents of the eBERF, click the Deny button.

![Deny button on eBERF interface]

2. When denying an eBERF, in the Comment section enter instructions to the submitter explaining why you’re denying the eBERF and what changes need to be made in order for you to approve it.

![Deny - Comments dialog box]

Note: To remove the eBERF from your To Do box after it has been denied, be sure to select the Archive item(s) to folder checkbox.

3. Then click the OK button.

4. The eBERF will be returned to the Submitter. It won’t appear back in your box until the Submitter has edited and resubmitted the document.
To Approve an eBERF

1. If you’re satisfied with the contents of the eBERF, click the Approve button.

2. Enter any applicable information into the Comments section.

   ![Approve - Comments]

   Note: To remove the eBERF from your To Do box after it has been approved, be sure to select the Archive item(s) to folder checkbox.

3. Then click the OK button.

4. The eBERF will be removed from your To Do box and will move on to the next person in the approval flow.