

# Setup for Printing Illinois Price Later Contracts

Last Modified on 01/09/2023 2:52 pm CST

**Q. What needs to be done in order to print the Illinois Department of Agriculture approved price later contracts from Agvance Grain?**

A. Contact SSI staff. SSI is approved by the Illinois Department to print price later contracts and control the numbering sequences used. Before SSI staff begins the setup process, make sure grain has been posted for all settlements in all locations.

Verify the company name entered at *Hub/Setup/Company* is the legal name of the company, as this is required on the PL contracts.

The preference to *Post Settlement Live* must be turned on. If it is not turned on, the setup process will automatically set it correctly. Note which locations SSI staff will need to set up to print IL price later contracts.

SSI will need to set a starting number and ending number to be used for each location's contract numbers. SSI prefers to set number ranges that provide approximately a five year supply of contracts for each issuing location. Determine the starting and ending numbers SSI will need to set up for each location. Do not duplicate any numbers that have already been used for the location. When the ending number for a location is about to be used, contact SSI to extend ending numbers for that location.

## **After setup**

If there is an existing supply of unused contracts left over that are not going to be used, contact the Illinois Department of Agriculture for instructions on what to do with the unused supply of contracts.

## **IL Dept of Ag contact information.**

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