

Using Buyer Signatures with a Purchase Contract

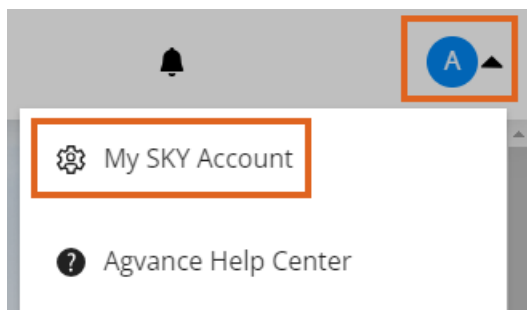
Last Modified on 02/20/2024 10:18 am CST

To capture and add Buyer Signatures to Purchase Contracts, access to Agvance SKY is required. For information on adding Seller Signatures to Purchase Contracts, please see the following article - [Using Seller Signatures with a Purchase Contract](#).

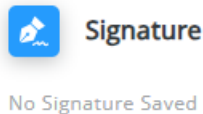
Setup

Each Agvance user authorized to electronically sign Purchase Contracts must have a SKY Account. Signatures must first be set up in Agvance SKY.

1. On the Home page of Agvance SKY, select the user profile and choose **My SKY Account**.



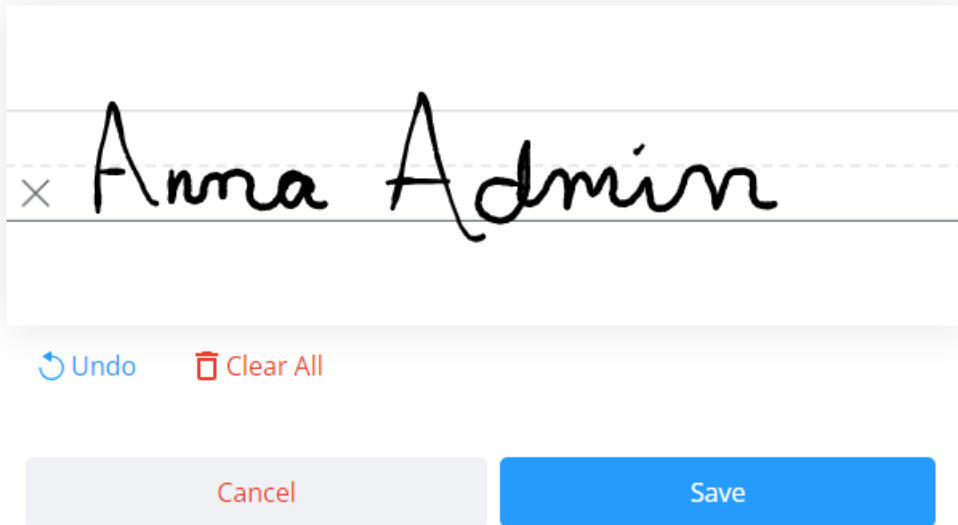
2. Select **Add Signature**.



[Add Signature](#)

3. Using a mouse or finger, sign by the X staying between the dotted lines.

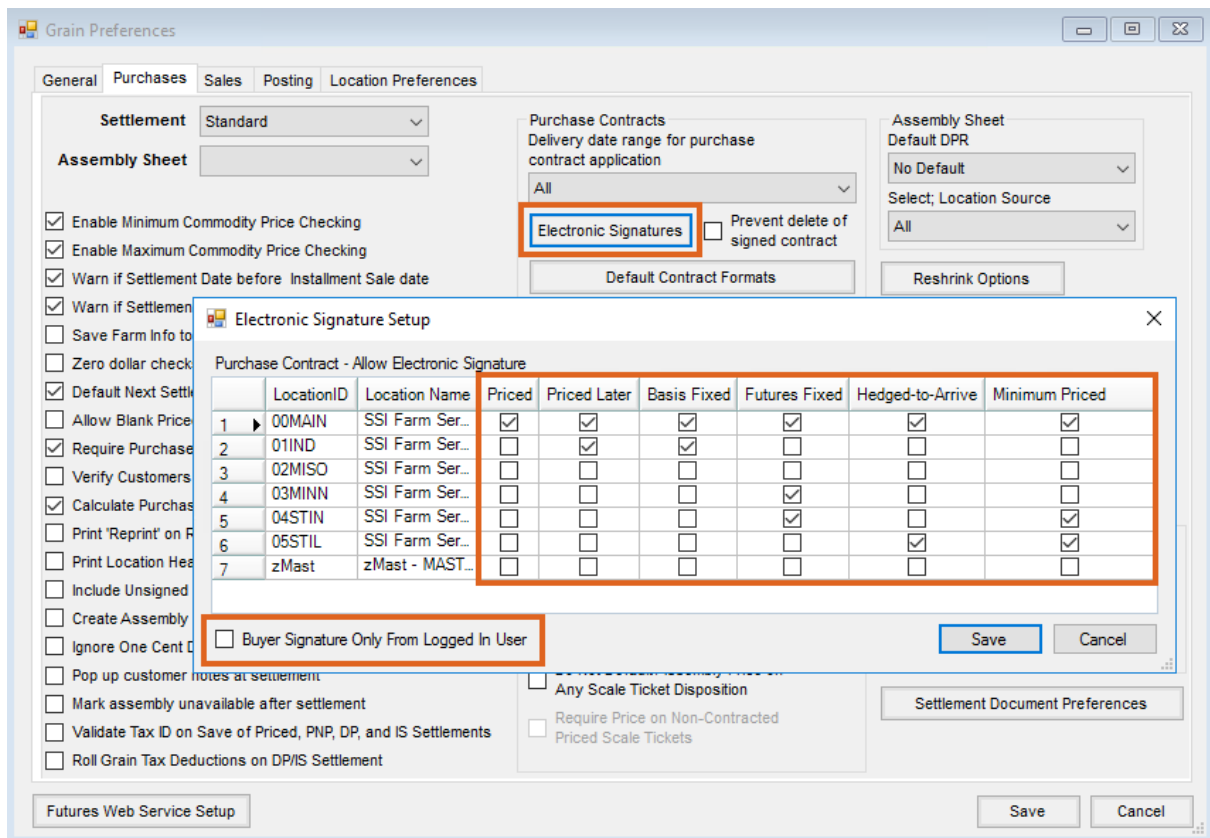
Draw your signature below



4. Use **Undo** or **Clear All** to erase. When satisfied with the signature, select **Save**.

In Agvance Grain, identify which Purchase Contracts to use with the buyer signature. To do this, go to the *Purchases* tab at *Grain / Setup / Preferences*. Select **Electronic Signatures**. The column headers list each Purchase Contract type.

1. Use the checkboxes to indicate Contracts that will use the signature. After a box is checked, right-click and copy and paste to select all applicable Locations.



2. To automatically apply the signature of the user logged into Agvance to the Purchase Contract, select the checkbox for *Buyer Signature Only From Logged In User*.
3. Select **Save**.

If a Customer Agreement is not required to be on file for signing electronically, proceed to setting up the Default Contract formats discussed below. If requiring a Customer Agreement to be on file, go to *Hub / Setup / Company Preferences*. Select the *Require Customer Agreement for Electronic Signatures* checkbox and **Save**. This step must be performed for each Location that will be allowed to sign Purchase Contracts electronically.

Edit Location - 00MAIN SSI Farm Services - IL

Profile Remit Address Transfers

Location ID: 00MAIN Main Plant Time Zone: [Dropdown] Region: [Dropdown]

Name: SSI Farm Services - IL Region: UnKnown

Address: 140 E. South Street Sub Region: [Dropdown]

City: Shelbyville State: IL Zip: 62565

Phone: (800) 752-7912 Fax: [Text]

Geo Code: [Text] Cross Ref: [Text] Inactive

Territory: [Text] IC Code: 1234567891001

<County>: [Text] DUNS #: [Text]

<Country>: [Text] F.E.I. #: [Text]

DOT Regist. #: [Text] Pest Lic #: [Text]

Grain Dealer Lic#: [Text] Addl Lic #: [Text]

Grain Warehouse Lic#: [Text] Pest Appl #: [Text]

Product Master

Require Customer Agreement for Electronic Signature

Save Cancel

Note: If this box is selected, the *Apply User Signature to Contract* window will not display when adding a Purchase Contract for customers without a signed agreement and Classification.

Apply User Signature to Contract for AndBa

UserID	User Name
1RE	Robert Ellis

Select Cancel

Go to the *Customer* tab at *Hub / Setup / Company Preferences*. Select **Customer Classifications** and add a new Classification for Customers who have signed the agreement. Once the Classification has been added, double-click in the *Require Customer E-Signature Agreement* field and select the appropriate Classification. If a Classification already exists, simply add it to the field.

The screenshot shows the 'Preferences' dialog box with the 'Customer' tab selected. The 'Customer Classifications' button is highlighted with a red box. Below it, the '<Require Customer E-Signature Agreement> Electronic Signatures' option is also highlighted with a red box. The dialog contains several sections:

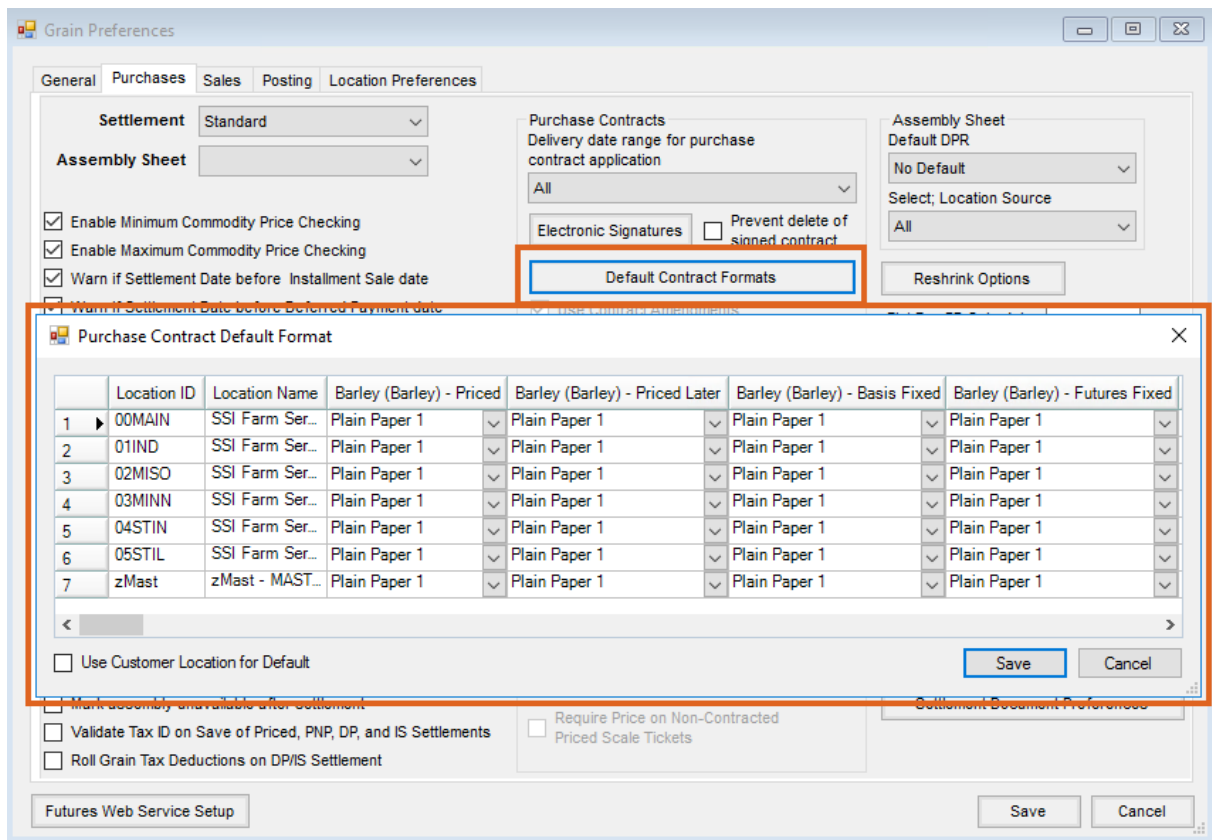
- Cross Reference:** A table with 4 rows. Row 1: MeppelID, Customer ID Source (Printouts), Agvance ID. Row 2: MeppResale, Customer ID Source (Selecting), Agvance ID. Row 3: ResellerID, Check For Duplicates. Row 4: Cross Ref4, (None).
- Ship To Cross Reference:** A table with 4 rows. Row 1: (empty), (empty). Row 2: (empty), (empty). Row 3: (empty), PO Ship To Source. Row 4: (empty), (None).
- Add Cash Customer Setup:** Includes checkboxes for Auto ID and Zero Pad, a dropdown for Salesperson (Farbre), a text field for Credit Limit (1000), a dropdown for Credit Status (Good), a dropdown for Credit Date Opened (Blank), a dropdown for <Classification>, a dropdown for Default Terms (None), and a dropdown for Check What Customer Address (Address 1).
- Other options:** Extended Customer Edits Tracking (checked), Load customer list only when requested (unchecked), Suppress Customer/Location Warning (checked), Export CRM PDF's to MyFarmRecords (unchecked), Method to Check Sale of Restricted Products (Warn Only), Source of Customer Permit Checking (Federal), Duplicate Customer Checking (Elements: None, Warning: Warn Only, Match Type: Exact Match).

Buttons at the bottom include AGIIS Setup, KwikTag Setup, Print, Save, and Cancel.

Note: If a Classification already exists, Customers must be assigned to the Classification at *File / Open / Customer*. Edit the Customer and select **Classification**. Double-click the *Classification* heading to select the appropriate Classification. Customers can also be added to the Classification by choosing **Customer Classifications** at *Hub / Setup / Company Preferences* on the *Customer* tab and editing the appropriate Classification.

To ensure the Default Contract formats are set up, navigate to the *Purchases* tab at *Grain / Setup / Preferences*.

1. Select **Default Contract Formats**.



2. Select the default contract format for each Location/Commodity/Contract Type.
3. Select **Save**.

The Buyer's Signature must now be applied to the Purchase Contract.

1. Add a Purchase Contract at *Grain / Operations / Purchase Contract*.
2. Complete the contract information.
3. Check the option to *Assign Buyer Signature and Print Contract on Save*.

Note: When splitting a contract, the buyer signature is applied to all contracts being created.

Add a Purchase Contract

General History Comments Minimum Priced Splitout Info

Contract 7 Contract Signed <Salesperson> [Dropdown]

<Customer ID> AndBa Barry Anderson

Location 00MAIN Contract Quantity 1000.00 Bid Criteria Delivered [Dropdown]

<Commodity> Corn ? Original Contract Quantity 1000.00 <Destination> [Dropdown]

Date Established 02/20/2024 [Calendar] Quantity Received [Text]

Expire Date [Calendar] Qty Remaining 1000.00 Direct Ship

Price By Date [Calendar] <Farm ID> [Text] Linked Qty 0.0000

Contract Type Priced [Dropdown] Contract Format Plain Paper 1 [Dropdown] MOT [Dropdown]

Contract Status Open [Dropdown] Futures Price 3.24 Futures Month July24 [Dropdown] Pricing Note [Text]

Cash Price 3.40000 Basis Price .16 Exchange CBT [Dropdown]

Spot FOB

<Grading Factor>	<Schedule>	Start Delivery	Complete Delivery	Quantity
1		07/01/2024	07/31/2024	1000.00
2				
3				
4				
5				

Assign Buyer Signature Print Contract on Save

4. Select **Save**.

5. Choose the user's signature to print on the Purchase Contract.

Note: If the *Require Customer Agreement for Electronic Signatures* option is selected at *Hub / Setup / Company Preferences*, the *Apply User Signature to Contract* window will not display when adding a Purchase Contract for Customers without a signed agreement and Classification. This window will also not display if the *Buyer Signature Only From Logged In User* option is selected on the *Purchases* tab at *Grain / Setup / Preferences*.