

# Using Buyer Signatures with a Purchase Contract - Grower360

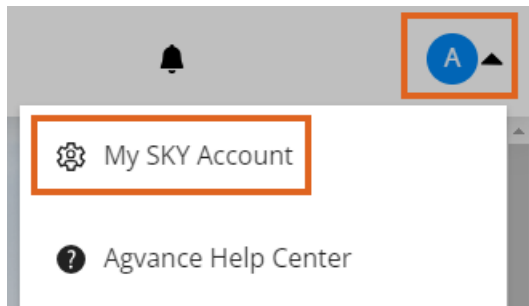
Last Modified on 03/13/2025 10:41 am CDT

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

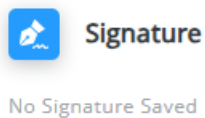
## Setup

Each Agvance User authorized to electronically sign Grain 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* drop-down 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.



- To automatically apply the signature of the user logged into Agvance to the Contract, select the checkbox for *Buyer Signature Only From Logged In User*.
- To identify which Contracts to use with the buyer signatures for Obligations, choose **Setup Obligation Format** then check the appropriate boxes.

**Note:** The *Buyer Signature Only From Logged In User* checkbox on the *Electronic Signature Setup* window for Purchase Contracts is also used for Obligations.

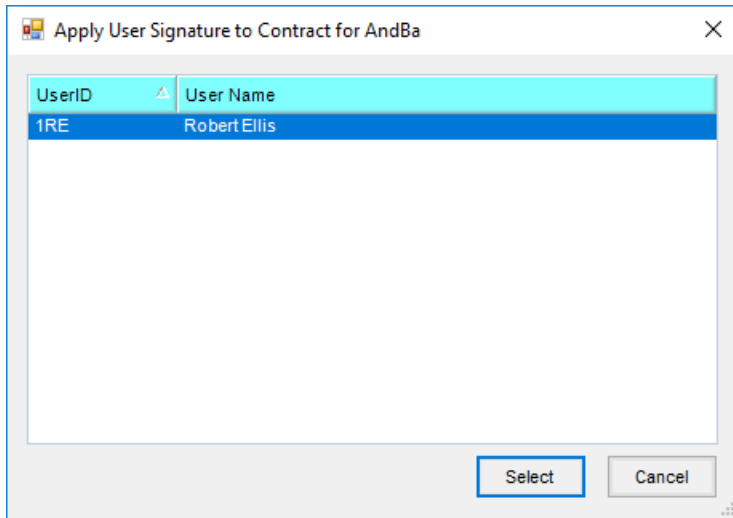
	LocationID	Location Name	Average Price	Knock-out Accumulator
1	00MAIN	SSI Farm Services - IL	<input type="checkbox"/>	<input type="checkbox"/>
2	01IND	SSI Farm Services - IN	<input type="checkbox"/>	<input type="checkbox"/>
3	02MISO	SSI Farm Services - MO	<input type="checkbox"/>	<input type="checkbox"/>
4	03MINN	SSI Farm Services - MN	<input type="checkbox"/>	<input type="checkbox"/>
5	04STIN	SSI Farm Services - Store IN	<input type="checkbox"/>	<input type="checkbox"/>
6	05STIL	SSI Farm Services - Store IL	<input type="checkbox"/>	<input type="checkbox"/>
7	zMast	zMast - MASTER PRODUCT LOCATION ONLY	<input type="checkbox"/>	<input type="checkbox"/>

- Select **Save**.

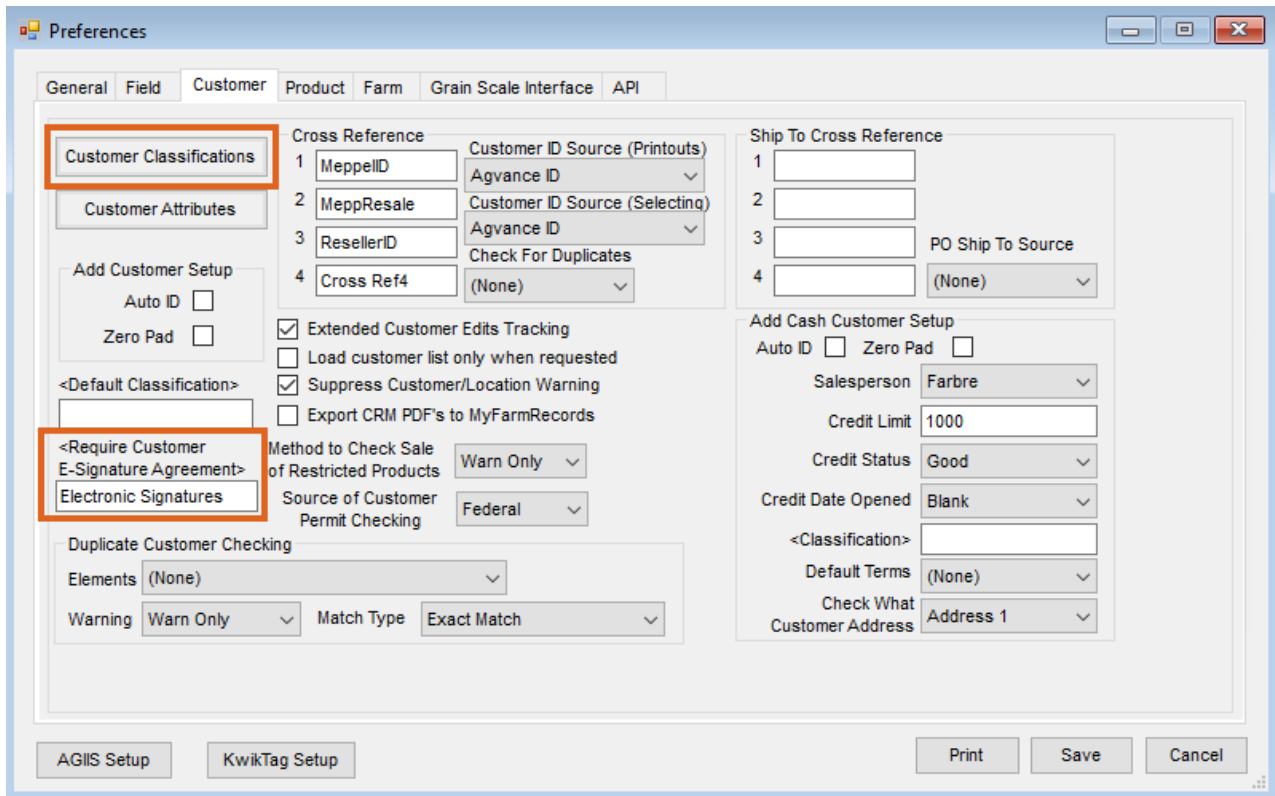
If a Customer Agreement is not required to be on file for signing electronically, proceed to setting up the Default Contract formats discussed below. If requiring a Customer Agreement to be on file, go to *Hub / Setup / Company Preferences*. Select the *Require Customer Agreement for Electronic Signatures*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

**Require Customer Agreement for Electronic Signature**

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



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.



**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.

## Purchase Contracts

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

### 1. Select Default Contract Formats.

The screenshot shows the 'Grain Preferences' dialog box with the 'Purchases' tab selected. The 'Default Contract Formats' dialog box is open, displaying a table of contract formats for various locations and commodities. The table has columns for Location ID, Location Name, and four contract types: Barley (Barley) - Priced, Barley (Barley) - Priced Later, Barley (Barley) - Basis Fixed, and Barley (Barley) - Futures Fixed. Each cell in the table contains a dropdown menu with 'Plain Paper 1' selected. Below the table, there are checkboxes for 'Use Customer Location for Default', 'Mark assembly unavailable after settlement', 'Validate Tax ID on Save of Priced, PNP, DP, and IS Settlements', 'Roll Grain Tax Deductions on DP/IS Settlement', and 'Require Price on Non-Contracted Priced Scale Tickets'. 'Save' and 'Cancel' buttons are visible at the bottom of the dialog.

	Location ID	Location Name	Barley (Barley) - Priced	Barley (Barley) - Priced Later	Barley (Barley) - Basis Fixed	Barley (Barley) - Futures Fixed
1	00MAIN	SSI Farm Ser...	Plain Paper 1	Plain Paper 1	Plain Paper 1	Plain Paper 1
2	01IND	SSI Farm Ser...	Plain Paper 1	Plain Paper 1	Plain Paper 1	Plain Paper 1
3	02MISO	SSI Farm Ser...	Plain Paper 1	Plain Paper 1	Plain Paper 1	Plain Paper 1
4	03MINN	SSI Farm Ser...	Plain Paper 1	Plain Paper 1	Plain Paper 1	Plain Paper 1
5	04STIN	SSI Farm Ser...	Plain Paper 1	Plain Paper 1	Plain Paper 1	Plain Paper 1
6	05STIL	SSI Farm Ser...	Plain Paper 1	Plain Paper 1	Plain Paper 1	Plain Paper 1
7	zMast	zMast - MAST...	Plain Paper 1	Plain Paper 1	Plain Paper 1	Plain Paper 1

### 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.

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 [input]

Expire Date [calendar] Qty Remaining 1000.00 Linked Qty 0.0000

Price By Date [calendar] <Farm ID> [input] Unlinked Qty 1000.0000

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 [input]

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*.

## Obligations

The Default Obligation Format is set up on the *Purchases* tab at *Grain / Setup / Preferences*.

1. Select **Default Contract Formats**.
2. Choose **Obligation Formats**.

	Location ID	Location Name	Barley (Barley) - Priced	Barley (Barley) - Priced Later	Barley (Barley) - Basis Fixed	Barley (Barley) - Futures Fixed
1	00MAIN	SSI Farm Ser...	Plain Paper 1	Plain Paper 1	Plain Paper 1	Plain Paper 1
2	01IND	SSI Farm Ser...	Plain Paper 1	Plain Paper 1	Plain Paper 1	Plain Paper 1
3	02MISO	SSI Farm Ser...	Plain Paper 1	Plain Paper 1	Plain Paper 1	Plain Paper 1
4	03MINN	SSI Farm Ser...	Plain Paper 1	Plain Paper 1	Plain Paper 1	Plain Paper 1
5	04STIN	SSI Farm Ser...	Plain Paper 1	Plain Paper 1	Plain Paper 1	Plain Paper 1
6	05STIL	SSI Farm Ser...	Plain Paper 1	Plain Paper 1	Plain Paper 1	Plain Paper 1
7	zMast	zMast - MAST...	Plain Paper 1	Plain Paper 1	Plain Paper 1	Plain Paper 1

Use Customer Location for Default

**Obligation Formats** Save Cancel

3. Select the Custom Format that should be the default for each Location/Commodity/Obligation Type.

	Location ID	Location Name	Barley (Barley) - Average Price	Barley (Barley) - Knock-out Accumulator
2	01IND	SSI Farm Ser...	Obligations	Obligations KOA
3	02MISO	SSI Farm Ser...	Obligations	Obligations KOA
4	03MINN	SSI Farm Ser...	Obligations	Obligations KOA
5	04STIN	SSI Farm Ser...	Obligations	Obligations KOA
6	05STIL	SSI Farm Ser...	Obligations	Obligations KOA
7	zMast	zMast - MAST...	Obligations	Obligations KOA

Save Cancel

**Note:** Only formats for that Obligation Type will be in the list.

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

1. Add an **Obligation** at *Grain / Operations / Obligation*.
2. Complete the Obligation information.
3. Check the option to *Assign Buyer Signature and Print Obligation on Save*.
4. Select **Save**.
5. Choose the User's signature to print on the Obligation.

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 an Obligation 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*.