Using Buyer Signatures with a Purchase Contract -Grower360

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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.



Add Signature

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

Draw your signature below

× Anna	Admin
🝮 Undo 🛛 📋 Clear All	
Cancel	Save

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

In Agvance Grain, identify which 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 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.

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			Ť		Delivery d	late range for p	purchase	Defa	ault DPR		
Assembly Sh	eet Fo	rmat 2	~		contract a	application		Ope	en Storage		\sim
					All			Sele	ct; Location	Source	_
Enable Minimu	Im Comm	odity Price Ch	necking		Electron	ic Signatures	signed con	tract			\sim
Enable Maxim	um Comr	nodity Price C	hecking								
✓ Warn if Settle	ment Dat	e before Inst	taliment Sale date			Default Contr	ract Formats				
✓ Warn if Settle	ment Dat	e before Defe	erred Payment dat	e	✓ Use (Contract Ameno	dments				_
Save Farm	💾 Elec	tronic Signa	ture Setup							>	
Zero dollar	Purcha	se Contract - /	Allow Electronic Sig	gnature							
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Allow Blank	1 →	00MAIN	SSI Farm Ser								
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Calculate Pr	3	02MISO	SSI Farm Ser								
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Ignore One	🗌 Buy	ver Signature (Only From Logged	In User		;	Setup Obligation	Турез	Save	Cancel	~
Mark assemb	ly unavai	ilable after se e of Priced, P	ttlement NP, DP, and IS Set	tlements	Requi	re Price on Nor I Scale Tickets	n-Contracted		Settlement D	locument Prefere	nces

- 2. 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
-	00MAIN	SSI Farm Services - IL		
	01IND	SSI Farm Services - IN		
	02MISO	SSI Farm Services - MO		
	03MINN	SSI Farm Services - MN		
	04STIN	SSI Farm Services - Store IN		
	05STIL	SSI Farm Services - Store IL		
	zMast	zMast - MASTER PRODUCT LOCATION ONLY		

4. 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.

rtonic, tourooo							
Location ID		n Plant Time Zo	ne		~	Region	
Name	SSI Farm Services - IL					UnKnown	`
Address	140 E. South Street					Sub Region	
City	Shelbyville	State	L v	Zip	62565		`
Phone	(800) 752-7912		Fax				
Geo Code		Cro	ss Ref			Inactive	
Territory		IC IC	Code	123456	57891001		
<county></county>		D	UNS#				
<country></country>		-	F.E.I. #				
DOT Regist. #		Pes	t Lic #				
Grain Dealer Lic#		Add	I Lic #				
Grain Warehouse Lic#		Pest	Appl #				
						Product Master	
Z Barrier Gurtanna A		Oliveration .					

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.

🖶 Apply U	ser Signature to Contract for A	ndBa	×
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.

Preferences	
General Field Customer Product Farm Grain Scale Interface API	
Customer Classifications Cross Reference Customer ID Source (Printouts) Customer Attributes 1 MeppelID Agvance ID ~ Customer Attributes 2 MeppResale Customer ID Source (Selecting) Add Customer Setup 3 ResellerID Check For Duplicates Auto ID	Ship To Cross Reference 1 2 3 PO Ship To Source 4 (None) Add Cash Customer Setup Auto ID Zero Pad Salesperson Farbre
Arequire Customer E-Signature Agreement> Electronic Signatures Duplicate Customer Checking Duplicate C	Credit Limit 1000 Credit Status Good ~ Credit Date Opened Blank ~ <classification></classification>
Elements (None)	Default Terms (None) ~
Warning Warn Only V Match Type Exact Match V	Customer Address 1
AGIIS Setup KwikTag Setup	Print Save 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.

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.

Grain Pre	eferences									
General S	Purchases Settlement	Sales Posting Standard	Location Preferences	3	Purchase Contracts Delivery date range for r	ourch	lase	Assemi Default (bly Sheet	
Assembly Sheet V					contract application	contract application				~
Enabl	le Minimum Co le Maximum C	ommodity Price Che ommodity Price Ch	cking ecking		Electronic Signatures		Prevent delete of signed contract	All		\sim
Warn	if Settlement	Date before Insta	liment Sale date		Default Contr	act F	Formats	Rest	nrink Options	
Pure Pure	chase Contra	act Default Forma	it		TO SE COMPACIAMENO	1111241	18			
	Location ID	Location Name	Barley (Barley) - Pr	iced	Barley (Barley) - Priced L	ater	Barley (Barley) - Ba	sis Fixed	Barley (Barley)	- Futures Fixed
1 ▶	00MAIN	SSI Farm Ser	Plain Paper 1	\sim	Plain Paper 1	\sim	Plain Paper 1	\sim	Plain Paper 1	~
2	01IND	SSI Farm Ser	Plain Paper 1	\sim	Plain Paper 1	\sim	Plain Paper 1	~	Plain Paper 1	~
3	02MISO	SSI Farm Ser	Plain Paper 1	\sim	Plain Paper 1	\sim	Plain Paper 1	\sim	Plain Paper 1	~
4	03MINN	SSI Farm Ser	Plain Paper 1	\sim	Plain Paper 1	\sim	Plain Paper 1	\sim	Plain Paper 1	~
5	04STIN	SSI Farm Ser	Plain Paper 1	\sim	Plain Paper 1	\sim	Plain Paper 1	\sim	Plain Paper 1	~
6	05STIL	SSI Farm Ser	Plain Paper 1	\sim	Plain Paper 1	\sim	Plain Paper 1	\sim	Plain Paper 1	~
7	zMast	zMast - MAST	Plain Paper 1	\sim	Plain Paper 1	\sim	Plain Paper 1	\sim	Plain Paper 1	\sim
<	e Customer Lo	cation for Default							Save	Cancel
Valida	ate Tax ID on Srain Tax Ded	Save of Priced, PN uctions on DP/IS Se	ement P, DP, and IS Settlemen ettlement	nts	Require Price on Nor Priced Scale Tickets	1-Col	ntracted	0	omont Bocamont	Proforences
Futures \	Web Service !	Setup							Save	Cancel

- 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.

General History	Comments Minimu	m Priced Sp	litout Inf	0					
Contract	7	Contrac	t Signed	<salespers< td=""><td>on></td><td>~</td><td>Origin Contract</td><td></td><td>٦</td></salespers<>	on>	~	Origin Contract		٦
<customer id=""></customer>	AndBa	Barry Ande	rson				Location		Ī
Location	00MAIN \sim]	Contrac	ct Quantity		1000.00	Bid Criteria	Delivered	~
<commodity></commodity>	Corn	? Origina	I Contra	ct Quantity		1000.00	<destination></destination>		٦
Date Established	02/20/2024		Quantity	Received				Direct Ship	
Expire Date			Qty	Remaining		1000.00	Linked Qty	0.000	0
Price By Date				<farm id=""></farm>			Unlinked Qty	1000.000	0
Contract Type	Priced ~	Contract F	ormat	Plain Paper 1			√ МОТ		~
Contract Status	Open ~	Futures Pri	ce	3.24	Future	es Month	Julv24	Pricing Note	
Cash Price	3.40000	Basis Pri	ce 🗌	.16	E	xchange	CBT		_
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<gradin< td=""><td>g Factor> <schedu< td=""><td>le></td><td></td><td>Start Deliv</td><td>ery</td><td>Comple</td><td>te Delivery</td><td>Quantity</td><td>^</td></schedu<></td></gradin<>	g Factor> <schedu< td=""><td>le></td><td></td><td>Start Deliv</td><td>ery</td><td>Comple</td><td>te Delivery</td><td>Quantity</td><td>^</td></schedu<>	le>		Start Deliv	ery	Comple	te Delivery	Quantity	^
			1	07/01/2024		07/31/20	24	1000.00	
			2						
			3	_					
			4	-					

- 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.

🖳 Pi	urchase Contra	ct Default Forma	t							×	
	Location ID	Location Name	Barley (Barley) - Price	ed	Barley (Barley) - Priced Lat	ter	Barley (Barley) - Basis Fix	ced	Barley (Barley) - Futures Fixe	d	
1	00MAIN	SSI Farm Ser	Plain Paper 1	~ F	Plain Paper 1	\sim	Plain Paper 1	\sim	Plain Paper 1	~	
2	01IND	SSI Farm Ser	Plain Paper 1	~ F	Plain Paper 1	\sim	Plain Paper 1	\sim	Plain Paper 1	~	
3	02MISO	SSI Farm Ser	Plain Paper 1	~ F	Plain Paper 1	\sim	Plain Paper 1	\sim	Plain Paper 1	~	
4	03MINN	SSI Farm Ser	Plain Paper 1	~ F	Plain Paper 1	\sim	Plain Paper 1	\sim	Plain Paper 1	-	
5	04STIN	SSI Farm Ser	Plain Paper 1	~ F	Plain Paper 1	\sim	Plain Paper 1	~	Plain Paper 1	-	
6	05STIL	SSI Farm Ser	Plain Paper 1	~ F	Plain Paper 1	\sim	Plain Paper 1	\sim	Plain Paper 1	-	
7	zMast	zMast - MAST	Plain Paper 1	~ F	Plain Paper 1	\sim	Plain Paper 1	\sim	Plain Paper 1	~	
<	Save Cancel										
					_						

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

	🚽 Obligation Default Format												
		Location ID	Location Name	Barley (Barley) - Average Price		Barley (Barley) - Knock-out Accumulato	r 🔺						
2	•	01IND	SSI Farm Ser	Obligations	\sim	Obligations KOA	/						
3		02MISO	SSI Farm Ser	Obligations	\sim	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 Cance	el						

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.