

Booking Contract Signatures

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Growers are able to sign Booking contracts from Grower360 or SKY Customer. For more information on receiving notifications in SKY when a Booking Contract is ready for signature, see [SKY Notifications](#).

Note: PKI is added to the document as verification that the Grower has signed the contract.

In Agvance

In order to use this feature, a Booking Contract Format must be established by selecting **Design Booking Contracts** on the A/R tab at *Accounting / Setup / Preferences*.

The screenshot shows the 'Preferences' window with the 'A/R' tab selected. The 'Bookings' section on the right contains the following options:

- ☒ Print Location Heading on Bookings
- ☒ Allow use of like products on bookings from other departments
- ☐ Disallow voiding a paid booking
- ☐ Import unpaid sales order terms
- ☐ Only allow import of unprocessed approved sales orders
- ☐ Exclude zero quantity items on booking documents
- ☒ Disallow edit of a signed booking
- ☐ Seller Signature Only From Logged In User
- Terms Default: (None)
- Expiration Date: (None)
- Start Date: (None)
- Design Booking Contracts** (highlighted with a red rectangle)
- ☐ Default the Post Finance Charge
- ☐ 'Invoices Due on or Before' to last used day of month
- ☐ Do not display expired quotes on transactions
- ☐ Only one ticket allowed when a return DT is imported

- Selecting *Disallow edit of a signed booking* prevents any edits being made if the *Contract Signed* option is checked on the Booking before being saved.
- Choosing the *Seller Signature Only From Logged In User* automatically applies the signature of the user logged in rather than giving options of different Seller Signatures to apply to the contract.

The *Booking Contract Format* must have the *Seller Signature* and *Buyer Signature* options selected for the signature lines to display on the contract. If these options are not checked, neither are eligible for electronic signature.

Edit Booking Contract

×

Format Name

Signatures

Heading Section

Font

Data Printing Options

	Print	Data Element	Alternative Label
13	<input type="checkbox"/>	Product	
14	<input type="checkbox"/>	Price	
15	<input type="checkbox"/>	Total	
16	<input type="checkbox"/>	\$Paid	
17	<input type="checkbox"/>	Amt/Gal Paid	
18	<input checked="" type="checkbox"/>	Seller Signa...	
19	<input checked="" type="checkbox"/>	Buyer Sign...	

Footer Section

Font

NOTE: After designing the contract, it is strongly recommended that you print the test page to the printer that you expect to print these contracts to. Make sure to look over the contract for accuracy and that all of the information printed and all of it fit on the page. If all the info did not print and/or you received an error when trying to print, the header and/or footer information/design needs to be adjusted or changed to accommodate at least one product printing on the page. Please call SSI if any questions.

Print Test Page

☒ Print header and footer a single time per contract

Save

Cancel

The Seller's signature will need to be established in SKY.

In SKY

1. Select the User drop-down and choose **My SKY Account**.
2. Select **Add Signature** to draw a signature using either a mouse or finger.



Signature

No Signature Saved

[Add Signature](#)

3. Choose **Save** when done.

Draw your signature below

4. The signature will display on the *Signature* card once saved. Optionally remove or edit the signature if needed.



Anna Admin

In Agvance

When entering a Booking in Agvance, it is required to have a *Contract Format* selected and to checkmark *Assign Seller Signatures* to apply signatures from Grower360 and Customer.

Add Booking #82 Customer 1 of 1

Splits	Customer ID	Regular	PrePay	UAC	Credit Limit
	999999 ?	3995.00	13688.64	1250.00	0

Customer Name Tommy Tester
Field ID ?
<Comments>

☐ Generic Prepay Price Level Prepay Amount

	<Product Name>	Quantity	Inv	Levl	P	Dwn	<Unit \$>	Bill U	Total \$	S#	<%>	Your Share	<Am
1	Bagged Fert 19-19-19	50.000	Bags	List	<input type="checkbox"/>	<input type="checkbox"/>	24.00	Bags	1200.00	1	100.0000	1200.00	

Planned Booking Payment Method

Analysis Apply Rollups

Contract Format: BookingContract

<Salesperson ID> BeanSt ☒ Contract Signed

Control # ☒ Assign Seller Signature

Additional Comments:

Print Method 1. No Roll up

Total Booked 1200.00
Amount Paid 0.00

Cancel <Back Next> Save

Once the Booking is saved with the *Contract Format* and Seller Signature, the Grower will receive a notification via email, text, and/or inside Grower360 (according to individual settings) indicating a Booking is ready for signature. For more information on receiving notifications, please see [SKY Notifications](#).

From within Grower or Customer the Grower will have the option to **Sign Contract** and **View Contract** by selecting

the Ellipsis.

Once the contract has been signed by the Grower, the **Sign Contract** option will be removed from that menu and only **View Contract** will be available (along with the typical menu options).

SKY Customer

T Tommy Tester

BookingsPlansBlendsDeliveriesSales OrdersProduct Delivery OrdersWork Orders

Search bookings

Viewing by Ticket

Booking #	Booking Date	Start Date	End Date	Book Value	Remaining	Prepay	User
82	09/10/2024	None	None	\$1,200.00	\$1,200.00	\$0.00	1re

View PDF

Download PDF

View PDF History

Void

Sign Contract

Download Contract

Grower360

Bookings

FiltersSearch

Expand AllExportPrepay

Filtered by

- Open bookings

Bookings

Booked Products

82	Booking Date	Start Date	End Date	Booked Total	Prepay Balance	Status
82	09/10/2024	—	—	\$1,200.00	—	Unpaid

View PDF

Download PDF

Pay Booking

Sign Contract

View Contract

Reorder Products

In Agvance

The Booking Status report gives the option to filter Bookings to see those that have been signed or are still

unsigned.

The screenshot shows the 'Booking Status Reports' window. On the left is a sidebar with 'Booking Status' selected. The main area contains various filters and options. At the bottom, a red box highlights the 'Contract Signed' dropdown menu, which is currently set to 'All'. Other visible options include 'Select Locations', 'Report Criteria', 'Select Customers', 'Select Products', 'Select Range', 'Include', 'Options', 'Sort By', and 'Exclude line items that have a zero quantity and zero dollar balance'.

Requiring Customer Agreements

Companies requiring Customers to have an agreement on file to use Electronic Signatures can do so by setting the following preferences:

- **Require Customer Agreement for Electronic Signature** – This option can be found in Accounting or the Hub at *Setup / Locations*.

The screenshot shows the 'Edit Location - 00MAIN' window for 'SSI Farm Services - IL'. The window has tabs for 'Profile', 'Remit Address', and 'Transfers'. The 'Profile' tab is active, showing various fields for location information. At the bottom, a red box highlights the checkbox labeled 'Require Customer Agreement for Electronic Signature', which is currently unchecked. Other fields include 'Location ID', 'Name', 'Address', 'City', 'State', 'Zip', 'Phone', 'Fax', 'Geo Code', 'Territory', '<County>', '<Country>', 'DOT Regist. #', 'Grain Dealer Lic#', 'Grain Warehouse Lic#', 'Dealer Name', 'Dealer Lic #', 'Cross Ref', 'IC Code', 'DUNS #', 'F.E.I. #', 'Pest Lic #', 'Addl Lic #', 'Pest Appl #', 'Inactive', and 'Product Master'.

Note: This step must be performed for each Location allowed to sign electronically. If this option is selected,

the *Apply User Signature to Contract* window will not display for Customers without a signed agreement and Classification.

- **Require Customer E-Signature Agreement** – Double-click in this field found on the *Customer* tab at *Hub / Setup / Company Preferences* to select the Customer Classification.

The screenshot shows the 'Preferences' window with the 'Customer' tab selected. The 'Customer Classifications' button is highlighted with a red box. Below it, the '<Require Customer E-Signature Agreement>' field is also highlighted with a red box, with 'Electronic Signatures' selected. The window contains various settings for customer management, including cross-reference, ship to, and duplicate checking options.

Customer Classifications

Customer Attributes

Add Customer Setup

Auto ID ☐ Zero Pad ☐

<Default Classification>

<Require Customer E-Signature Agreement>

Electronic Signatures

Duplicate Customer Checking

Elements (None)

Warning Warn Only Match Type Exact Match

Cross Reference

1 MeppellID Customer ID Source (Printouts) Advance ID

2 MeppResale Customer ID Source (Selecting) Advance ID

3 ResellerID Check For Duplicates (None)

4 Cross Ref4

Extended Customer Edits Tracking ☒

Load customer list only when requested ☐

Suppress Customer/Location Warning ☒

Export CRM PDF's to MyFarmRecords ☐

Method to Check Sale of Restricted Products Warn Only

Source of Customer Permit Checking Federal

Ship To Cross Reference

1

2

3 PO Ship To Source

4 (None)

Add Cash Customer Setup

Auto ID ☐ Zero Pad ☐

Salesperson Farbre

Credit Limit 1000

Credit Status Good

Credit Date Opened Blank

<Classification>

Default Terms (None)

Check What Customer Address Address 1

AGIIS Setup KwikTag Setup Print Save Cancel

If the Location is set to require a signed agreement AND the Customer is in the Classification selected, electronic signatures are allowed.