

# Booking Contract Signatures

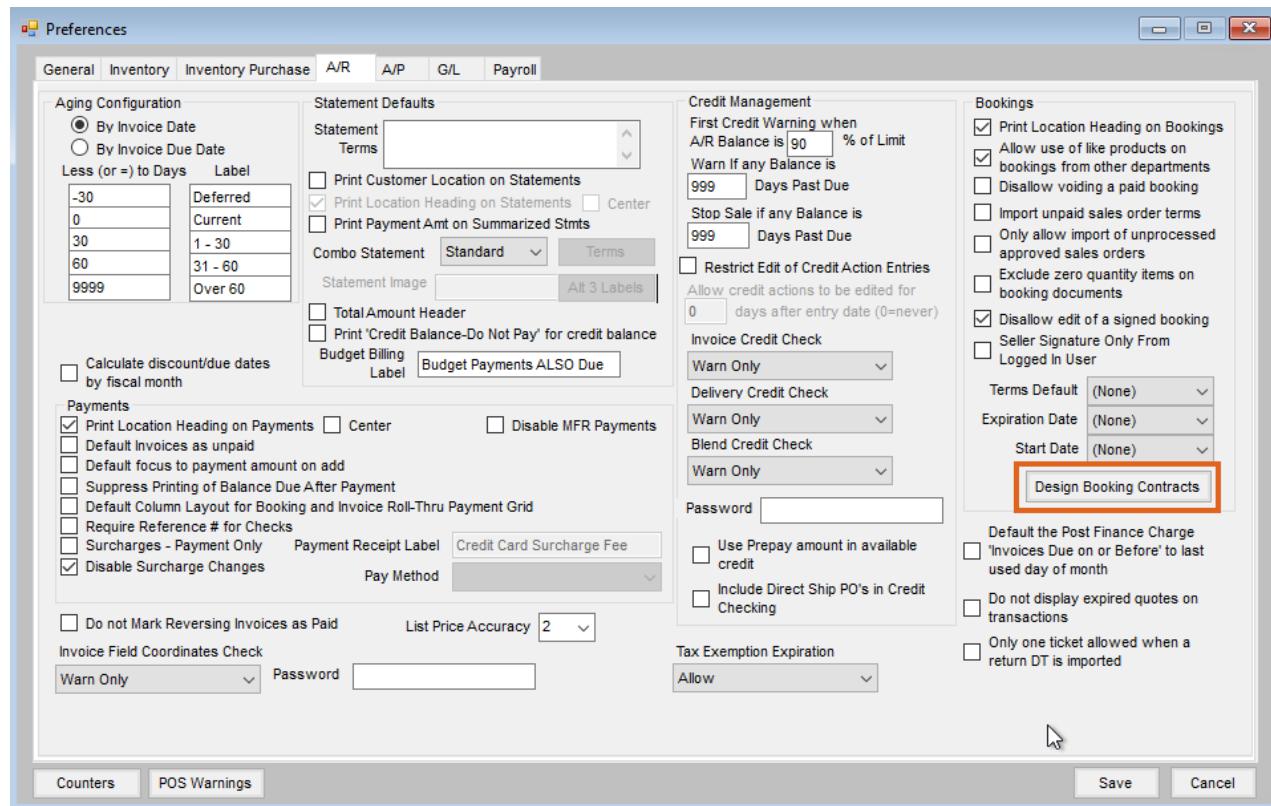
Last Modified on 02/10/2026 9:43 am CST

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 Advance

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*.



- 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

Heading Section

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"/>	SPaid	
17	<input type="checkbox"/>	Amt/Gal Paid	
18	<input checked="" type="checkbox"/>	Seller Signa...	
19	<input checked="" type="checkbox"/>	Buyer Sign...	

Footer Section

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 header and footer a single time per contract

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

## In SKY

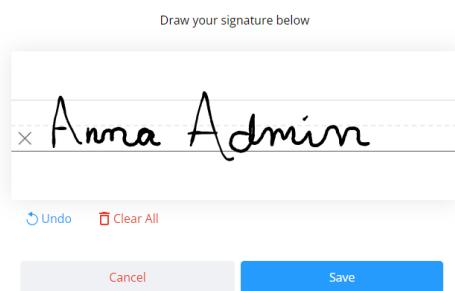
1. Select the User drop-down and choose **My SKY Account**.
2. Select **Add Signature** to draw a signature using either a mouse or finger.



No Signature Saved

[Add Signature](#)

3. Choose **Save** when done.



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.

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

Tommy Tester								
Bookings	Plans	Blends	Deliveries	Sales Orders	Product Delivery Orders	Work Orders		
<input type="text" value="Search bookings"/> <span>...</span>								
Viewing by Ticket								
Booking # 82	Booking Date 09/10/2024	Start Date None	End Date None		Book Value \$1,200.00	Remaining \$1,200.00	Prepay \$0.00	User 1re
 Booking #82	Booking Date 09/10/2024	Start Date None	End Date None		Book Value \$1,200.00	Remaining \$1,200.00	Prepay \$0.00	<span>...</span>
 Booking #82	Booking Date 09/10/2024	Start Date None	End Date None		Book Value \$1,200.00	Remaining \$1,200.00	Prepay \$0.00	<span>...</span>
 Booking #82	Booking Date 09/10/2024	Start Date None	End Date None		Book Value \$1,200.00	Remaining \$1,200.00	Prepay \$0.00	<span>...</span>
 Booking #82	Booking Date 09/10/2024	Start Date None	End Date None		Book Value \$1,200.00	Remaining \$1,200.00	Prepay \$0.00	<span>...</span>
 Booking #82	Booking Date 09/10/2024	Start Date None	End Date None		Book Value \$1,200.00	Remaining \$1,200.00	Prepay \$0.00	<span>...</span>
 Booking #82	Booking Date 09/10/2024	Start Date None	End Date None		Book Value \$1,200.00	Remaining \$1,200.00	Prepay \$0.00	<span>...</span>
 Booking #82	Booking Date 09/10/2024	Start Date None	End Date None		Book Value \$1,200.00	Remaining \$1,200.00	Prepay \$0.00	<span>...</span>

# Grower360

**Bookings** 1

 [Filters](#) 

[Expand All](#) [Export](#) [Prepay](#)

Filtered by

- Open bookings

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

 [View PDF](#)

 [Download PDF](#)

 [Pay Booking](#)

 [Sign Contract](#)

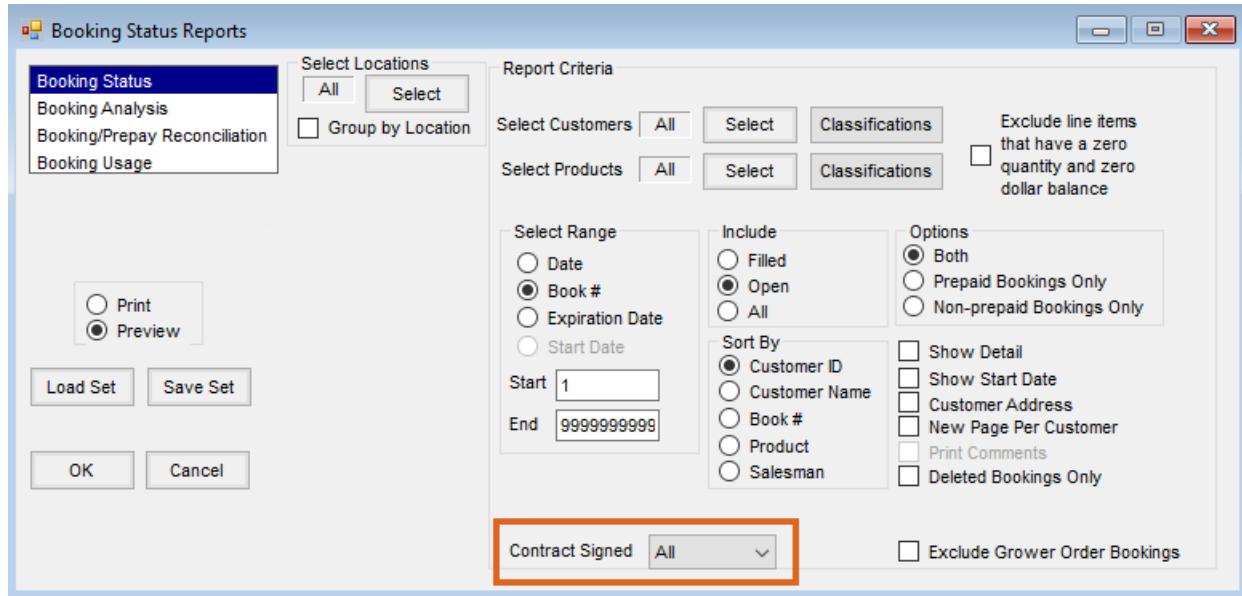
 [View Contract](#)

 [Reorder Products](#)

# In Advance

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

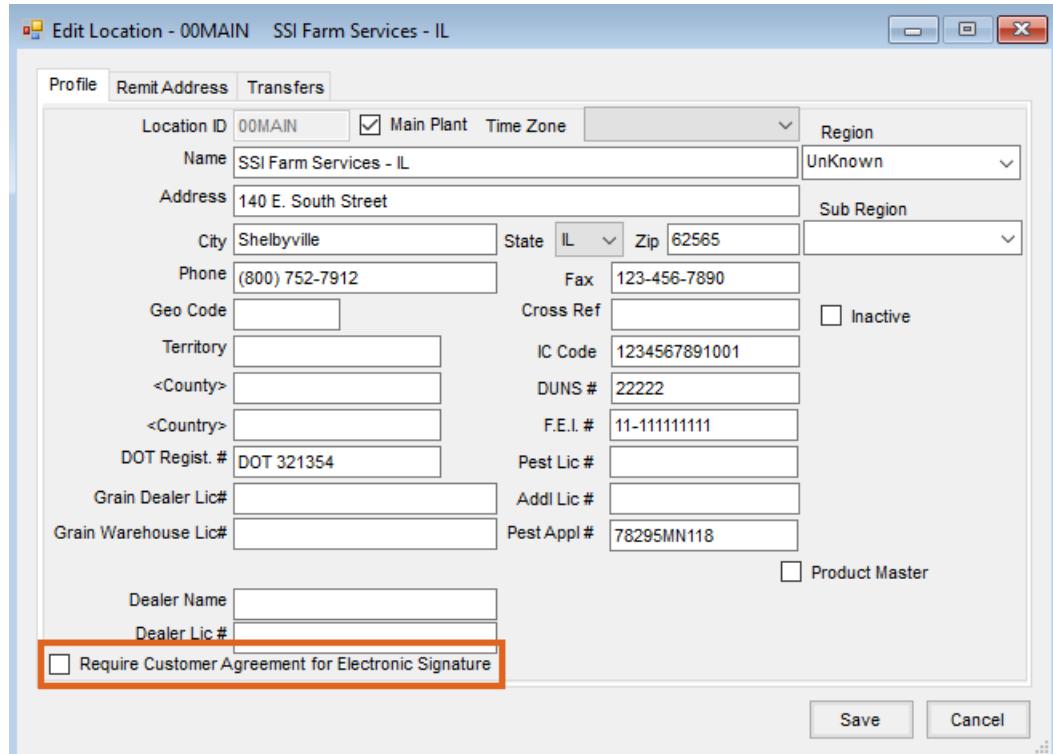
unsigned.



## Requiring Customer Agreements

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

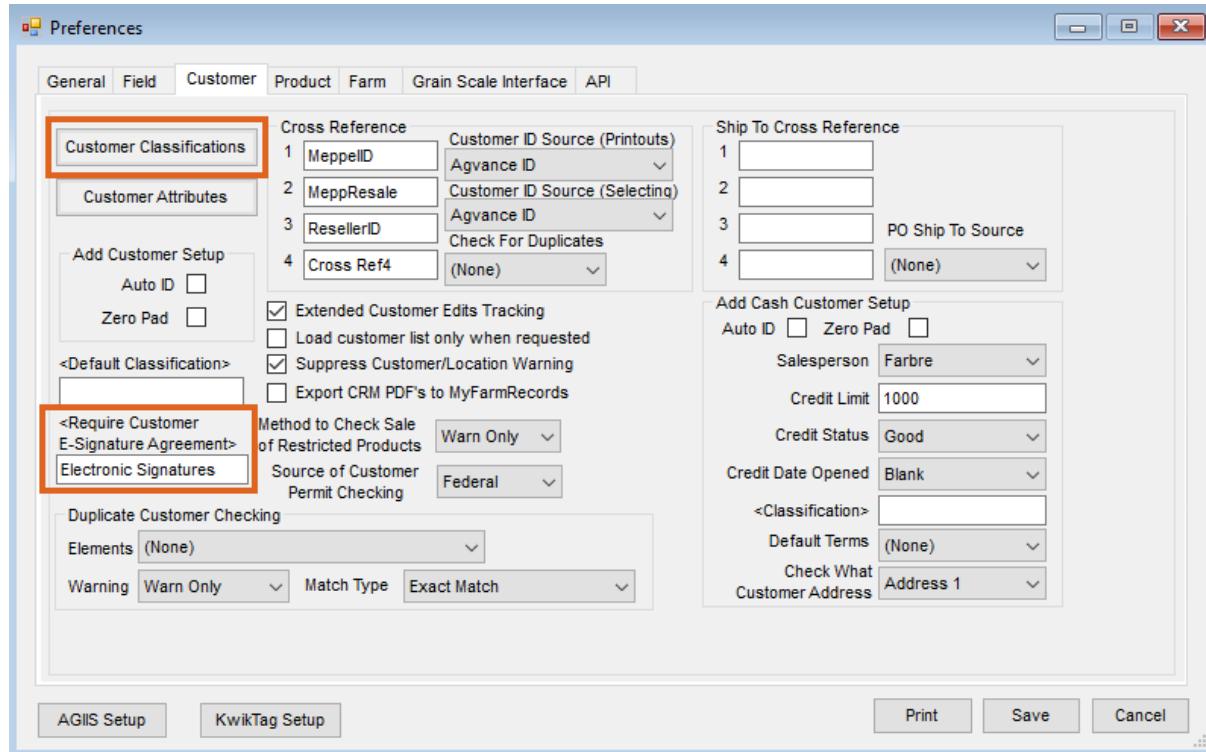
- **Require Customer Agreement for Electronic Signature** – This option can be found in Accounting or the Hub at *Setup / Locations*.



**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.



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