

Booking Contract Signatures

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

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 several options, with 'Design Booking Contracts' highlighted in a red box. Other options include '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)', 'Default the Post Finance Charge 'Invoices Due on or Before' to last used day of month', 'Do not display expired quotes on transactions', and 'Only one ticket allowed when a return DT is imported'. The 'Design Booking Contracts' option is checked.

- 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 [X]

Format Name:

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 header and footer a single time per contract

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

In SKY

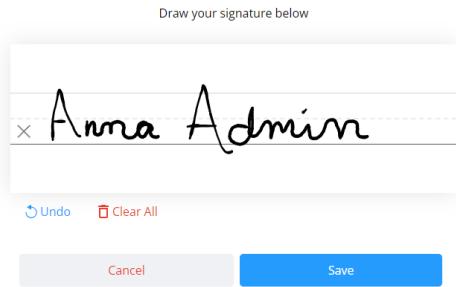
1. Select the User drop-down and choose **My SKY Account**.
2. Select **Add Signature** to draw a signature using either a mouse or finger.



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.

<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	

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

The screenshot shows the SKY Customer interface for Tommy Tester. The 'Bookings' tab is active. A search bar is present with the text 'Search bookings'. Below the search bar, the view is set to 'Viewing by Ticket'. A table displays booking information with columns: Booking #, Booking Date, Start Date, End Date, Book Value, Remaining, Prepay, and User. The first row shows 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, and User Tre. A context menu is open over the 'User' column for the first row, listing options: View PDF, Download PDF, View PDF History, Void, Sign Contract, and Download Contract. The 'Sign Contract' option is highlighted with a red box.

Grower360

The screenshot shows the Grower360 interface. The 'Bookings' tab is active. A search bar is present with the text 'Search'. Below the search bar, the view is set to 'Filtered by' with the filter 'Open bookings'. A table displays booking information with columns: Booking #, Booking Date, Start Date, End Date, Booked Total, Prepay Balance, and Status. The first row shows Booking # 82, Booking Date 09/10/2024, Start Date --, End Date --, Booked Total \$1,200.00, Prepay Balance --, and Status Unpaid. A context menu is open over the 'Status' column for the first row, listing options: View PDF, Download PDF, Pay Booking, Sign Contract, View Contract, and Reorder Products. The 'Sign Contract' option is highlighted with a red box.

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' dialog box. It features a left sidebar with menu items: Booking Status (selected), Booking Analysis, Booking/Prepay Reconciliation, and Booking Usage. The main area is divided into several sections: 'Select Locations' with 'All' and 'Select' buttons and a 'Group by Location' checkbox; 'Report Criteria' with 'Select Customers' and 'Select Products' sections, each containing 'All', 'Select', and 'Classifications' buttons; 'Select Range' with radio buttons for Date, Book # (selected), Expiration Date, and Start Date, and input fields for Start (1) and End (999999999); 'Include' with radio buttons for Filled, Open (selected), and All; 'Options' with radio buttons for Both (selected), Prepaid Bookings Only, and Non-prepaid Bookings Only; 'Sort By' with radio buttons for Customer ID (selected), Customer Name, Book #, Product, and Salesman; and checkboxes for 'Exclude line items that have a zero quantity and zero dollar balance', 'Show Detail', 'Show Start Date', 'Customer Address', 'New Page Per Customer', 'Print Comments', 'Deleted Bookings Only', and 'Exclude Grower Order Bookings'. At the bottom, a 'Contract Signed' dropdown menu is highlighted with a red box and set to 'All'. Other buttons include 'Print', 'Preview', 'Load Set', 'Save Set', 'OK', and 'Cancel'.

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 SSI Farm Services - IL' dialog box. It has tabs for 'Profile', 'Remit Address', and 'Transfers'. The 'Profile' tab is active, showing fields for Location ID (00MAIN), Name (SSI Farm Services - IL), Address (140 E. South Street), City (Shelbyville), State (IL), Zip (62565), Phone ((800) 752-7912), and Fax. There are also checkboxes for 'Main Plant', 'Inactive', and 'Product Master'. Other fields include 'Region' (UnKnown), 'Sub Region', 'Geo Code', 'Cross Ref', 'IC Code' (1234567891001), 'DUNS #', 'F.E.I. #', 'DOT Regist. #', 'Pest Lic #', 'Grain Dealer Lic#', 'Addl Lic #', and 'Pest Appl #'. At the bottom, a checkbox labeled 'Require Customer Agreement for Electronic Signature' is highlighted with a red box. 'Save' and 'Cancel' buttons are at the bottom right.

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' dialog box with the 'Customer' tab selected. The 'Customer Classifications' field is highlighted with a red box. Below it, the '<Require Customer E-Signature Agreement>' field is also highlighted with a red box. The dialog contains several sections:

- Cross Reference:** A table with 4 rows. Row 1: MeppelID, Agvance ID. Row 2: MeppResale, Agvance ID. Row 3: ResellerID, Agvance ID. 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 Customer Setup:** Auto ID , Zero Pad .
- Add Cash Customer Setup:** Auto ID , Zero Pad , Salesperson: Farbre, Credit Limit: 1000, Credit Status: Good, Credit Date Opened: Blank, <Classification>: (Empty), Default Terms: (None), Check What Customer Address: Address 1.
- 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.

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