

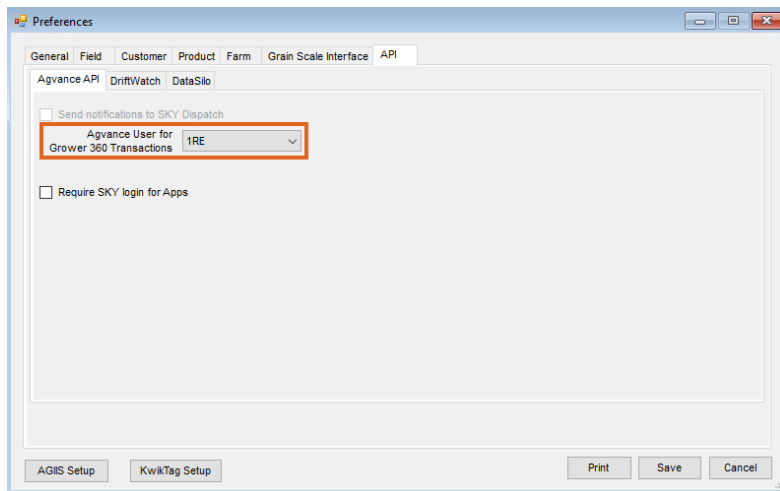
# Using Electronic Signatures on Grain Settlement Contracts

Last Modified on 01/10/2025 2:08 pm CST

A few things must be in place before electronic signatures can be used on Grain Settlement Contracts.

## Agvance Setup

1. Navigate to *Hub / Setup / Company Preferences / API*. On the *Agvance API* tab, choose the Agvance User for *Grower360 Transactions* and select **Save**.



2. A Custom Contract for Settlement Contracts must be set up and applied to the Settlement.
  - Navigate to *Grain / Setup / Preferences*. On the *General* tab, select the appropriate Settlements option from the *Format Type* drop-down and select **Add**. Fill out the window that displays and select **Save**. More on Custom Contracts can be found in the [Grain Preferences](#) article.

**Add Custom Contract for Settlements to Priced Later Contract**

Format Name:  Format Type:  This format will be available when printing Priced Later Contracts created as part of a settlement.

Title:

Sub Title:

Print  in Header  Centered

Purchase / Sales Contract Options

Print Location Under Contract #  Print City, State  
 Print Exchange  
 Do Not Print Basis If It Is Zero  
 Do Not Print Cash Price if It Is Zero  Do not Print Futures Price if It Is Zero  
 Print Bid Criteria  Suppress Futures / Basis Info if Priced  
 Print Pricing Notes  Suppress Futures / Basis Info on Minimum Priced

Print Grain Dealer Lic#  Right Justify Grain Dealer Lic#  
 Print Grain Warehouse Lic#  Right Justify Grain Warehouse Lic#  
 Print Gross, Dockage and Net  
 Print Cust ID  Print Cust Phone #

Print Interest Rate Terms  Print most recent comment only  
 Print Price By Date  Print Expire Date  Expand Terms / No Footer  Print Second Page Terms

Print grade factor / schedule

Print Seller Address

Terms

Second Page Terms

Notice To Seller  Print Contract Initiator (Salesperson ID) above Buyer Name.  
 Print A Box Around The Notice To Seller

3. When saving the Settlement, be sure to check *Assign Buyer Signature* then select the Buyer Signature to apply.

**Edit a Settlement**

General Paynames Comments

Settlement: 1004 Settled Date: 06/29/2023 06/29/2023 Location: 00/IAN Additional Shrink: 0.0000 Drying: 0.0000  
Customer ID: 999999 Tommy Tester A/R Balance: \$3020.00  
Commodity: Corn Corn Advance: \$0.00

<Source>	Reference	From DPR	Available	Settled	Unit Price	Amount	To DPR	Contract	P	Pre-Existing Charges	Charge Start Date	Charge ID	Charge Amt Paid		
1	Scale Ticket	654654	Priced	50.00	50.00	0.0000	0.00	Priced Later		951753		0.00	06/29/2023	None	0.00

<To DPR>	Contract	Units Settled	Price	Gross	Ded/Add	Net	Due Date	Charge Start Date	Charge ID	Charge Amt Paid	<Farm ID>	Check Number
1	Priced Later	951753	50.00	0.0000	0.00	0.00	0.00	06/29/2023	None	0.00		

Grade Factors Result Average

Line	Grade	Result
1	Moist	
2	TW	
3	Damage	
4	FM	

Settlement Deductions

Line	<Ded/Add>	Rate	Type	Amount	D/A	Action	Location

Assign Buyer Signature  Reversed  Posted  GB Recon  Transfer Ownership

4. On the *Print Settlement Information* window, make sure a Custom Contract format is selected on the *Settlements Contract* tab.

**Print Settlement Information** [X]

Settlement: 1004    Location: 00MAIN    # Copies: [ ]

Settlement    Settlement Check    Settlement Contracts    Assembly Sheet

				Collate	Src	Setl	Tax
<input checked="" type="checkbox"/> Print Priced Later Contract	ADOBE PDF	1	Format: Custom Contract	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/> Company Name as Location							
<input type="checkbox"/> Print Installment Sale Contract		1	Format: Plain Paper (Std)	<input checked="" type="checkbox"/>	1	<input type="checkbox"/>	
<input type="checkbox"/> Print Deferred Payment Contract		1	Format:	<input checked="" type="checkbox"/>	1	<input type="checkbox"/>	
<input type="checkbox"/> Print Negotiable Warehouse Receipt		1	Format:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
<input type="checkbox"/> Print delivered to address	<input type="checkbox"/> Print delivered to location	<input type="checkbox"/> Print Net lbs/units For Gross lbs/units					
<input type="checkbox"/> Print Non-Negotiable Whse Receipt		1	Format:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/> Print delivered to address	<input type="checkbox"/> Print delivered to location	<input type="checkbox"/> Print Net lbs/units For Gross lbs/units					
<input type="checkbox"/> Print Basis Fixed Contract		1	Format:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/> Print Open Storage Contract		1	Format:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/> Print Futures Fixed Contract		1	Format:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/> Print Hedged-to-Arrive Contract		1	Format:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/> Print Grain Bank Contract		1	Format:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/> Print Minimum Priced Contract		1	Format:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<input type="checkbox"/> Print Priced-Not Paid Contract		1	Format:	<input checked="" type="checkbox"/>	1	<input type="checkbox"/>	

OK    Cancel

## Require Customer Agreement for Electronic Signature

An optional step is to require a customer agreement to be on file for electronic signature. To do this, edit each Location with this requirement and check the *Require Customer Agreement for Electronic Signatures* option.

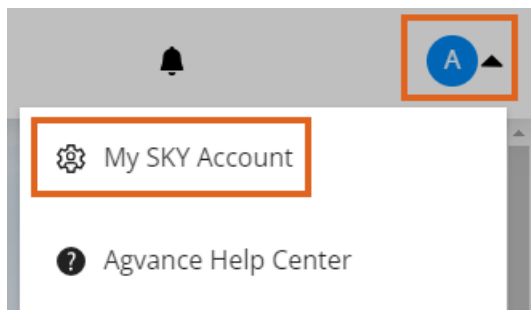
**Note:** If this option is checked, the *Apply User Signature to Contract* window will not display when adding a Settlement for customers without a signed agreement and Classification.

Navigate to *Hub / Setup / Company Preferences* and select **Customer Classifications**. Add a new Classification for customers who have signed the agreement. Double-click *Cust. Name* to add customers to this Classification.

Double-click in the *Require Customer E-Signature Agreement* and select the Classification created.

## Set Up Buyer Signatures

A signature can be set up by selecting the User drop-down and choosing *My SKY Account*.



1. Select **Add Signature** to draw a signature using either a mouse or finger.



2. Choose **Save** when done.



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

