

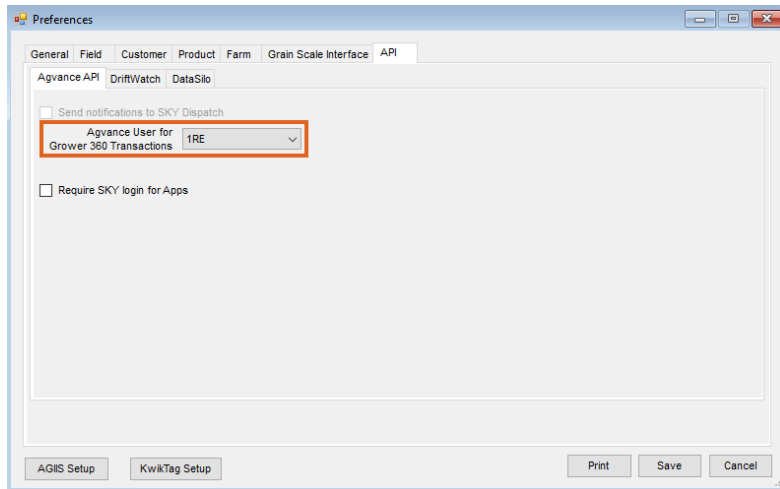
Using Electronic Signatures on Grain Settlement Contracts

Last Modified on 02/20/2024 10:24 am 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

Print grade factor / schedule

Print Seller Address

Expand Terms / No Footer Print Second Page Terms

Terms

Second Page Terms

Notice To Seller Print Contract Initiator (Salesperson ID) above Buyer Name.

Print A Box Around The Notice To Seller

Font

Print Test Page

Save Cancel

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: 0.000

Customer ID: 999999 Tommy Tester A/R Balance: \$3020.00

Commodity: Corn Corn Advance: \$0.00 ReShrink Apply to Destination

<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			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

Save Cancel

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

Print Settlement Information

Settlement: 1004 Location: 00MAIN # Copies

Settlement Settlement Check Settlement Contracts Assembly Sheet

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

OK Cancel

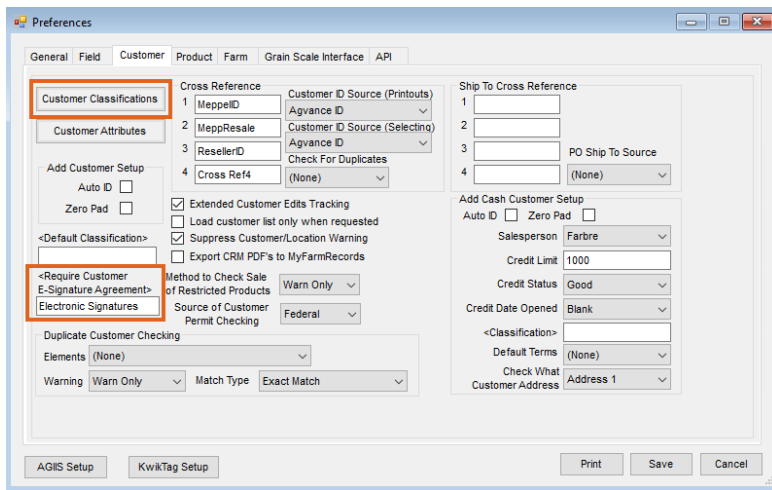
Require Customer Agreement for Electronic Signature

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.

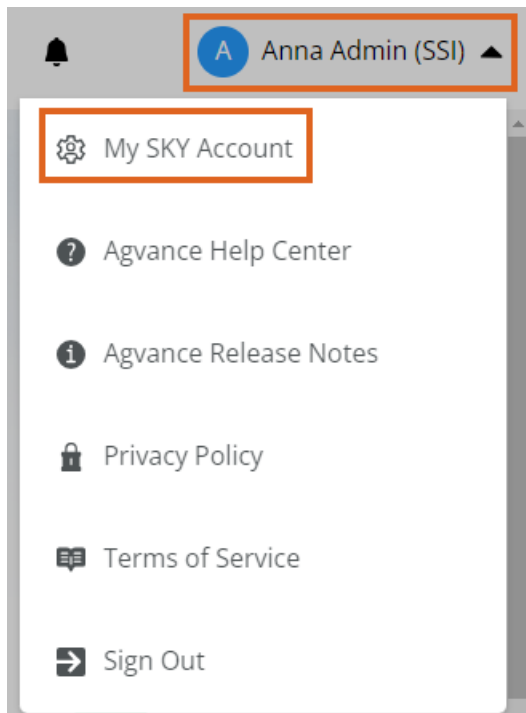
Navigate to *Hub / Setup / Company Preferences* and select **Customer Classifications**. Add a new Classification for customers who have signed the agreement. Double-click *Cust. Name* to add customers to this Classification.

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



Set Up Buyer Signatures

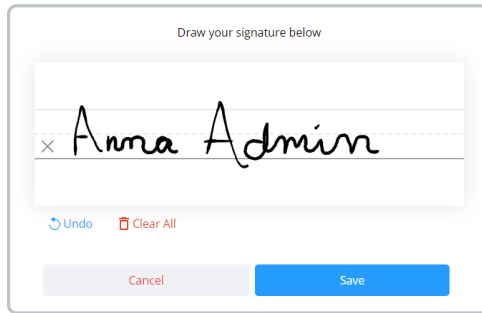
A signature can be set up by selecting the User drop-down and choosing *My SKY Account*.



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.

