

# Using Buyer Signatures with a Purchase Contract

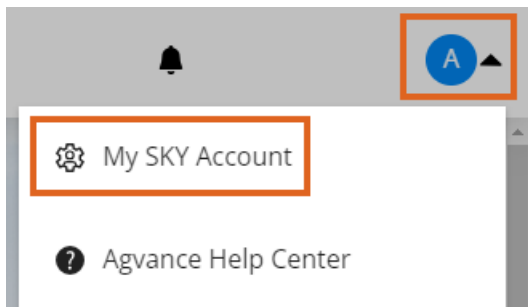
Last Modified on 07/17/2024 11:15 am CDT

To capture and add Buyer Signatures, access to Agvance SKY is required. For information on adding Seller Signatures, please see the following article - [Using Seller Signatures with a Purchase Contract](#).

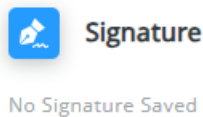
## Setup

Each Agvance User authorized to electronically sign Grain Contracts must have a SKY Account. Signatures must first be set up in Agvance SKY.

1. On the Home page of Agvance SKY, select the *User* drop-down and choose *My SKY Account*.



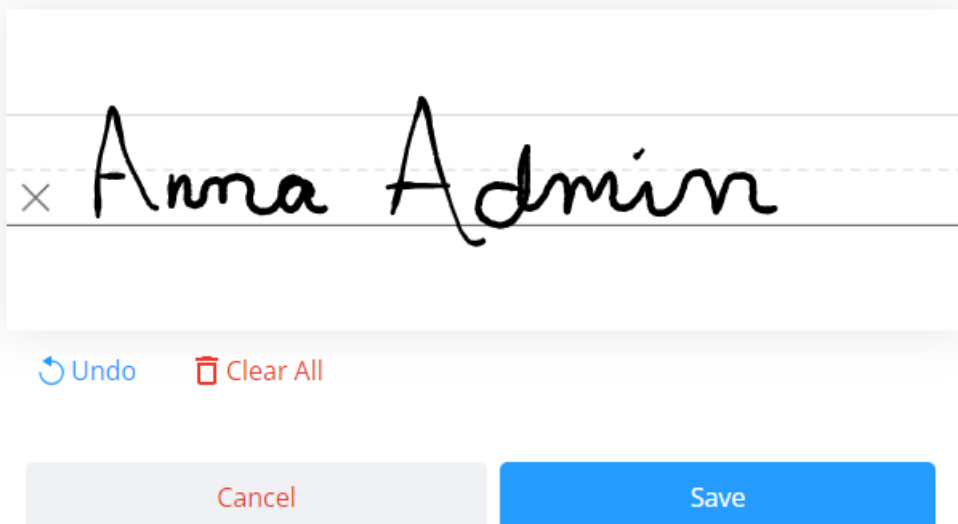
2. Select **Add Signature**.



[Add Signature](#)

3. Using a mouse or finger, sign by the X staying between the dotted lines.

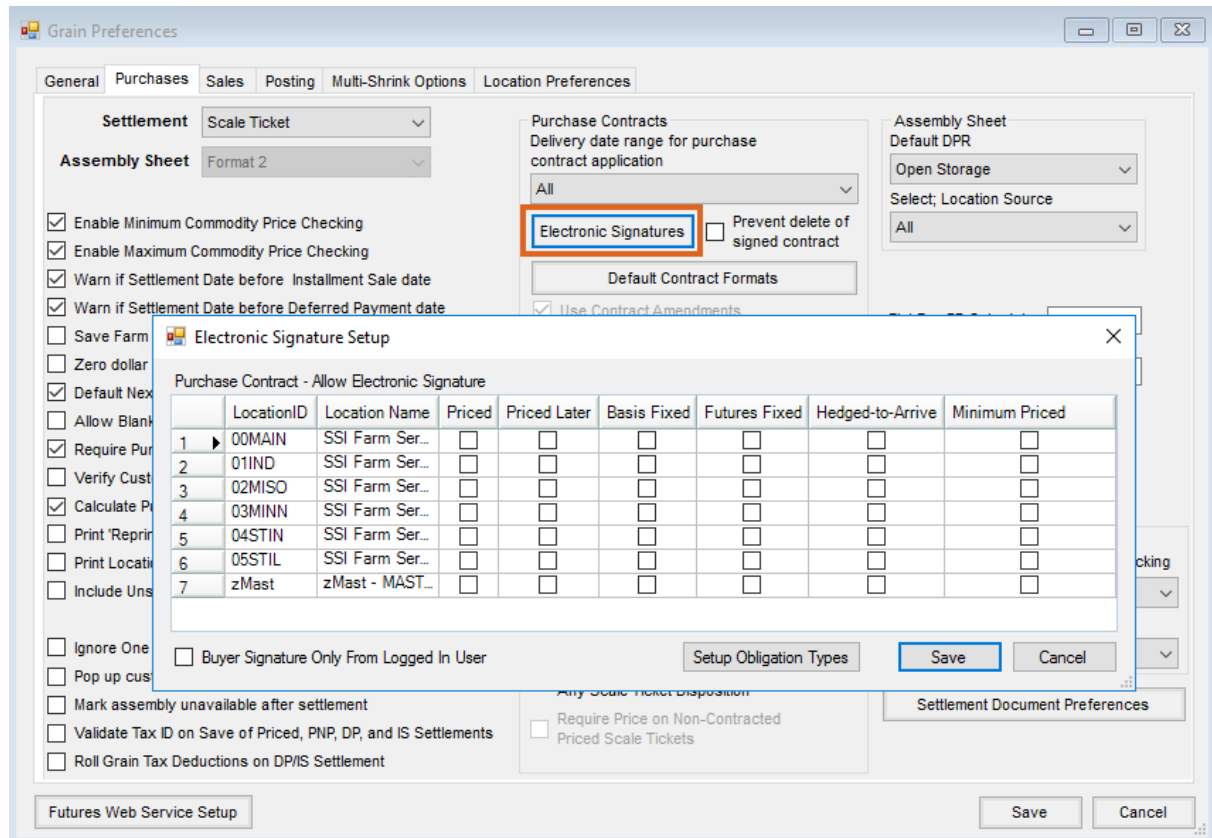
Draw your signature below



4. Use **Undo** or **Clear All** to erase. When satisfied with the signature, select **Save**.

In Agvance Grain, identify which Contracts to use with the buyer signature. To do this, go to the *Purchases* tab at *Grain / Setup / Preferences*. Select **Electronic Signatures**. The column headers list each Contract type.

1. Use the checkboxes to indicate Contracts that will use the signature. After a box is checked, right-click and copy and paste to select all applicable Locations.



2. To automatically apply the signature of the user logged into Agvance to the Contract, select the checkbox for *Buyer Signature Only From Logged In User*.

3. To identify which Contracts to sue with the buyer signatures for Obligations, choose **Setup Obligation Format** then check the appropriate boxes.

**Note:** The *Buyer Signature Only From Logged In User* checkbox on the *Electronic Signature Setup* window for Purchase Contracts is also used for Obligations.

	LocationID	Location Name	Average Price	Knock-out Accumulator
1	00MAIN	SSI Farm Services - IL	<input type="checkbox"/>	<input type="checkbox"/>
2	01IND	SSI Farm Services - IN	<input type="checkbox"/>	<input type="checkbox"/>
3	02MISO	SSI Farm Services - MO	<input type="checkbox"/>	<input type="checkbox"/>
4	03MINN	SSI Farm Services - MN	<input type="checkbox"/>	<input type="checkbox"/>
5	04STIN	SSI Farm Services - Store IN	<input type="checkbox"/>	<input type="checkbox"/>
6	05STIL	SSI Farm Services - Store IL	<input type="checkbox"/>	<input type="checkbox"/>
7	zMast	zMast - MASTER PRODUCT LOCATION ONLY	<input type="checkbox"/>	<input type="checkbox"/>

4. Select **Save**.

If a Customer Agreement is not required to be on file for signing electronically, proceed to setting up the Default Contract formats discussed below. If requiring a Customer Agreement to be on file, go to *Hub / Setup / Company Preferences*. Select the *Require Customer Agreement for Electronic Signatures* checkbox and **Save**. This step must be performed for each Location that will be allowed to sign Contracts electronically.

Location ID: 00MAIN  Main Plant Time Zone: [Dropdown] Region: [Dropdown]

Name: SSI Farm Services - IL Sub Region: [Dropdown]

Address: 140 E. South Street

City: Shelbyville State: IL Zip: 62565

Phone: (800) 752-7912 Fax: [Field]

Geo Code: [Field] Cross Ref: [Field]  Inactive

Territory: [Field] IC Code: 1234567891001

<County>: [Field] DUNS #: [Field]

<Country>: [Field] F.E.I. #: [Field]

DOT Regist. #: [Field] Pest Lic #: [Field]

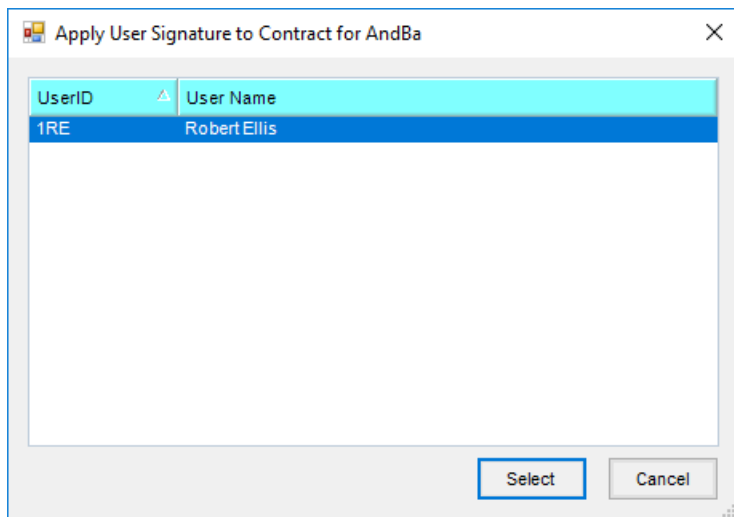
Grain Dealer Lic#: [Field] Addl Lic #: [Field]

Grain Warehouse Lic#: [Field] Pest Appl #: [Field]

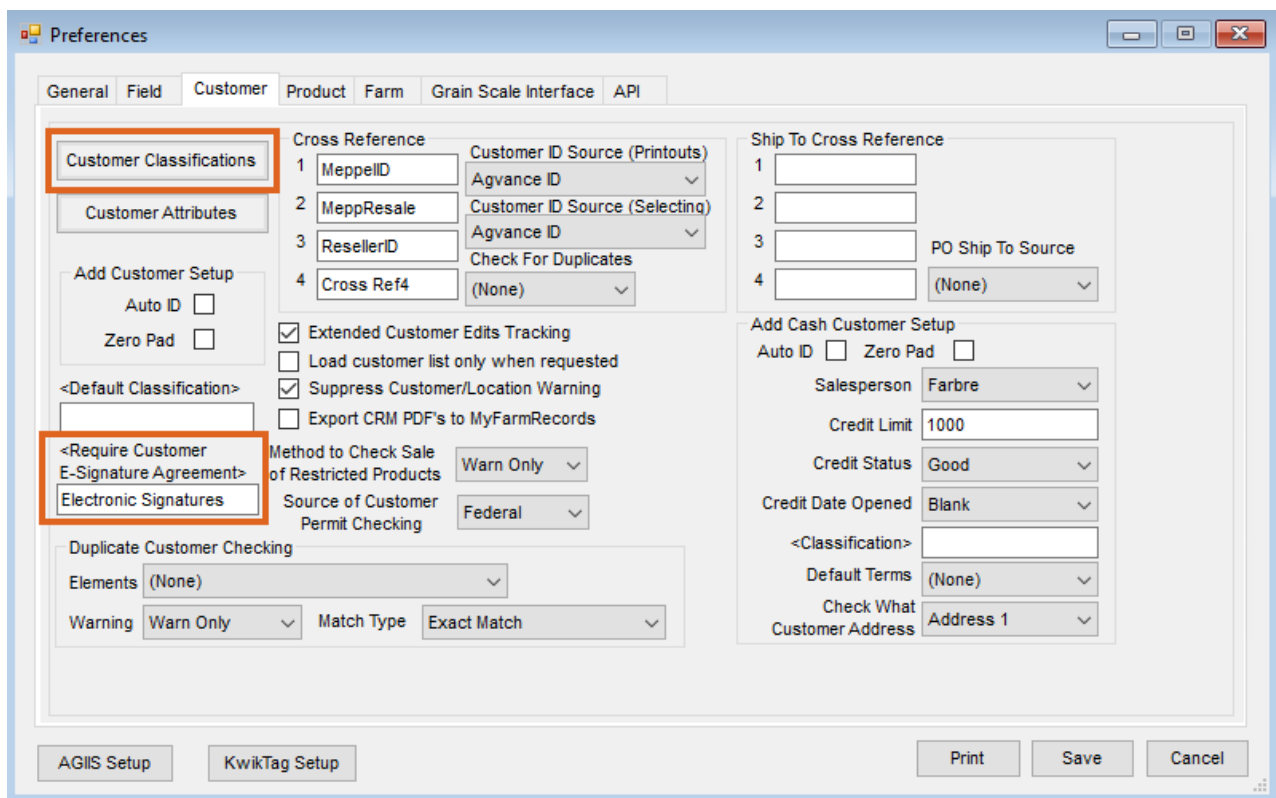
Product Master

**Require Customer Agreement for Electronic Signature**

**Note:** If this box is selected, the *Apply User Signature to Contract* window will not display when adding a Contract for Customers without a signed agreement and Classification.



Go to the *Customer* tab at *Hub / Setup / Company Preferences*. Select **Customer Classifications** and add a new Classification for Customers who have signed the agreement. Once the Classification has been added, double-click in the *Require Customer E-Signature Agreement* field and select the appropriate Classification. If a Classification already exists, simply add it to the field.

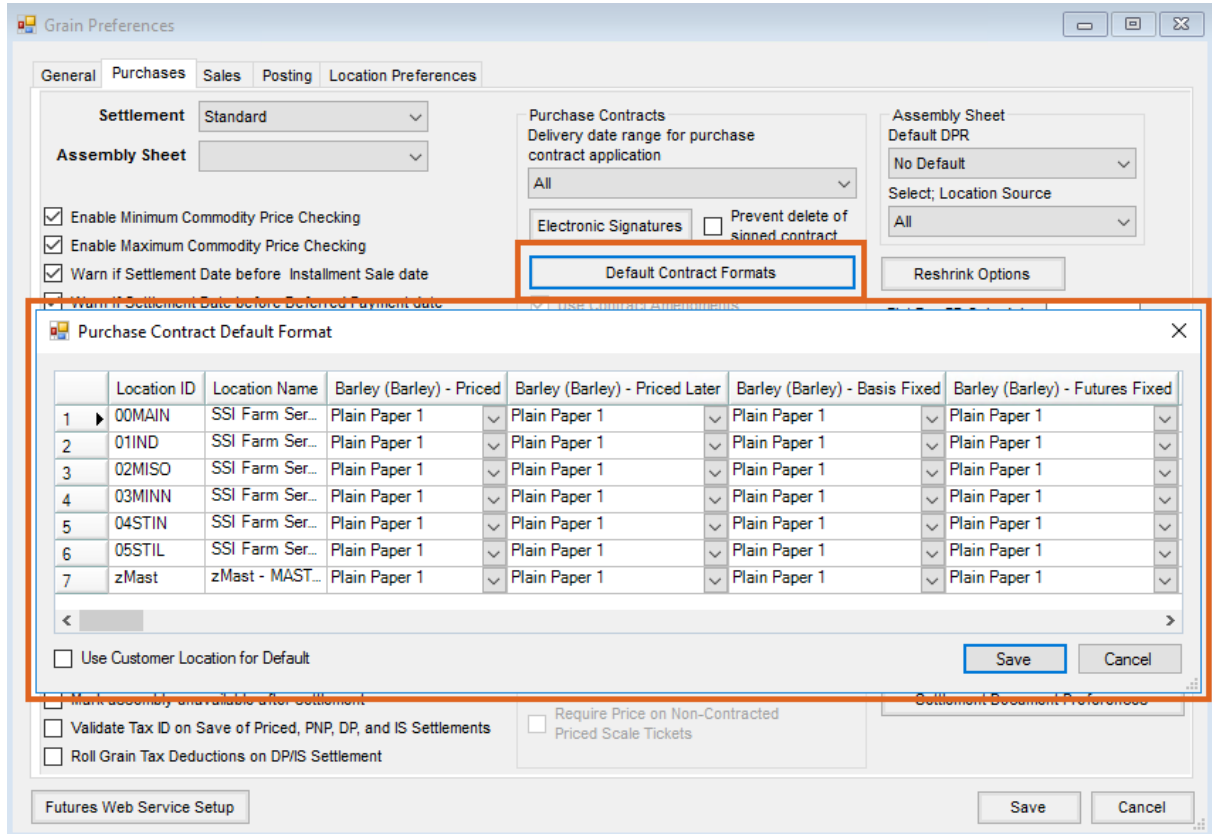


**Note:** If a Classification already exists, Customers must be assigned to the Classification at *File / Open / Customer*. Edit the Customer and select **Classification**. Double-click the *Classification* heading to select the appropriate Classification. Customers can also be added to the Classification by choosing **Customer Classifications** at *Hub / Setup / Company Preferences* on the *Customer* tab and editing the appropriate Classification.

# Purchase Contracts

To ensure the Default Contract formats are set up, navigate to the *Purchases* tab at *Grain / Setup / Preferences*.

1. Select **Default Contract Formats**.



2. Select the default contract format for each Location/Commodity/Contract Type.
3. Select **Save**.

The Buyer's Signature must now be applied to the Purchase Contract.

1. Add a **Purchase Contract** at *Grain / Operations / Purchase Contract*.
2. Complete the contract information.
3. Check the option to *Assign Buyer Signature and Print Contract on Save*.

**Note:** When splitting a contract, the buyer signature is applied to all contracts being created.

Contract 7  Contract Signed <Salesperson> [dropdown]

<Customer ID> AndBa Barry Anderson

Location 00MAIN Contract Quantity 1000.00 Bid Criteria Delivered [dropdown]

<Commodity> Corn ? Original Contract Quantity 1000.00 <Destination> [dropdown]

Date Established 02/20/2024 Quantity Received [input]

Expire Date [input] Qty Remaining 1000.00 Linked Qty 0.0000

Price By Date [input] <Farm ID> [input] Unlinked Qty 1000.0000

Contract Type Priced [dropdown] Contract Format Plain Paper 1 [dropdown] MOT [dropdown]

Contract Status Open [dropdown] Futures Price 3.24 Futures Month July24 [dropdown] Pricing Note [input]

Cash Price 3.40000 Basis Price .16 Exchange CBT [dropdown]

Spot  FOB

<Grading Factor>	<Schedule>	Start Delivery	Complete Delivery	Quantity
1		07/01/2024	07/31/2024	1000.00
2				
3				
4				
5				

Assign Buyer Signature  Print Contract on Save

4. Select **Save**.

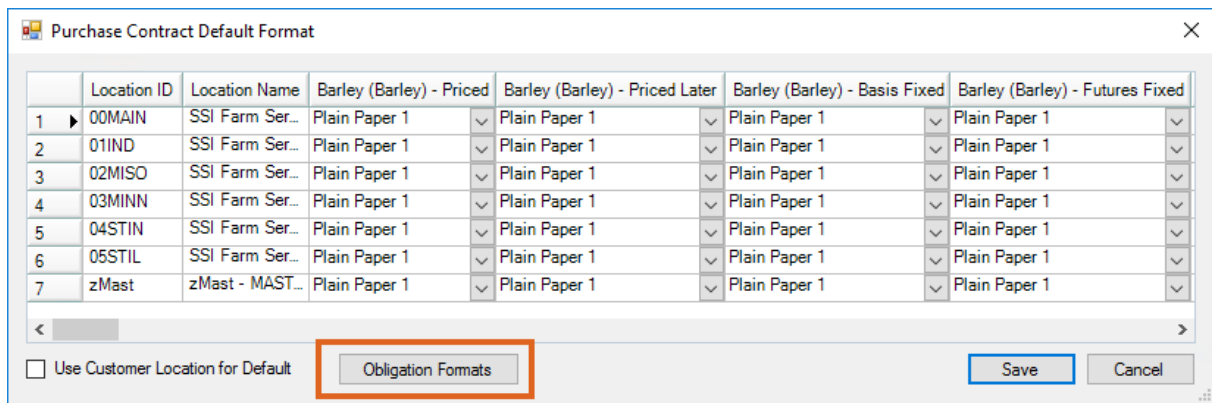
5. Choose the User's signature to print on the Purchase Contract.

**Note:** If the *Require Customer Agreement for Electronic Signatures* option is selected at *Hub / Setup / Company Preferences*, the *Apply User Signature to Contract* window will not display when adding a Purchase Contract for Customers without a signed agreement and Classification. This window will also not display if the *Buyer Signature Only From Logged In User* option is selected on the *Purchases* tab at *Grain / Setup / Preferences*.

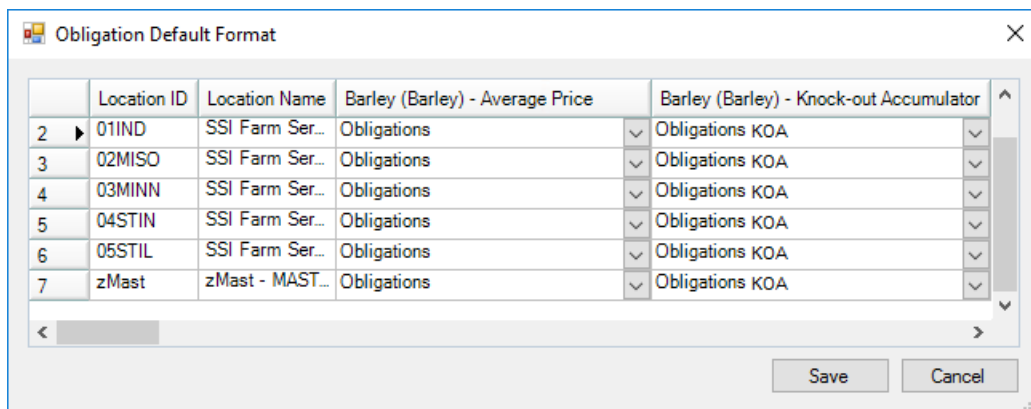
## Obligations

The Default Obligation Format is set up on the *Purchases* tab at *Grain / Setup / Preferences*.

1. Select **Default Contract Formats**.
2. Choose **Obligation Formats**.



3. Select the Custom Format that should be the default for each Location/Commodity/Obligation Type.



**Note:** Only formats for that Obligation Type will be in the list.

The Buyer's Signature must now be applied to the Purchase Contract.

1. Add an **Obligation** at *Grain / Operations / Obligation*.
2. Complete the Obligation information.
3. Check the option to *Assign Buyer Signature and Print Obligation on Save*.
4. Select **Save**.
5. Choose the User's signature to print on the Obligation.

If the *Require Customer Agreement for Electronic Signatures* option is selected at *Hub / Setup / Company Preferences*, the *Apply User Signature to Contract* window will not display when adding an Obligation for Customers without a signed agreement and Classification. This window will also not display if the *Buyer Signature Only From Logged In User* option is selected on the *Purchases* tab at *Grain / Setup / Preferences*.