

Shipping Charges for West Marine

West Marine will provide a FedEx account number on each PO that can be used for shipping. Shipping charges incurred by the Vendor cannot be paid out separately and should instead be included in the contractual item price. West Marine will initiate Vendor Payment from the shipment update based on the agreed upon costs on file in West Marine systems. As a result, invoice number (or other reference number against which payment can be accepted) is required. No separate invoice information will be collected.

The Account Number will be referenced within the following segments of the chosen automation files:

- **JSON:** "shippingAccountNumber" string
- **EDI:** REF03 when REF01 = '5B'
- **Flat File:** Shipping Account Number

Follow the steps below to obtain the Shipping Account Number:

1. Click the navigation menu and select **Workflows > Orders Beta**.
2. Click on the **PO Number** of the desired order to be shipped.
3. On the **Order Details** page, click **Show Additional Details** on the right pane.
4. Scroll down to view the **Shipping Account Number** field.