

Using CSV Import for Serialized Items

Use the following procedure to import serialized items.

To use CSV import for serialized items:

1. Create a CSV file to be imported:
 - a. Enter **1** in the **Item Type** column.
 - b. Enter **Serialized** in the **Costing Method** Column.
 - c. In the **Serial Number** column, enter the serial numbers for the items you have on hand. Separate serial numbers with a comma or space. The number of serial numbers entered for an item must match the number entered in the **Quantity On Hand** column for that item.
 - d. Save your file as a .csv file when you are finished.
2. In NetSuite, go to Setup > Import/Export > Import CSV Records.
The Import Assistant opens. For more information, see [CSV Imports Overview](#).
3. On the first page of the Import Assistant:
 - a. Select **Items** from the **Record Type** list.
 - b. Select **Serialized Inventory Item** from the **Subtype** list.
 - c. Click the **Select** button to browse to the CSV import file you created.
 - d. Click the **Next** button.
4. Continue completing options in the Import Assistant.
For more information, see [Importing CSV Files with the Import Assistant](#).

Related Topics