Add New Serial Numbers to Inventory

There are several ways to add new serial numbers to your inventory records.

> **Note:**   When entering groups of numbers, individual serial numbers should be separated by a space, comma, or line break.

Use the following methods to add serial numbers:

- New Item Records
- CSV Import
- Received or Purchased Serialized Items
- Adjust Inventory
- Build Assemblies
- Credit Memo

New Item Records

When you initially create an item, you can enter new serial numbers on the Inventory subtab of the item record. The number of serial numbers entered must be equal to the quantity on hand entered. For more information, see Creating Item Records.

CSV Import

You can use the CSV item import to import new serialized inventory items or to update existing serialized inventory items.

- You can import serial numbers for new serialized inventory items if you are adding them to your account for the first time. You can use CSV import to update serialized item information such as prices or descriptions. However, you cannot import serial numbers for items that already exist in your account.
- If the Multi-Location Inventory feature is enabled, you can import Quantity On Hand, Reorder Point, and Preferred Stock Level for items on a per-location basis.

> **Note:**   CSV import for serial numbered items is not available in NetSuite OneWorld.

For general guidelines on importing CSV file data, see CSV Imports Overview. For specific details about importing items, see Items Import.

Received or Purchased Serialized Items

You can enter new serial numbers when a serialized item is received or purchased through the following transactions:

- Receive Purchase Orders
- Enter Bills
- Write Checks
- Use Credit Cards

You enter new serial numbers in the Serial Numbers field on these transactions.

For more information, see the following:

- Receiving Orders
- Vendor Bills
- Writing Checks
- Entering Company Credit Card Charges

Adjust Inventory

Serial numbers can be added when you enter an Inventory Adjustment. If you are adjusting the on-hand quantity of a serialized item, you are required to enter new serial numbers to be added to inventory. The quantity of serial numbers entered must equal the quantity of the adjustment.

Serialized items are not available on the Inventory Adjustment Worksheet. For more information, see Inventory Adjustments.

Build Assemblies

For serialized assembly items, there is a Serial Numbers field on the Build Assemblies page to enter new serial numbers for assemblies that are built. For more information, see Building a Serialized Assembly.

Credit Memo

New serial numbers can be entered on a customer Credit Memo. This could be useful when a customer trades in this serialized item at your store, although they had not previously purchased it from you. For more information, see Issuing a Customer Credit Memo

> Related Topics