

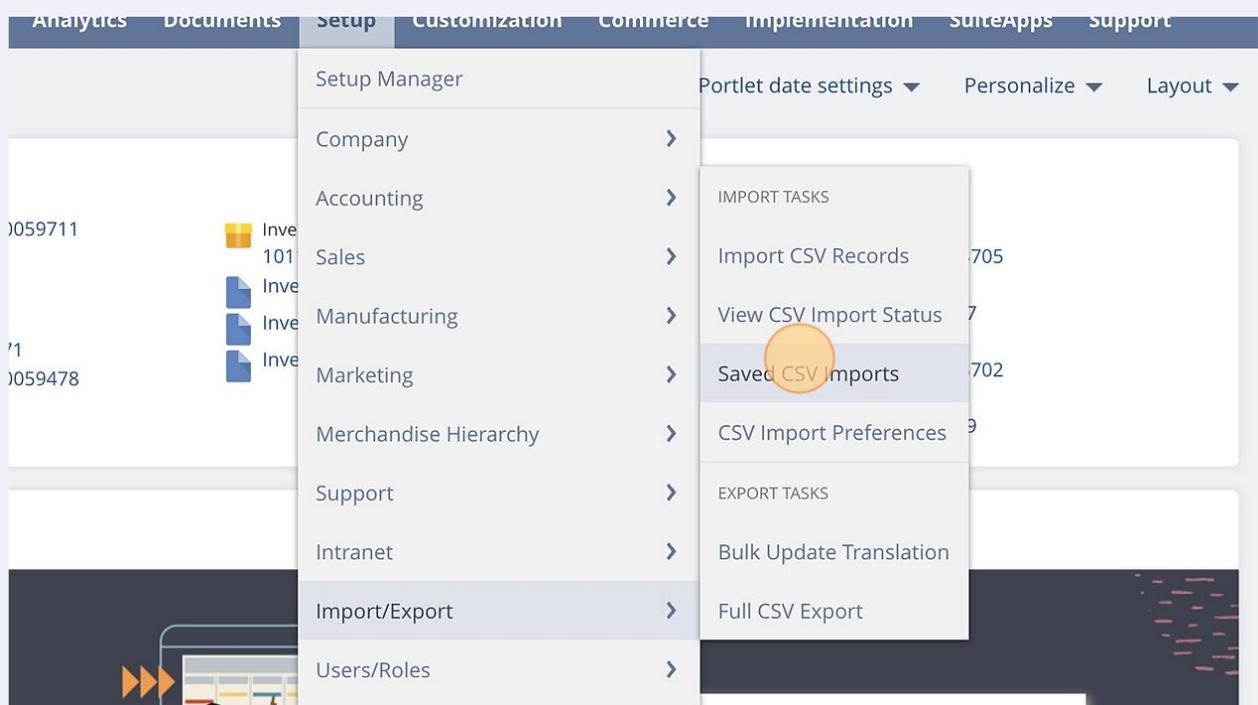
# How to Update Vendors via CSV Import in NetSuite

1

Navigate to NetSuite  
(<https://4816234.app.netsuite.com/app/center/card.nl?sc=-29&whence=>)

2

On your NetSuite dashboard look for the Setup tab. Select Import/Export, and click "Saved CSV Imports".



3 Click the Record Type field to filter to "Vendors".

ORACLE NETSUITE LAKE Search

Activities Payments Transactions Lists Reports Analytics Documents Setup

### Saved CSV Imports

New

FILTERS

RECORD TYPE: All Records FROM BUNDLE:

ID	NAME ▲	TRANSLATE	FIELD MAP	DESCRIPTION	TYPE	OWNER	CREATED
59	06242022 JE Import	Translate	View		Journal Entry	Bollman, Caroline	6/15/2022 12:57 pm
62	Add PO w/out Translation Mapping	Translate	View	Adding PO (without Translation) to NS	Purchase Order	Foster, Sheriden	6/22/2022 6:26 pm
2	AFA Default Dashboard Tiles	Translate	View		Custom Record	Ghosh, Saurav	9/16/2021 1:02 pm
3	AFA Default Navigation	Translate	View		Custom Record	Ghosh, Saurav	9/16/2021

4 Click "Vendors"

RECORD TYPE: Vendor Bill FROM BUNDLE:

- Vendor Bill
- Vendor Credit
- Vendor Payment
- Vendor Prepayment
- Vendor Return Authorization
- Vendor Subsidiary Relationship
- Vendors**

ID	NAME ▲	TRANSLATE	FIELD MAP	DESCRIPTION	TYPE	OWNER	CREATED
59	06242022 JE Import	Translate	View		Journal Entry	Bollman, Caroline	6/15/2022 12:57 pm
62	Add PO w/out Translation Mapping	Translate	View	Adding PO (without Translation) to NS	Purchase Order	Foster, Sheriden	6/22/2022 6:26 pm
2	AFA Default Dashboard Tiles	Translate	View		Custom Record	Ghosh, Saurav	9/16/2021 1:02 pm
3	AFA Default Navigation Categories	Translate	View		Custom Record	Ghosh, Saurav	9/16/2021 1:02 pm
1	AFA Default Navigation Shorcut Groups	Translate	View		Custom Record	Ghosh, Saurav	9/16/2021 1:02 pm
5	AFA Default Navigation Shorcut Links	Translate	View		Custom Record	Ghosh, Saurav	9/16/2021 1:02 pm
4	AFA Default Navigation Shortcut Tooltips	Translate	View		Custom Record	Ghosh, Saurav	9/16/2021 1:02 pm
130	Amex - Concur Upload 4.14.2023	Translate	View		Credit Card Charge	Bollman, Caroline	4/14/2023 12:41 pm
13	Amex - Concur Upload-	Translate	View		Credit Card Charge	McLaughlin, Karen	4/14/2023 1:36 pm

## 5 Click "LAKE Vendors"

### Saved CSV Imports

New

FILTERS

RECORD TYPE

Vendors

FROM BUNDLE

ID	NAME	TRANSLATE	FIELD MAP	DESCRIPTION	TYPE	OWNER	CREATED
45	<a href="#">LAKE Vendors</a>	Translate	<a href="#">View</a>		Vendors	Koulogeorgas, Maria	10/15/2021 3:48 pm
14	Vendor CSV - AFA	Translate	<a href="#">View</a>		Vendors	Ghosh, Saurav	9/16/2021 1:09 pm

## 6 In the Import Assistant click "Select..." to add your CSV file.

3 File Mapping

4 Field Mapping

5 Save mapping & Start  
Import

CHARACTER ENCODING

Unicode (UTF-8)

Choose another character encoding format if you use an international or Macintosh version of Microsoft Excel, or if you

CSV COLUMN DELIMITER

Comma

Select the symbol to be used as a column separator in the CSV files you import. This setting overrides the column separ

CSV File(s)

ONE FILE TO UPLOAD

MULTIPLE FILES TO UPLOAD

Select...

7 Once your file is uploaded, click "Next >".

onal or Macintosh version of Microsoft Excel, or if you typically use special characters.

s you import. This setting overrides the column separator preference specified at Home > Set Preferences.

t - 4.24.2023.csv × REMOVE

Cancel

< Back

Next >

8 We are wanting to update records, so you will select "Update".

ORACLE NETSUITE

LAKE

Search



Activities

Payments

Transactions

Lists

Reports

Analytics

Documents

Setup

## Import Assistant

### STEPS

✓ 1 Scan & Upload CSV

File

2 Import Options

3 File Mapping

4 Field Mapping

5 Save mapping & Start  
Import

### Import Options

#### Data Handling

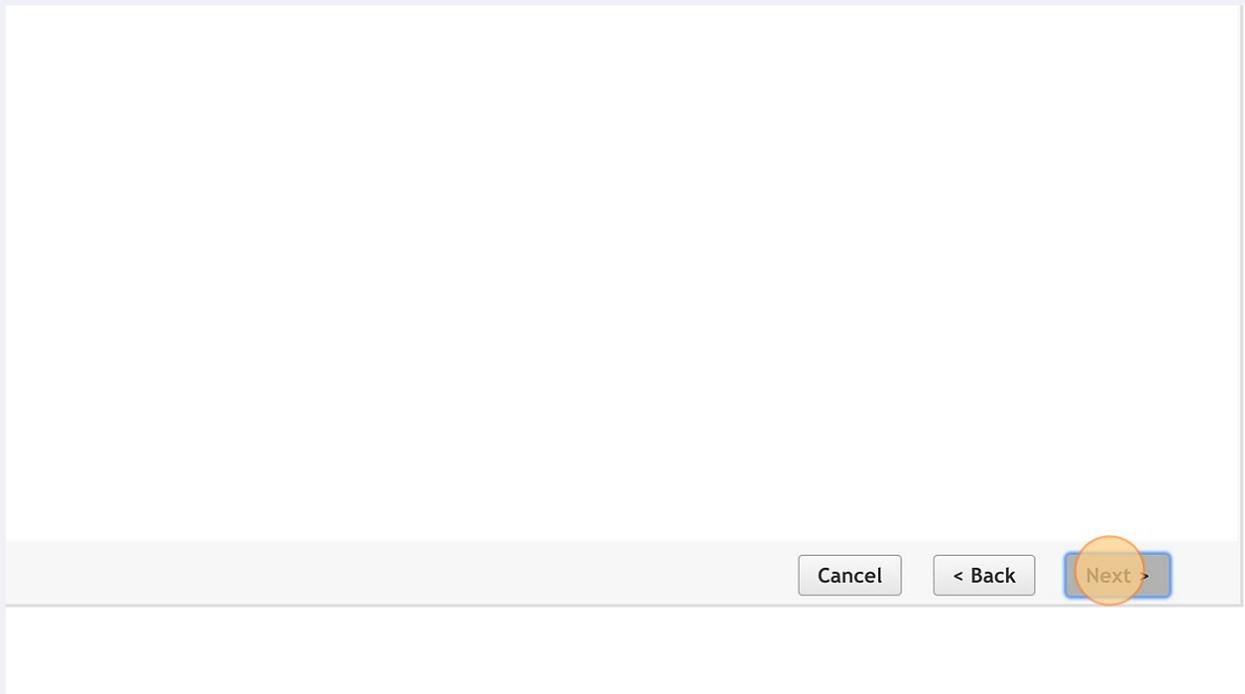
ADD

UPDATE

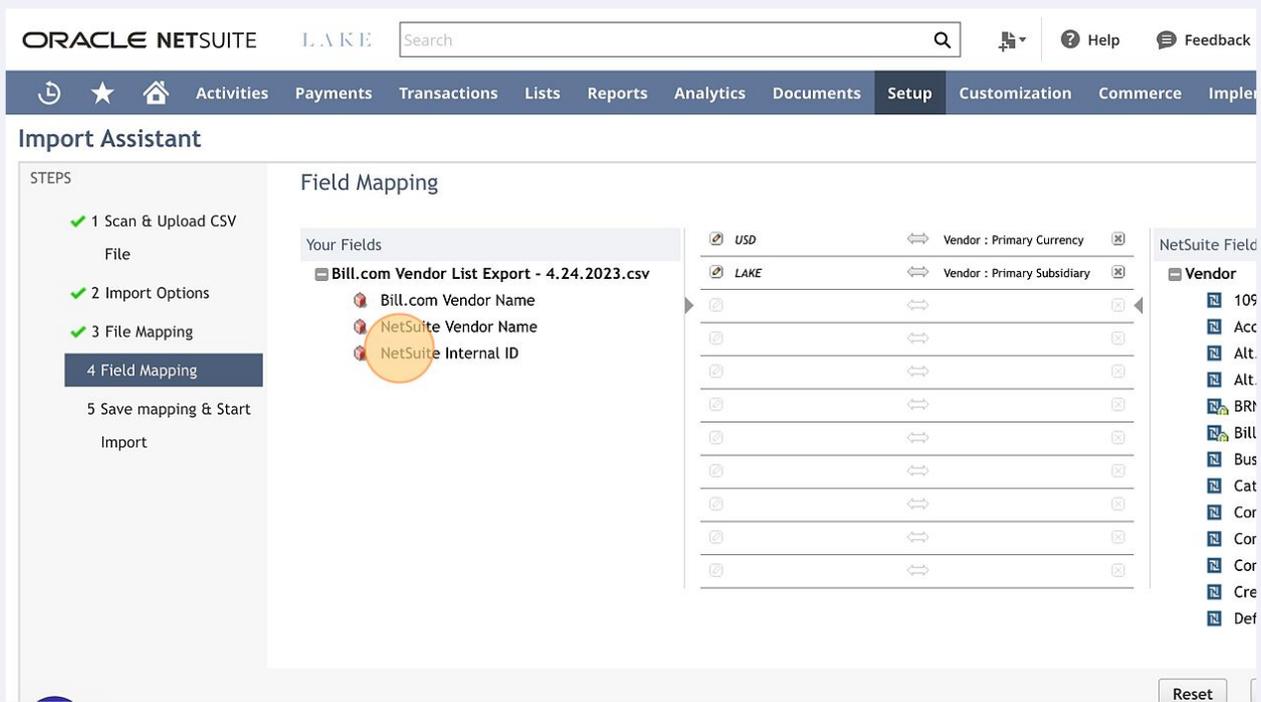
ADD OR UPDATE

▸ Advanced Options

9 Click "Next >" after selecting "Update".



10 You will then be brought to the Field Mapping screen. As you can see there are some items that are already hard coded in, but we need to add the items from our upload. Click "NetSuite Internal ID" to bring it to the left column in the mapping.



11

We are going to map the "NetSuite Internal ID with "Internal ID" under the "NetSuite Fields". (A quick tip: Whenever you are mapping items, the NetSuite Fields will place keys next to items that will be beneficial to have for your upload. You can see a key next to Internal ID below.)

The screenshot shows a field mapping interface. On the left, a list of fields includes 'LAKE' and 'NetSuite Internal ID'. On the right, a list of 'NetSuite Fields' includes 'Internal ID', which is highlighted with a yellow circle. At the bottom, there are four buttons: 'Reset', 'Cancel', '< Back', and 'Next >'.

12

Click "Bill.com Vendor Name" to bring it into the mapping.

The screenshot shows the 'Import Assistant' 'Field Mapping' screen. On the left, a 'STEPS' sidebar shows '4 Field Mapping' as the current step. The main area is titled 'Field Mapping' and contains two panes. The 'Your Fields' pane on the left lists 'Bill.com Vendor Name' (highlighted with a yellow circle), 'NetSuite Vendor Name', and 'NetSuite Internal ID'. The right pane shows a list of fields including 'USD' and 'NetSuite Internal ID'.

13 It will be mapping with the NetSuite Filed "Bill.com Vendor Name".

The screenshot shows the NetSuite Field Mapping interface. On the left, a list of fields is shown with their corresponding NetSuite fields. The fourth row shows 'Bill.com Vendor Name' mapped to 'Vendor : Bill.com Vendor Name'. On the right, a list of NetSuite fields is shown, with 'Bill.com Vendor Name' highlighted in orange. A green checkmark icon and the text 'Get help with creating Field Mapping' are visible in the top right corner.

Field	NetSuite Field
USD	Vendor : Primary Currency
LAKE	Vendor : Primary Subsidiary
NetSuite Internal ID	Vendor : Internal ID
Bill.com Vendor Name	Vendor : Bill.com Vendor Name

NetSuite Fields

- Vendor
  - 1099 Eligible
  - Account
  - Alt. Email
  - Alt. Phone
  - BRN
  - Bill.com Vendor Name
  - Business Number
  - Category
  - Comments
  - Company Name
  - Confirm Password
  - Credit Limit
  - Default Expense Account

14 Once you have mapped out your fields, click "Next >".

The screenshot shows the NetSuite Field Mapping interface. On the left, a list of fields is shown with their corresponding NetSuite fields. The third row shows 'Bill.com Vendor Name' mapped to 'Vendor : Bill.com Vendor Name'. On the right, a list of NetSuite fields is shown, with 'Bill.com Vendor Name' highlighted in orange. At the bottom, there are four buttons: 'Reset', 'Cancel', '< Back', and 'Next >'. The 'Next >' button is highlighted in orange.

Field	NetSuite Field
LAKE	Vendor : Primary Subsidiary
NetSuite Internal ID	Vendor : Internal ID
Bill.com Vendor Name	Vendor : Bill.com Vendor Name

Vendor

- 1099 Eligible
- Account
- Alt. Email
- Alt. Phone
- BRN
- Bill.com Vendor Name
- Business Number
- Category
- Comments
- Company Name
- Confirm Password
- Credit Limit
- Default Expense Account

Reset Cancel < Back Next >

15

You will then be brought to the Save mapping & Start Import screen. This is where the Import Assistant will tell you if there are any errors in your CSV file.

nt

### Save mapping & Start Import

Your CSV files are ready to be imported into your NetSuite account.  
You can save your Field Mapping to be used again later (optional). To work with a saved import, go to the "Saved Imports" page under the Setup > Import/Export Tab.

IMPORT MAP NAME  
LAKE Vendors

Provide a unique Import Map name to save the current mapping choices for future imports.

DESCRIPTION

(Optional) Provide a useful description for this Import Map.

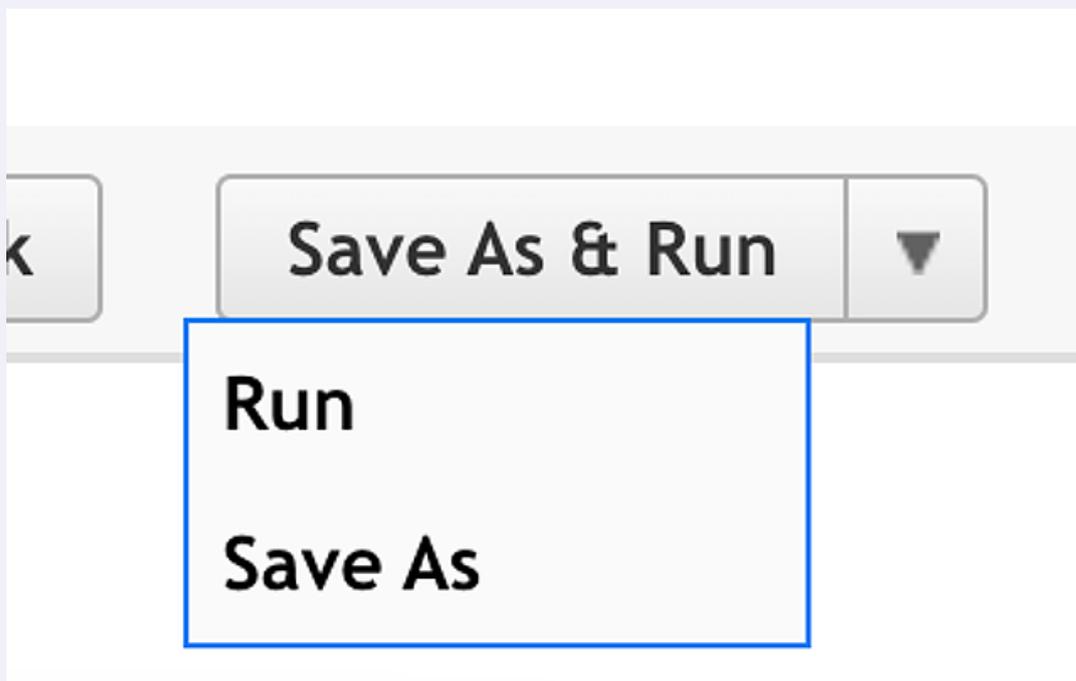
ID  
\_45\_4816234\_852

(Optional) Provide a unique ID to identify this Import Map in SuiteExport

Cancel < Back Save

16

Finally, you will select "Run" to upload your import!



**17**

Congratulations! You have successfully updated your Vendors in NetSuite!