

Lab orders through Benchling

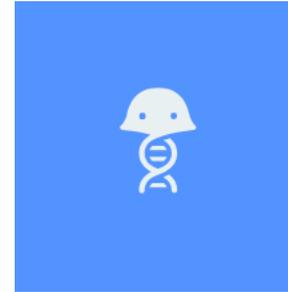
Learn how to:

- Create a Commercial Material
- Submit an order
- Edit/Delete an order
- Filter your existing orders by Project Number (or any other metadata field)

For questions, contact

lims_support@bright.dtu.dk

- Access to Benchling
 - **First access** is granted by HR. Contact bright-hr@bright.dtu.dk to get access.
 - If your account is **suspended**, contact lims_support@bright.dtu.dk to have your account re-activated.



<https://bright.benchling.com/>



1. Search the product online

(copy the [Catalog number](#) and check if the product is already registered in Benchling)

Thermo Scientific™

Phusion Hot Start II DNA Polymerase (2 U/μL)

Catalog number: F549L

Related applications: [PCR](#)



2. Register the product in Benchling

(if it is missing)

Phusion Hot Start II DNA
Polymerase (2 U/μL)
DTU Biosustain Registry



**Seller Reference
(Catalog Number)** F549L



3. Submit the **Material order** request

Create *Material Order Request

Requestor

Ester Milesi ×

Budget (Project Number)*

100243 ×

Material*

Phusion Hot Start II DNA
Polymerase (2 U/μL) ×

1. Search the product online, and check if it is already registered in Benchling

Search by catalog number, product name, keyword, application

Thermo Scientific™

Phusion Hot Start II DNA Polymerase (2 U/μL)

Catalog number: F549L

Related applications: PCR

[Technical Support](#) | [Customer Service](#)

Catalog Number	Unit Size	Price (DKK)	Availability ⓘ	Quantity
✓ F549L also known as F-549L ⓘ	500 units	Price: 5.080,00 Online Offer: 4.543,65 ⓘ (ends 30-Sep-2023) Your Price: Sign In ⓘ	***	<input type="text"/>
✓ F549XL	2000 units	Price: 16.080,00 Online Offer: 15.462,65 ⓘ (ends 30-Sep-2023) Your Price: Sign In ⓘ	***	<input type="text"/>
✓ F549S	100 units	Price: 1.106,00 Your Price: Sign In ⓘ	***	<input type="text"/>

Search

F549L ← **Catalog number**

Type: Commercial Material ▾

Folder ▾ Filters Save

X Clear

1 result

Phusion Hot Start II DNA Polymer... 29/08/2023

Be careful of selecting the **correct catalog number** for the unit you are interested in. **Different product units** might have different Catalog numbers

2. If it is registered, check if the product link is correct

The screenshot displays the BRiGHT interface. On the left, a search bar contains 'F549L' and filters for 'Type: Commercial Material'. A search result for 'Phusion Hot Start II DNA Polymerase' is shown with a date of '29/08/2023'. The main panel shows the 'METADATA' tab for this product. The 'Schema' is 'Commercial Material'. A table lists the following fields and values:

FIELD	VALUE
Link to product	https://www.thermofisher.com/order/catalog/product/F549L
Seller Reference (Catalog Number)	F549L

An 'Edit' button is visible in the top right corner of the metadata panel. A blue arrow points from the 'Edit' button to the 'Link to product' field, which is highlighted with a yellow border.

If the link to the product is missing, please add it by clicking on “Edit” and “Save”

2. If it is not registered, add the product to Benchling

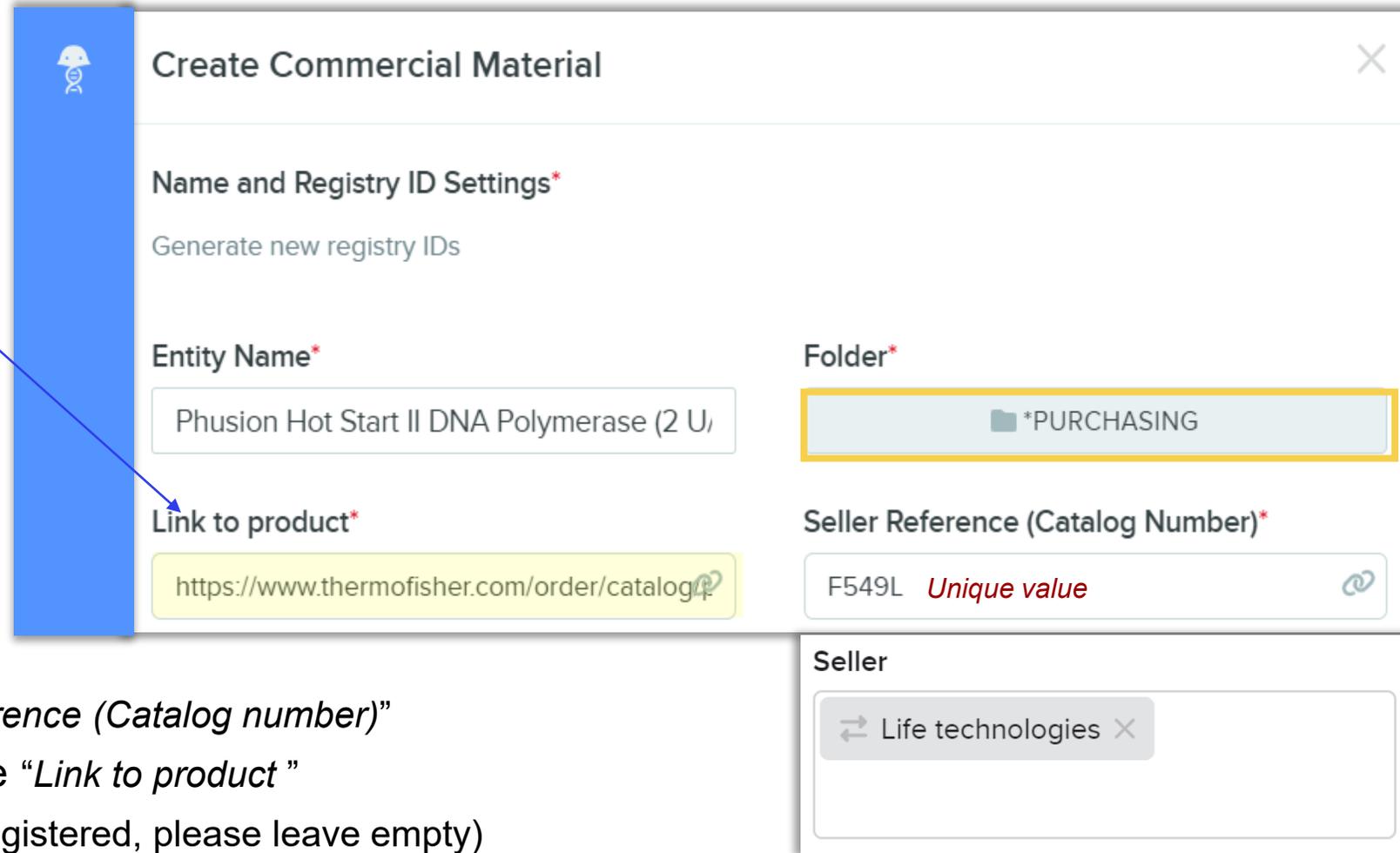
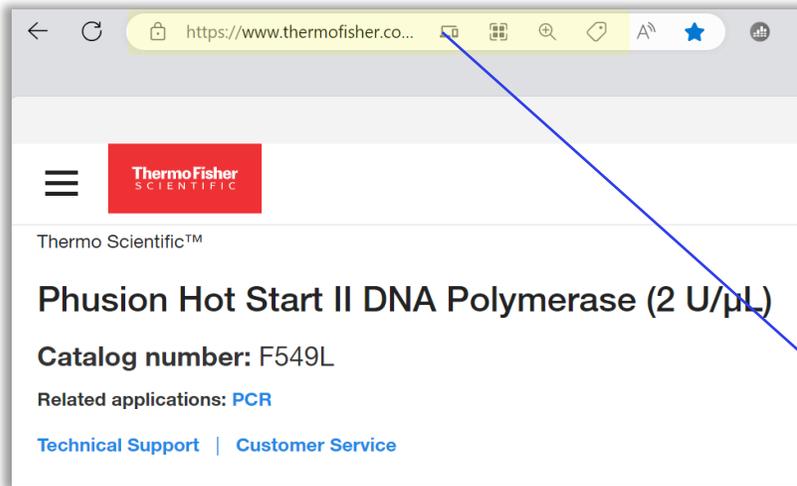
- Click on the **[Registry]** button in the sidebar
- Choose “*Custom entity*”
- Then select “*Commercial Material*”
- ... Continue in next slide

Registries / DTU Biosustain +

- Import entities
- Update entities
- Import mixture ingredients
- Reimport DNA/RNA sequences
- Reimport AA sequences
- AA sequence >
- DNA Sequence >
- DNA oligo >
- Custom entity >**
- Mixture >

- Chemical Compound
- CHO Culture
- Commercial Material**

2. If it is not registered, add the product to Benchling



Create Commercial Material

Name and Registry ID Settings*

Generate new registry IDs

Entity Name*

Phusion Hot Start II DNA Polymerase (2 U)

Folder*

*PURCHASING

Link to product*

<https://www.thermofisher.com/order/catalog/>

Seller Reference (Catalog Number)*

F549L *Unique value*

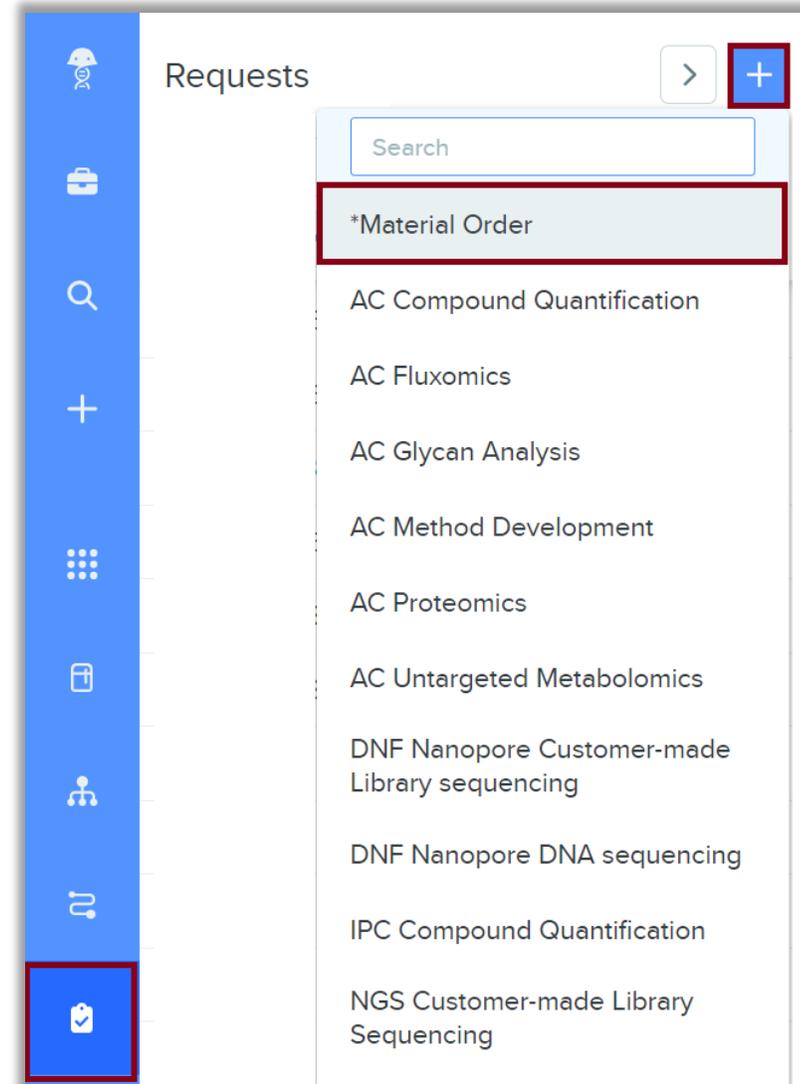
Seller

Life technologies

- Select the **Folder** “*Purchasing” (important)
- Add the Product name “Entity name”
- Add the Catalog number “Seller reference (Catalog number)”
- Add the link to the product webpage “Link to product”
- Add the Seller name “Seller” (if not registered, please leave empty)

3. Submit a Material order request

- Click on the **[Request]** button in the sidebar
- Click on [+] Create icon
- Then select “**Material Order*”



3. Submit a Material order request

Create *Material Order Request ×

Project* *Automatically assigned*

📁 *Purchasing

Assigned to

Purchasing × Search for assignee

To create new Materials, please follow this help guide:

<https://biosustain-dev.atlassian.net/l/cp/HVgh8JX0>

Budget (Project Number)*

Entity Link

Project Name

Value

Comments

Value

Requestor

Ester Milesi ×

Material*

Entity Link

Quantity*

Integer Value

Fusion Task Number (X...)

Value

ETA (filled by Purchasing team)

Value

Ordered By (filled by Purchasing team)

Value

Fusion Requisition Number (filled by Purchasing team)

Value

Order Date (filled by Purchasing team)

Date

Quantity Received (filled by Purchasing team)

Integer Value

Fusion PO Number (filled by Purchasing team)

Value

Create

← Filled by requestor

Remember to add the **Task number (important)**

← Filled by Purchasing team

3. Submit a Material order request (example)

Create *Material Order Request

Project*
*Purchasing

Assigned to
Purchasing × Search for assignee

To create new Materials, please follow this help guide:
<https://biosustain-dev.atlassian.net//cp/HVgh8JX0>

Budget (Project Number)*
100243 ×

Project Name
PhD of Ester Milesi

Comments

Requestor
Ester Milesi ×

Material*
Phusion Hot Start II DNA Polymerase (2 U/μL) 500 units ×

Quantity*
1

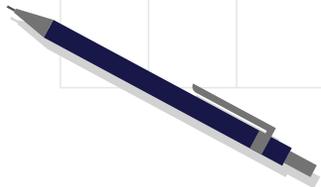
Fusion Task Number (X...)
Add Fusion task number

Create

Different materials need different orders

Example:

List of product to order:	
<input type="checkbox"/> 1.5 ml Eppendorf tubes, safe lock	X 3 boxes
<input type="checkbox"/> Phusion hot start II DNA Polymerase	X 2 boxes



Material order request #1

Material*

Quantity*

Material order request #2

Material*

Quantity*

Requests > +

Search

Type: *Material Order Filters

Save × Clear

68 results

<input checked="" type="checkbox"/> MO68 MY ORDER
<input checked="" type="checkbox"/> MO67 2d
<input checked="" type="checkbox"/> MO66 2d
<input checked="" type="checkbox"/> MO65 2d
<input checked="" type="checkbox"/> MO64 2d
<input checked="" type="checkbox"/> MO63 2d
<input checked="" type="checkbox"/> MO62 2d
<input checked="" type="checkbox"/> MO61 2d

Phusion Hot Start II DNA Polymera... MO68 ×

REQUEST
FULFILLMENT

***Material Order MO68** Requested Execute

Project

*Purchasing

Scheduled on

To create new Materials, please follow this help guide:
<https://biosustain-dev.atlassian.net//cp/HVgh8JX0>

Budget (Project Number)

Test Budget

Project Name

Requestor
Ester Milesi

Assigned to
Purchasing

Material

Phusion Hot Start II DNA Polymerase (2 U/μL)
500 units

Quantity
3

Fusion Task Number (X...)

Overview of your order

OVERVIEW AND FILTER ORDERS

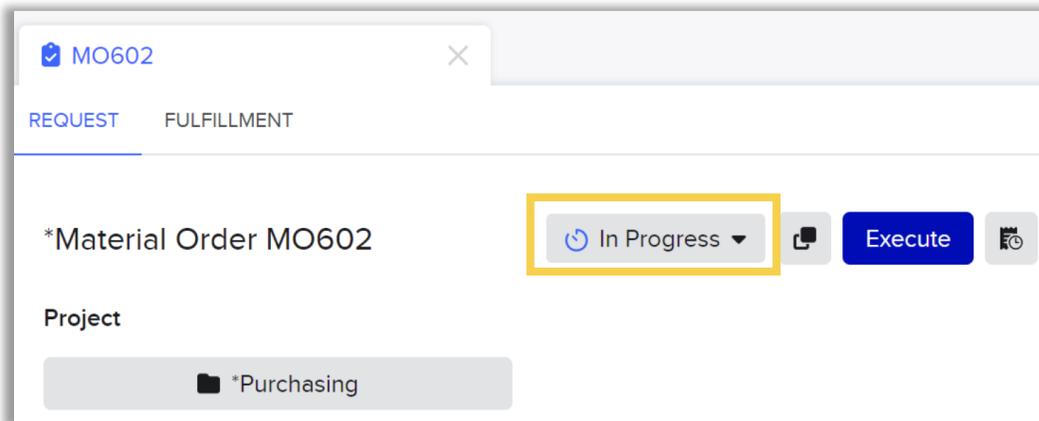
The screenshot displays the BRiGHT interface for managing orders. On the left, a sidebar contains navigation icons. The main area is divided into two sections:

- Requests Overview:** A list of requests with columns for status, ID, and duration. A filter dropdown is set to "Type: *Material Order". A yellow box highlights this dropdown, and a yellow arrow points to a right arrow icon above it.
- Request Detail View (MO68):** Shows details for a "Material Order MO68". The material is "Phusion Hot Start II DNA Polymerase (2 U/μL) 500 units". A red exclamation mark is placed over the material name. Other fields include "Requestor: Ester Milesi", "Assigned to: Purchasing", "Quantity: 3", and "Fusion Task Number (X...)".

ONLY VISUALIZE "ORDER" TYPE REQUESTS

Do you need to cancel or edit your order?

- Check if the product has already been ordered by the Purchasing team
- look at the **Request status**



- If the **status** is “**In progress**”, it is **too late** to cancel/edit the Order (the item has been ordered)
- If the **status** is “Requested”, then **you can cancel/edit** it (*check next slide*)

Requests > +

Search

Type: *Material Order Filters

Save × Clear

68 results

MO68	1h
MO67	2d
MO66	2d
MO65	2d
MO64	2d
MO63	2d
MO62	2d

Phusion Hot Start II DNA Polymera... MO68

REQUEST FULFILLMENT

*Material Order MO68

Project

*Purchasing

Scheduled on

To create new Materials, please follow this help guide:
<https://biosustain-dev.atlassian.net/l/cp/HVgh8JX0>

Budget (Project Number)

100243

TO CANCEL THE ORDER

Requested Execute

- Requested
- Scheduled
- In Progress
- Completed
- Cancelled

Requester: Ester

Assigned to: Purchasing

Material

Phusion Hot Start II DNA Polymerase (2 U/μL)
500 units

Quantity

3

Edit your order (for example, edit the project number)

The screenshot displays the BRiGHT interface for managing material orders. On the left, a sidebar contains navigation icons. The main area is divided into a left panel for search and a right panel for order details.

Search Panel (Left):

- Section: Requests
- Search bar: Search
- Type: *Material Order
- Filters: Filters
- Buttons: Save, Clear
- Results: 68 results
- Order list:
 - MO68 (1h)
 - MO67 (2d)
 - MO66 (2d)
 - MO65 (2d)
 - MO64 (2d)
 - MO63 (2d)
 - MO62 (2d)

Order Details Panel (Right):

- Order ID: MO68
- Request: *Material Order MO68
- Status: Requested
- Buttons: Execute
- Project: *Purchasing
- Scheduled on: [Empty field]
- Requestor: Ester Milesi
- Assigned to: Purchasing
- Material: Phusion Hot Start II DNA Polymerase (2 U/μL) 500 units
- Quantity: 3
- Budget (Project Number): 100243

A yellow box labeled "EDIT FIELD" with a downward arrow points to a blue pencil icon next to the budget number "100243".

When the ordered items are delivered:

The screenshot displays a web interface for a request status. At the top, there is a tab labeled 'MO68' and a navigation bar with 'REQUEST' and 'FULFILLMENT'. The main heading is 'REQUEST STATUS'. Below this, the request details are shown:

- *Material Order MO68**: A dropdown menu shows '*Purchasing'.
- Requestor**: Ester Milesi.
- Assigned to**: Purchasing.
- Material**: Phusion Hot Start II DNA Polymerase (2 U/μL) 500 units.
- Quantity**: 3.
- Fusion Task Number (X...)**: (empty).
- Order Date (filled by Purchasing team)**: 21/09/2023.
- Quantity Received (filled by Purchasing team)**: 3.
- Fusion PO Number (filled by Purchasing team)**: (empty).

On the left side, there are sections for 'Budget (Project Number)' with a 'Test Budget' button, 'Project Name', and 'Comments'. The comments section includes: 'ETA (filled by Purchasing team) ETA WEEK 25', 'Ordered By (filled by Purchasing team) etem', and 'Fusion Requisition Number (filled by Purchasing team) 5643634'. A yellow arrow points to the 'Completed' status dropdown, and a blue arrow points to the 'Quantity Received' field.

- The **Request status** remains “**In progress**” if only a portion of the item has arrived (in the example, 1/2 or 2/3)
- The **Request status** changes to “**Completed**” if all the items have arrived (in the example, 3/3)

Filter orders (for example, by project number)

1. EXPAND VIEW

The screenshot shows a web application interface for managing requests. On the left is a dark blue sidebar with various icons. The 'REQUESTS' icon, which is a white envelope, is highlighted with a yellow box. A yellow arrow points from the word 'REQUESTS' (written vertically in a yellow box) to this icon. The main content area is titled 'Requests' and contains a search bar, filter buttons for 'Type: All', 'Task', and 'Filters', and a list of request items. The list items are as follows:

Request ID	Duration
MO406	30m
MO405	34m
MO404	1h
MO403	1h
MO402	1h
MO401	1h
MO400	2h
MO399	2h
MO398	2h
MO397	3h
MO396	4h
UMETAB398	4h
MO395	4h

In the top right corner of the list view, there is a yellow box around a right-pointing chevron icon (>). A yellow arrow points from the text '1. EXPAND VIEW' to this icon. Next to it is a blue plus sign icon (+).

Filter orders (for example, by project number)

2. FILTER REQUEST TYPE : "MATERIAL ORDER"

Requests Saved Searches

Search

Type: All Task Status Requestor Assignee Request ID Filters

< > 1-100 of 2798 items

Request ID	Status	Requestor	Created	Assigned To
MO406	Requested	Matteo ...	30/10/2023	Purchasing
MO405	Requested	Alexand...	30/10/2023	Purchasing
MO404	Requested	Alexand...	30/10/2023	Purchasing
MO403	Requested	Alexand...	30/10/2023	Purchasing
MO402	Requested	Alexand...	30/10/2023	Purchasing
MO401	Requested	Gonzalo...	30/10/2023	Purchasing
MO400	In Progress	Mariia S...	30/10/2023	Purchasing
MO399	In Progress	Mariia S...	30/10/2023	Purchasing
MO398	In Progress	Mariia S...	30/10/2023	Purchasing
MO397	Requested	Mariia S...	30/10/2023	Purchasing

Search

- All
- *Material Order**
- AC Compound Quantification
- AC Fluxomics
- AC GC-MS analysis
- AC Glycan Analysis
- AC Method Development
- AC Proteomics
- AC Targeted Metabolomics
- AC Untargeted Metabolomics
- DNF Nanopore Customer-made Library sequencing
- DNF Nanopore DNA sequencing

Filter orders (for example, by project number)

3. ADD AN ADDITIONAL FILTER TYPE, E.G., PROJECT NUMBER

Requests Saved Searches

Search Type: *Material Order Status Requestor Assignee Request ID 1 filter Save Clear

1-100 of 409 items

Request ID	Status	Requestor	Created	Assigned To	Sche...	
MO409	Requested	Troels H...	30/10/2023	Purchasing	No value	https://b... Anti-CD4 antib
MO408	Requested	Troels H...	30/10/2023	Purchasing	No value	https://b... Anti-Granzyme
MO407	Requested	Domitill...	30/10/2023	Purchasing	No value	https://b... TNFa one step
MO406	Requested	Matteo ...	30/10/2023	Purchasing	No value	https://b... ZAG-110 dsDNA
MO405	In Progress	Alexand...	30/10/2023	Purchasing	No value	https://b... Falcon® Perme
MO404	Requested	Alexand...	30/10/2023	Purchasing	No value	https://b... Heparin Solutio
MO403	Requested	Alexand...	30/10/2023	Purchasing	No value	https://b... Hydrocortisone
MO402	Requested	Alexand...	30/10/2023	Purchasing	No value	https://b... PneumaCult-E
MO401	Requested	Gonzalo...	30/10/2023	Purchasing	No value	https://b... UDP-6-azide-g
MO400	In Progress	Mariia S...	30/10/2023	Purchasing	No value	https://b... Human IL-10 E

Field ▼

Select field...

- To create new Materials, please follow the following steps:
- Material
- Budget (Project Number)**
- Quantity
- Project Name
- Fusion Task Number (X...)
- Comments
- Fusion PO Number (filled by Purchasing team)
- Fusion Requisition Number (filled by Purchasing team)
- Quantity Received (filled by Purchasing team)
- Order Date (filled by Purchasing team)
- Estimated Delivery Date (filled by Purchasing team)
- Ordered By (filled by Purchasing team)

Filter orders (for example, by project number)

4. SELECT YOUR PROJECT NUMBER AND APPLY FILTER

Requests Saved Searches

Search Type: *Material Order Status Requestor Assignee Request ID 1 filter Save Clear

1-100 of 409 items

Request ID	Status	Requestor	Created	Assigned To	Sche...	
MO409	Requested	Troels H...	30/10/2023	Purchasing	No value	htt...
MO408	Requested	Troels H...	30/10/2023	Purchasing	No value	htt...
MO407	Requested	Domitill...	30/10/2023	Purchasing	No value	htt...
MO406	Requested	Matteo ...	30/10/2023	Purchasing	No value	https://b... ZAG-110 dsDNA Kit (35-5000 bp) - 5000
MO405	In Progress	Alexand...	30/10/2023	Purchasing	No value	https://b... Falcon® Permeable Support for 24-well
MO404	Requested	Alexand...	30/10/2023	Purchasing	No value	https://b... Heparin Solution
MO403	Requested	Alexand...	30/10/2023	Purchasing	No value	https://b... Hydrocortisone
MO402	Requested	Alexand...	30/10/2023	Purchasing	No value	https://b... PneumaCult-Ex Plus Medium
MO401	Requested	Gonzalo...	30/10/2023	Purchasing	No value	https://b... UDP-6-azide-glucose
MO400	In Progress	Mariia S...	30/10/2023	Purchasing	No value	https://b... Human IL-10 ELISA Kit (Interleukin-10) (a

Field Budget (Project Number)

has one of

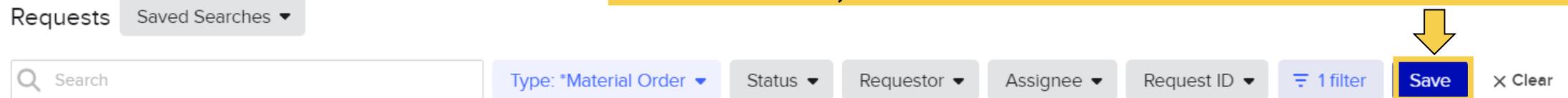
100243 ×

Budget

+ Add filters Apply

Filter orders (for example, by project number)

5. IF YOU WANT, YOU CAN SAVE THE FILTER FOR FUTURE USE



Requests Saved Searches ▾

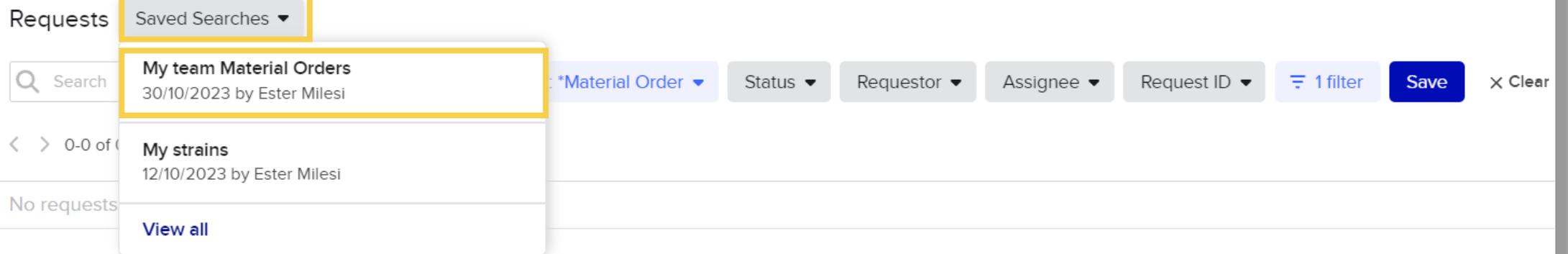
Search

Type: *Material Order ▾ Status ▾ Requestor ▾ Assignee ▾ Request ID ▾ 1 filter Save × Clear

18 of 8 items

A yellow arrow points from the text above to the 'Save' button.

AFTER SAVING IT, YOU WILL BE ABLE TO ACCESS EASILY HERE



Requests Saved Searches ▾

Search

*Material Order ▾ Status ▾ Requestor ▾ Assignee ▾ Request ID ▾ 1 filter Save × Clear

0-0 of

No requests

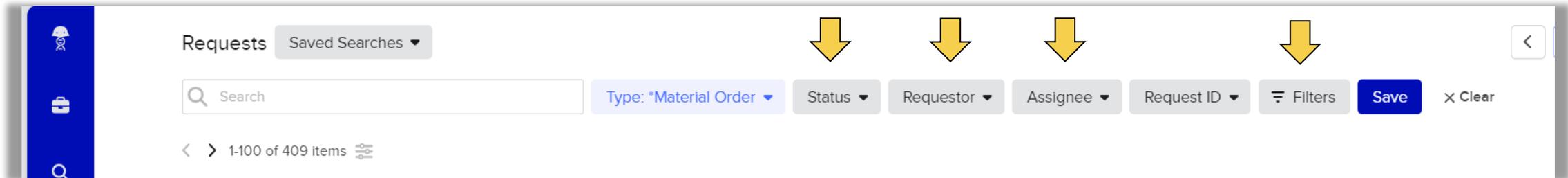
My team Material Orders
30/10/2023 by Ester Milesi

My strains
12/10/2023 by Ester Milesi

View all

A yellow arrow points from the text above to the 'Saved Searches' dropdown menu.

Filter orders (for example, by requestor)



Requests Saved Searches ▾

Search

Type: *Material Order ▾

Status ▾

Requestor ▾

Assignee ▾

Request ID ▾

Filters

Save

× Clear

< > 1-100 of 409 items

YOU CAN ALSO FILTER BY:

- REQUEST STATUS (E.G., “COMPLETED” IF YOU WANT TO VISUALIZED COMPLETED ORDERS)
- REQUESTOR (WHO SUBMITTED THE MATERIAL ORDER)
- FIELDS (E.G., MATERIAL)

Questions?

Contact lims_support@bright.dtu.dk

