

Lab orders through Benchling

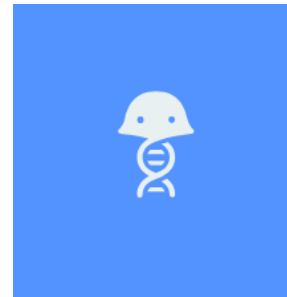
Learn how to:

- 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@biosustain.dtu.dk

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



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



1. Search the product online

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



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

Search

F549L

Type: Commercial Material

Folder Filters Save

X Clear

1 result

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

Phusion Hot Start II DNA Polym...

METADATA RELEVANT ITEMS DESCRIPTION RESULTS

Schema

Commercial Material

Cannot change schema of registered entities

FIELD VALUE

Link to product <https://www.thermofisher.com/order/catalog/product/F549L>

Seller Reference (Catalog Number) F549L

Edit

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

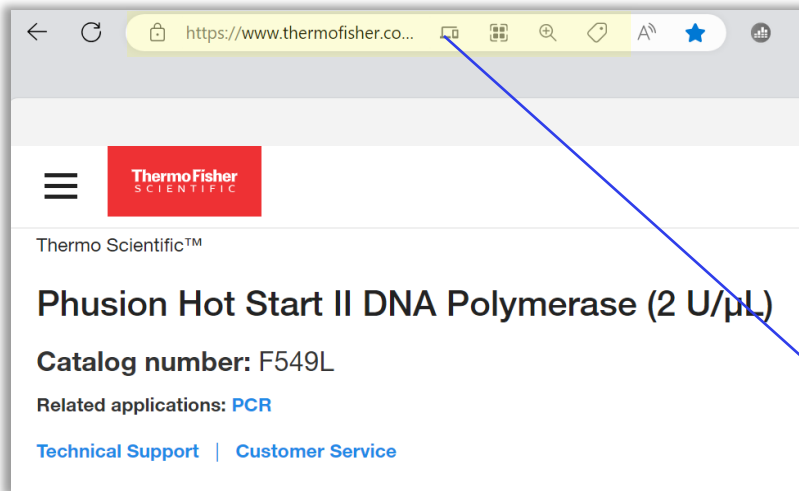
2. If is not registered, add the product to Benchling

- 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 >**
 - Chemical Compound
 - CHO Culture
 - Commercial Material**
- Mixture >

2. If 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*

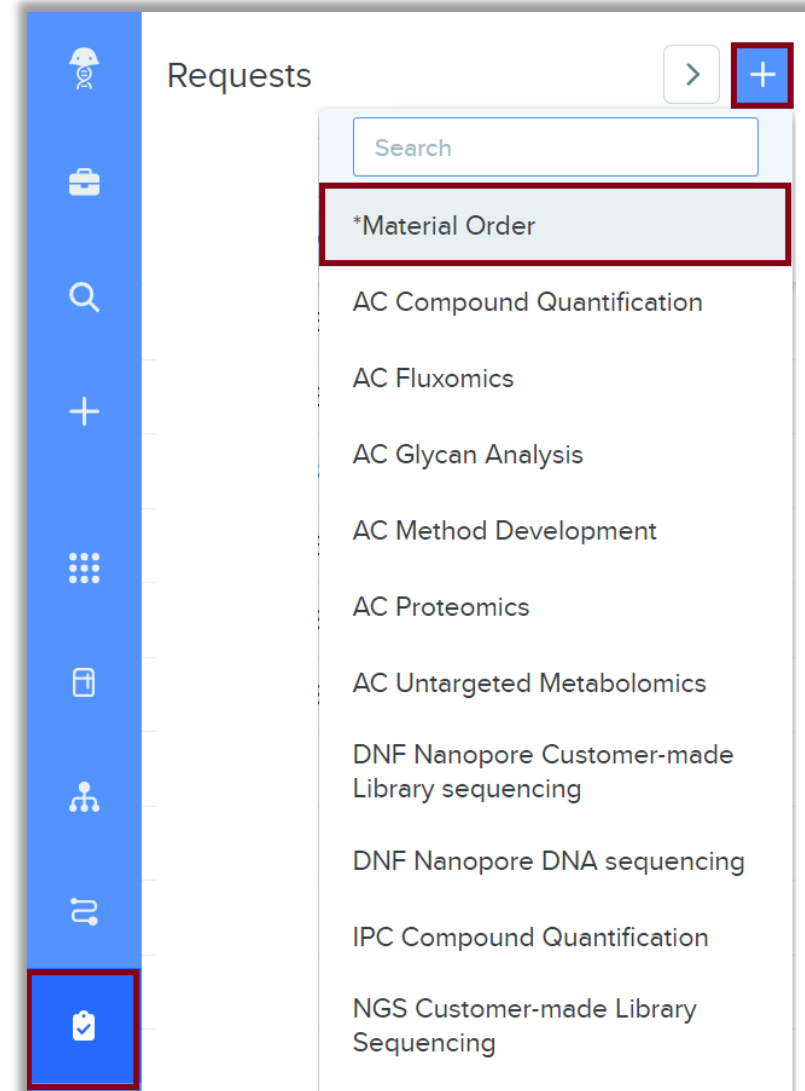
Seller

Life technologies X

- 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 ✕

To create new Materials, please follow this help guide:

🔗

Budget (Project Number)*

Project Name

🔗

Comments

Requestor

✕

Material*

Quantity*

Fusion Task Number (X...)

🔗

Order Date (filled by Purchasing team)

ETA (filled by Purchasing team)

🔗

Ordered By (filled by Purchasing team)

🔗

Fusion Requisition Number (filled by Purchasing team)

🔗

Quantity Received (filled by Purchasing team)

Fusion PO Number (filled by Purchasing team)

🔗

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 x Search for assignee

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

Budget (Project Number)*
100243 x

Project Name
PhD of Ester Milesi

Comments

Requestor
Ester Milesi x

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

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*

1.5 ml Eppendorf tubes, safe lock ×

Quantity*

3

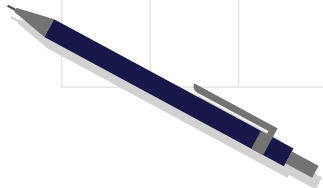
Material order request #2

Material*

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

Quantity*

2



Overview of your order

Requests > +

Search

Type: *Material Order Filters

Save X 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 shows a web application interface for managing material orders. On the left, a sidebar contains navigation icons. The main area is divided into two sections: a list of orders and a detailed view of a selected order.

Order List (Left Panel):

ID	Duration
MO68	1h
MO67	2d
MO66	2d
MO65	2d
MO64	2d
MO63	2d
MO62	2d
MO61	2d

Order Details (Right Panel):

Request: *Material Order MO68

Project: *Purchasing

Scheduled on: [Blank]

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

Budget (Project Number): [Blank]

Project Name: [Blank]

Requestor: Ester Milesi

Assigned to: Purchasing

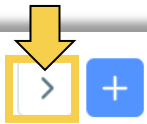
Material: Phusion Hot Start II DNA Polymerase (2 U/μL) 500 units

Quantity: 3

Fusion Task Number (X...): [Blank]

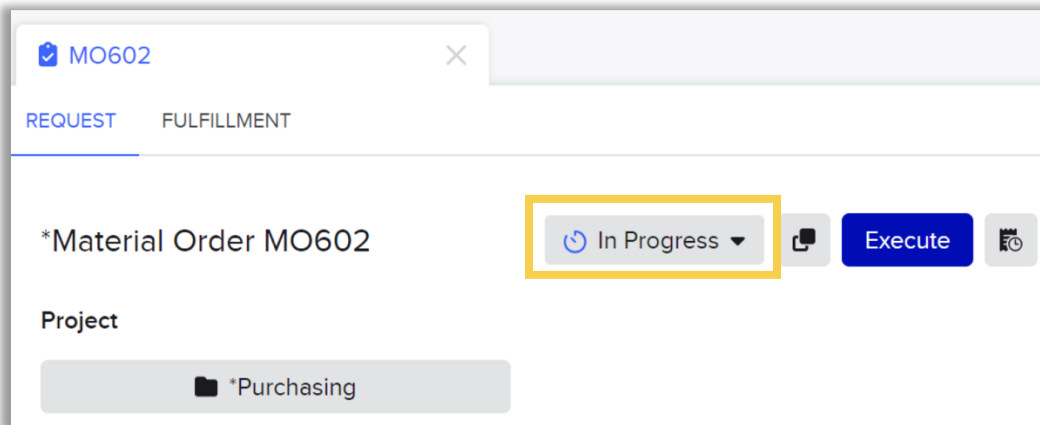
Buttons: Requested, Execute

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*)

Cancel your order

Requests > +

Search

Type: *Material Order Filters

Save X Clear

68 results

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

Phusion Hot Start II DNA Polymera... MO68 X

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

Assigned to Ester

Purchasing

Material

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

Quantity

3

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

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 Requested Execute

Project: *Purchasing

Requestor: Ester Milesi

Scheduled on: Purchasing

Assigned to: Purchasing

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

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

Budget (Project Number): 100243 EDIT FIELD

Quantity: 3

When the ordered items are delivered:

REQUEST STATUS

*Material Order MO68

Project: *Purchasing

Requestor: Ester Milesi

Assigned to: Purchasing

Material: Phusion Hot Start II DNA Polymerase (2 U/ μ L) 500 units

Quantity: 3

Quantity Received (filled by Purchasing team): 3

QUANTITY RECEIVED

Request Status: Completed

Execute

Comments: ETA (filled by Purchasing team) ETA WEEK 25

Ordered By (filled by Purchasing team): etem

Fusion Requisition Number (filled by Purchasing team): 5643634

- The **Request status** remains **“In progress”** if only a portion of the item have 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

Requests

Search

Type: All Task Filters

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

REQUESTS

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... Hydrocortison
MO402	Requested	Alexand...	30/10/2023	Purchasing	No value	https://b... PneumaCult-D-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

+ Add filters

Select field...

Search

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

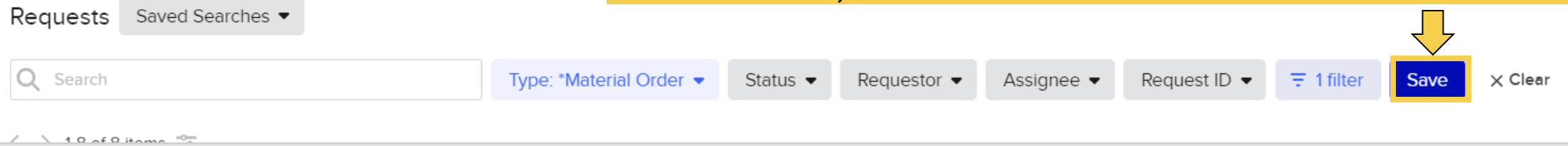
100243 ×

Budget

+ Add filters Apply

Filter orders (for example, by project number)

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



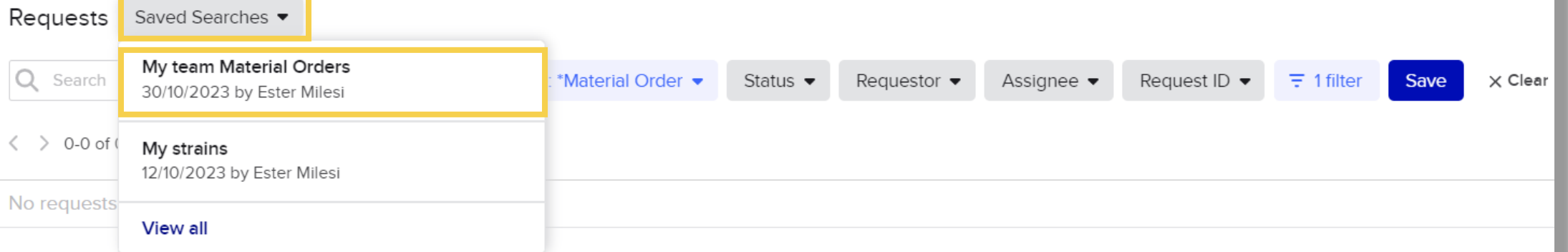
Requests Saved Searches ▾

Search

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

18 of 8 items

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

Filter orders (for example, by requestor)

Requests Saved Searches ▾

Search

Type: *Material Order ▾

Status ▾ Requestor ▾ Assignee ▾ Request ID ▾

Filters Save X 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@biosustain.dtu.dk

