

Lab orders through Benchling

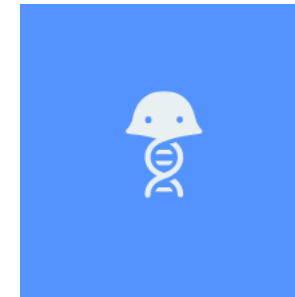
Learn how to:

- 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 are set to 'Type: Commercial Material'. A search result is shown: 'Phusion Hot Start II DNA Polymerase' with a date of '29/08/2023'. A yellow box highlights the product name, and a blue arrow points to it. On the right, the details page for 'Phusion Hot Start II DNA Polymerase' is shown. The 'Schema' is 'Commercial Material'. A table lists fields and values:

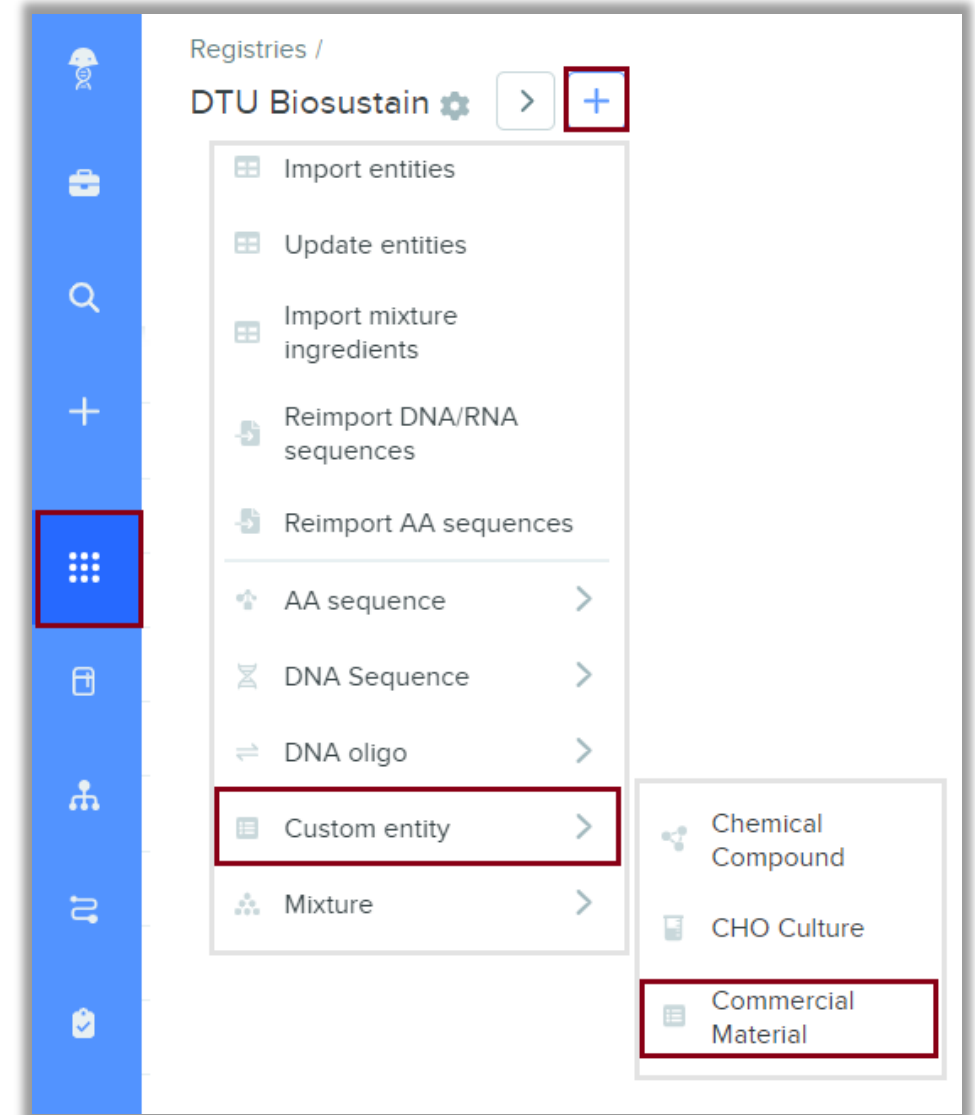
FIELD	VALUE
Link to product	https://www.thermofisher.com/order/catalog/product/F549L
Seller Reference (Catalog Number)	F549L

An 'Edit' button is visible in the top right corner of the details page, with a blue arrow pointing to it.

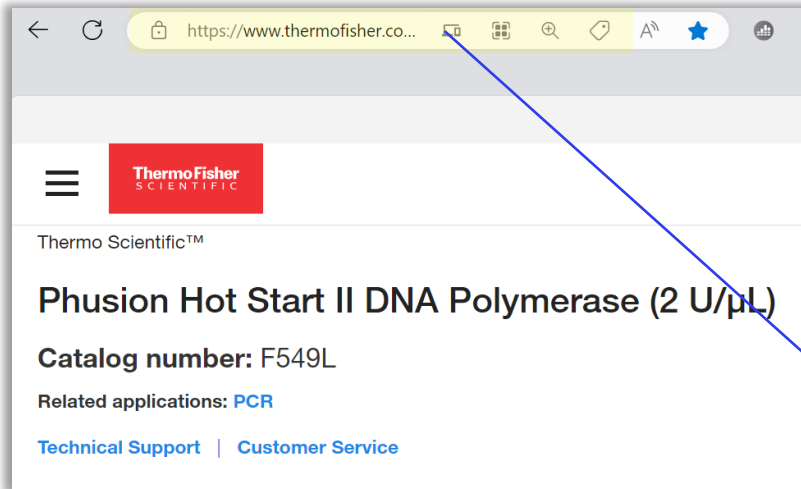
If the link to the product is missing, please add it by clicking on “Edit” and “Save”

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



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



- 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)

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)*

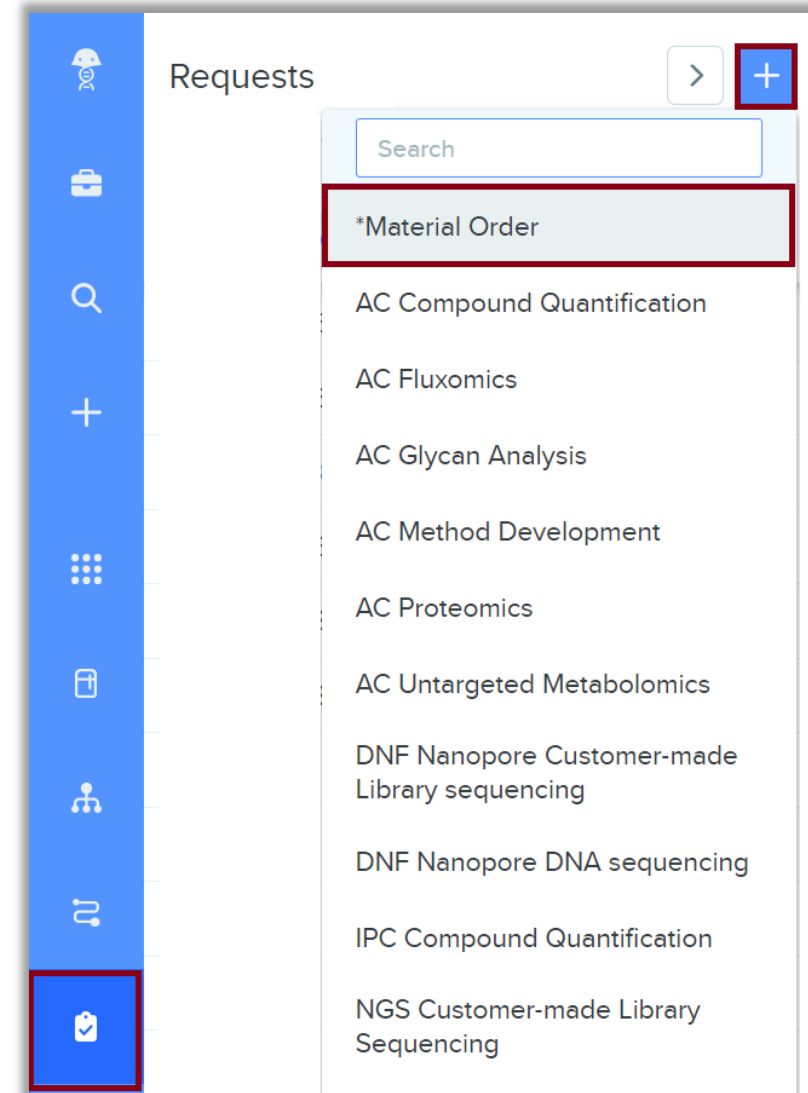
F549L *Unique value*

Seller

Life technologies

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/1/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

Order Date (filled by Purchasing team)

Date

Quantity Received (filled by Purchasing team)

Integer Value

Fusion PO Number (filled by Purchasing team)

Value

ETA (filled by Purchasing team)

Value

Ordered By (filled by Purchasing team)

Value

Fusion Requisition 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/II/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*

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 ▾

Type: *Material Order ▾ Filters
Save × Clear
68 results

MO68



MY ORDER

MO67	2d
MO66	2d
MO65	2d
MO64	2d
MO63	2d
MO62	2d
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/l/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



ONLY VISUALIZE "ORDER" TYPE REQUESTS

The screenshot displays the BRiGHT interface for managing requests. On the left, a sidebar contains navigation icons. The main area is divided into two panels. The left panel, titled 'Requests', shows a list of requests with checkboxes and a 'Type: *Material Order' filter. The right panel, titled 'Phusion Hot Start II DNA Polymerase... MO68', shows the details for a specific request, including a 'REQUEST' tab, a 'Project' section, and a 'Material' section. A red exclamation mark is placed over the 'Material' section.

Requests Overview:

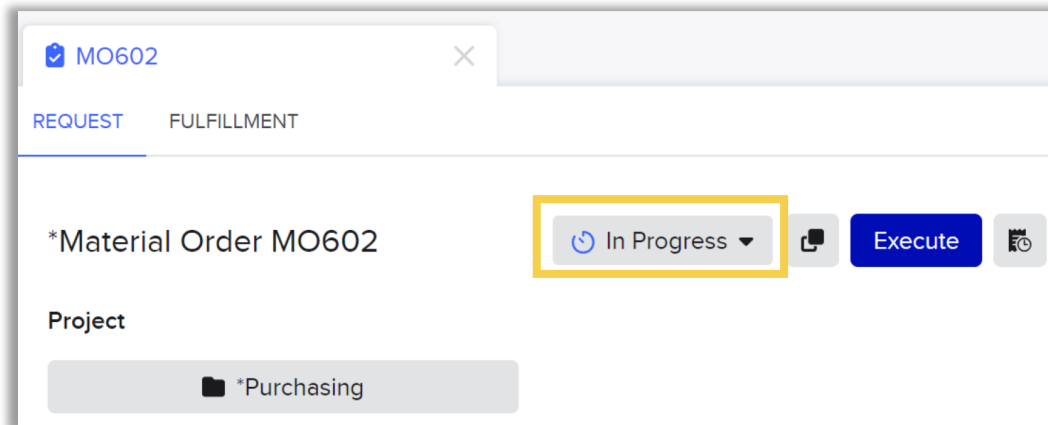
Request ID	Status	Due Date
MO68	✓	1h
MO67	✓	2d
MO66	✓	2d
MO65	✓	2d
MO64	✓	2d
MO63	✓	2d
MO62	✓	2d
MO61	✓	2d

Material Order MO68 Details:

- Project:** *Purchasing
- Scheduled on:**
- To create new Materials, please follow this help guide:** <https://biosustain-dev.atlassian.net/l/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...):**

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

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

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 BRiHT interface for managing material orders. On the left, a sidebar contains navigation icons. The main panel is divided into two sections: a list of requests and a detailed view of a specific order.

Requests List:

- Search bar: Search
- Type: *Material Order
- Filters: [icon]
- Buttons: Save, Clear
- Results: 68 results
- Table of requests:

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

Order Detail View (MO68):

- Project: Phusion Hot Start II DNA Polymera... MO68
- Request: REQUEST, FULFILLMENT
- Status: Requested (dropdown), Execute (button), [icon]
- 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 an edit icon (pencil) located next to the budget field value 100243.

When the ordered items are delivered:

The screenshot displays the BRiHT interface for Material Order MO68. The 'REQUEST STATUS' is 'Completed', indicated by a green checkmark and a yellow arrow. The 'QUANTITY RECEIVED' is 3, indicated by a purple arrow. The interface includes fields for Project, Requestor, Assigned to, Material, Quantity, Fusion Task Number, Order Date, Quantity Received, and Fusion PO Number. The 'Project' field is set to '*Purchasing'. The 'Requestor' is Ester Milesi. The 'Assigned to' is Purchasing. The 'Material' is Phusion Hot Start II DNA Polymerase (2 U/μL) 500 units. The 'Quantity' is 3. The 'Fusion Task Number' is (X...). The 'Order Date' is 21/09/2023. The 'Quantity Received' is 3. The 'Fusion PO Number' is (filled by Purchasing team). The 'Comments' section shows 'ETA (filled by Purchasing team) ETA WEEK 25' and 'Ordered By (filled by Purchasing team) etem'. The 'Fusion Requisition Number' is 5643634.

REQUEST STATUS

Completed

QUANTITY RECEIVED

- 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 the BRiGHT interface with the 'Requests' section selected in the sidebar. The sidebar has a blue background with white icons. The 'Requests' icon is highlighted with a yellow box, and a yellow arrow points from the 'REQUESTS' label to it. The 'Requests' panel is white and contains a search bar, a 'Type: All' dropdown, a 'Task' dropdown, and a 'Filters' button. A yellow box highlights the 'EXPAND VIEW' button (a square with a right-pointing arrow) in the top right corner of the panel, with a yellow arrow pointing to it from the '1. EXPAND VIEW' label. Below the search bar is a table of requests.

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

Filter orders (for example, by project number)

2. FILTER REQUEST TYPE : "MATERIAL ORDER"

Requests Saved Searches ▾

< > 1-100 of 2798 items

Type: All ▾ Task ▾ Status ▾ Requestor ▾ Assignee ▾ Request ID ▾ Filters

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

<input type="checkbox"/>	Request ID	Status	Requestor	Created	Assigned To
<input checked="" type="checkbox"/>	MO406	<input type="radio"/> Requested	Matteo ...	30/10/2023	Purchasing
<input checked="" type="checkbox"/>	MO405	<input type="radio"/> Requested	Alexand...	30/10/2023	Purchasing
<input checked="" type="checkbox"/>	MO404	<input type="radio"/> Requested	Alexand...	30/10/2023	Purchasing
<input checked="" type="checkbox"/>	MO403	<input type="radio"/> Requested	Alexand...	30/10/2023	Purchasing
<input checked="" type="checkbox"/>	MO402	<input type="radio"/> Requested	Alexand...	30/10/2023	Purchasing
<input checked="" type="checkbox"/>	MO401	<input type="radio"/> Requested	Gonzalo...	30/10/2023	Purchasing
<input checked="" type="checkbox"/>	MO400	<input checked="" type="radio"/> In Progress	Mariia S...	30/10/2023	Purchasing
<input checked="" type="checkbox"/>	MO399	<input checked="" type="radio"/> In Progress	Mariia S...	30/10/2023	Purchasing
<input checked="" type="checkbox"/>	MO398	<input checked="" type="radio"/> In Progress	Mariia S...	30/10/2023	Purchasing
<input checked="" type="checkbox"/>	MO397	<input type="radio"/> Requested	Mariia S...	30/10/2023	Purchasing

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 X 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 El

+ Add filters

Select field... X

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...
MO405	In Progress	Alexand...	30/10/2023	Purchasing	No value	https://b...
MO404	Requested	Alexand...	30/10/2023	Purchasing	No value	https://b...
MO403	Requested	Alexand...	30/10/2023	Purchasing	No value	https://b...
MO402	Requested	Alexand...	30/10/2023	Purchasing	No value	https://b...
MO401	Requested	Gonzalo...	30/10/2023	Purchasing	No value	https://b...
MO400	In Progress	Mariia S...	30/10/2023	Purchasing	No value	https://b...

Field Budget (Project Number)

has one of

100243 ×

Budget

+ Add filters Apply

ZAG-110 dsDNA Kit (35-5000 bp) - 5000

Falcon® Permeable Support for 24-well

Heparin Solution

Hydrocortisone

PneumaCult®-Ex Plus Medium

UDP-6-azide-glucose

Human IL-10 ELISA Kit (Interleukin-10) (a

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

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

Requests Saved Searches ▾

Search

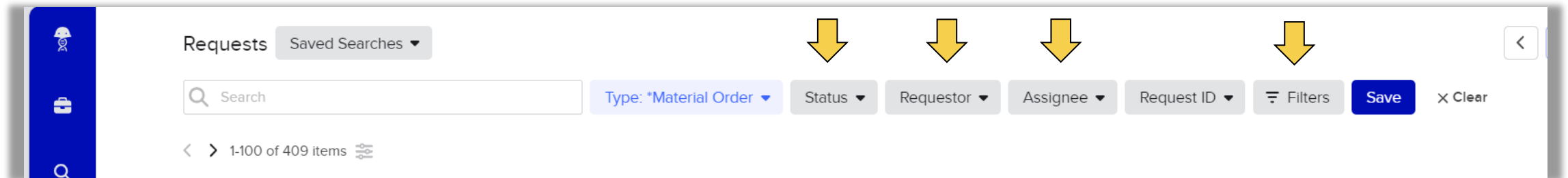
My team Material Orders
30/10/2023 by Ester Milesi

My strains
12/10/2023 by Ester Milesi

View all

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

Filter orders (for example, by requestor)



The screenshot shows the 'Requests' section of the DTU BRiGHT system. It features a search bar, a 'Saved Searches' dropdown, and a filter bar with the following options: 'Type: *Material Order', 'Status', 'Requestor', 'Assignee', 'Request ID', and 'Filters'. There are four yellow arrows pointing down to the 'Status', 'Requestor', 'Assignee', and 'Filters' filters. The interface also includes a 'Save' button and a 'Clear' button. At the bottom, it shows '1-100 of 409 items' and a filter icon.

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

