

Lab orders through Benchling

Learn how to:

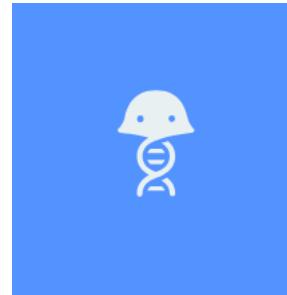
- Create a Commercial Material
- Submit an order
- Edit/Delete an order
- Filter your existing orders by Project Number (or any other metadata field)

For questions, contact

lims_support@bright.dtu.dk

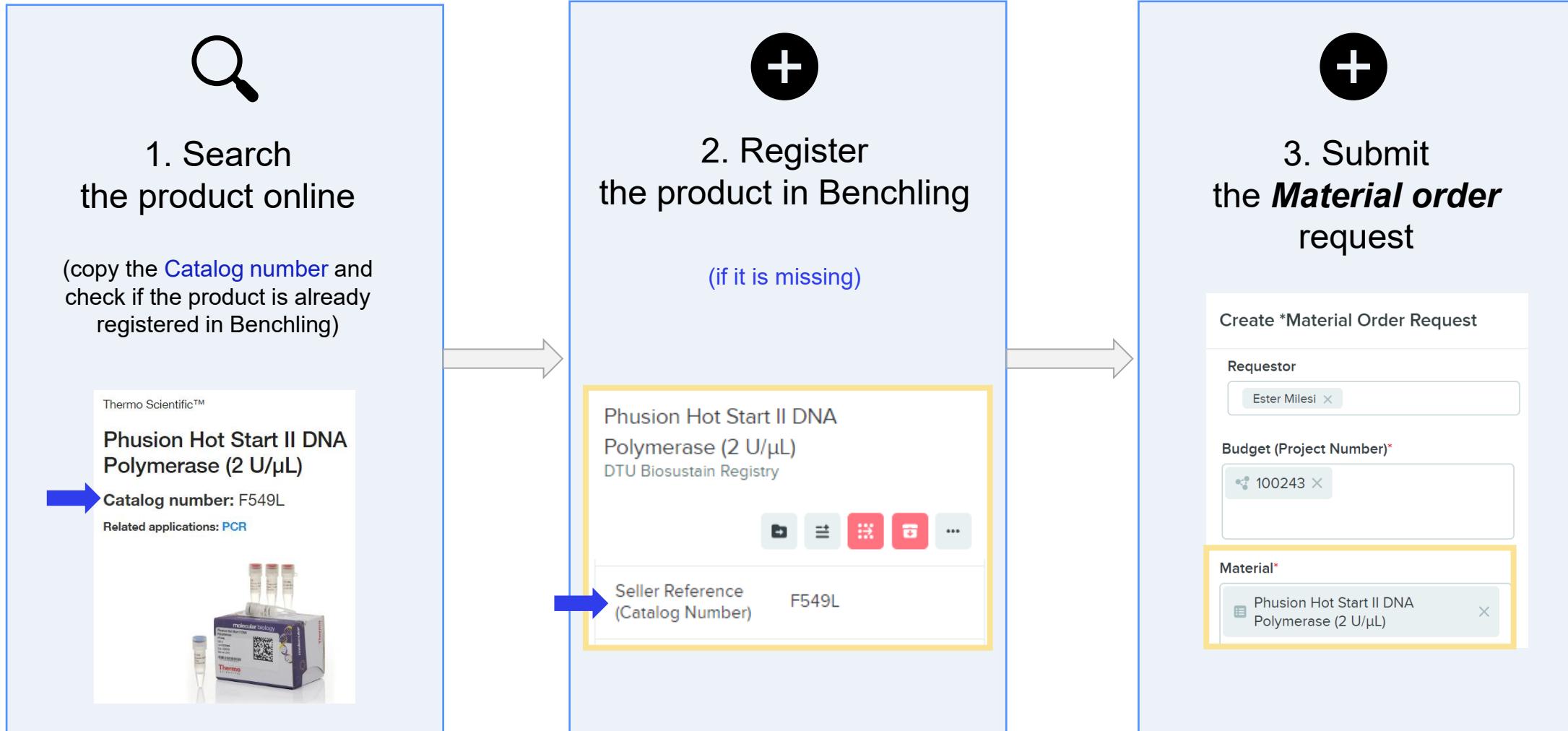
Requirements

- 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/>

Steps



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

The screenshot shows a search results page for the product 'Phusion Hot Start II DNA Polymerase (2 U/μL)'. The search bar at the top contains the catalog number 'F549L'. Below the search bar, the product name is displayed. A green box highlights the 'Catalog number: F549L' text. The main content area shows a table with three rows of product information:

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 ⓘ	***	[Quantity input field]
F549XL	2000 units	Price: 16.080,00 Online Offer: 15.462,65 ⓘ (ends 30-Sep-2023) Your Price: Sign In ⓘ	***	[Quantity input field]
F549S	100 units	Price: 1.106,00 Your Price: Sign In ⓘ	***	[Quantity input field]

The screenshot shows the Benchling search interface. A green arrow points from the 'Catalog number' field in the search bar to the 'Catalog number' field in the search results. The search results show one result for 'Phusion Hot Start II DNA Polymerase' with a date of 29/08/2023. The search bar also includes a 'Type: Commercial Material' dropdown, a 'Folder' button, a 'Filters' button, and a 'Save' button.

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

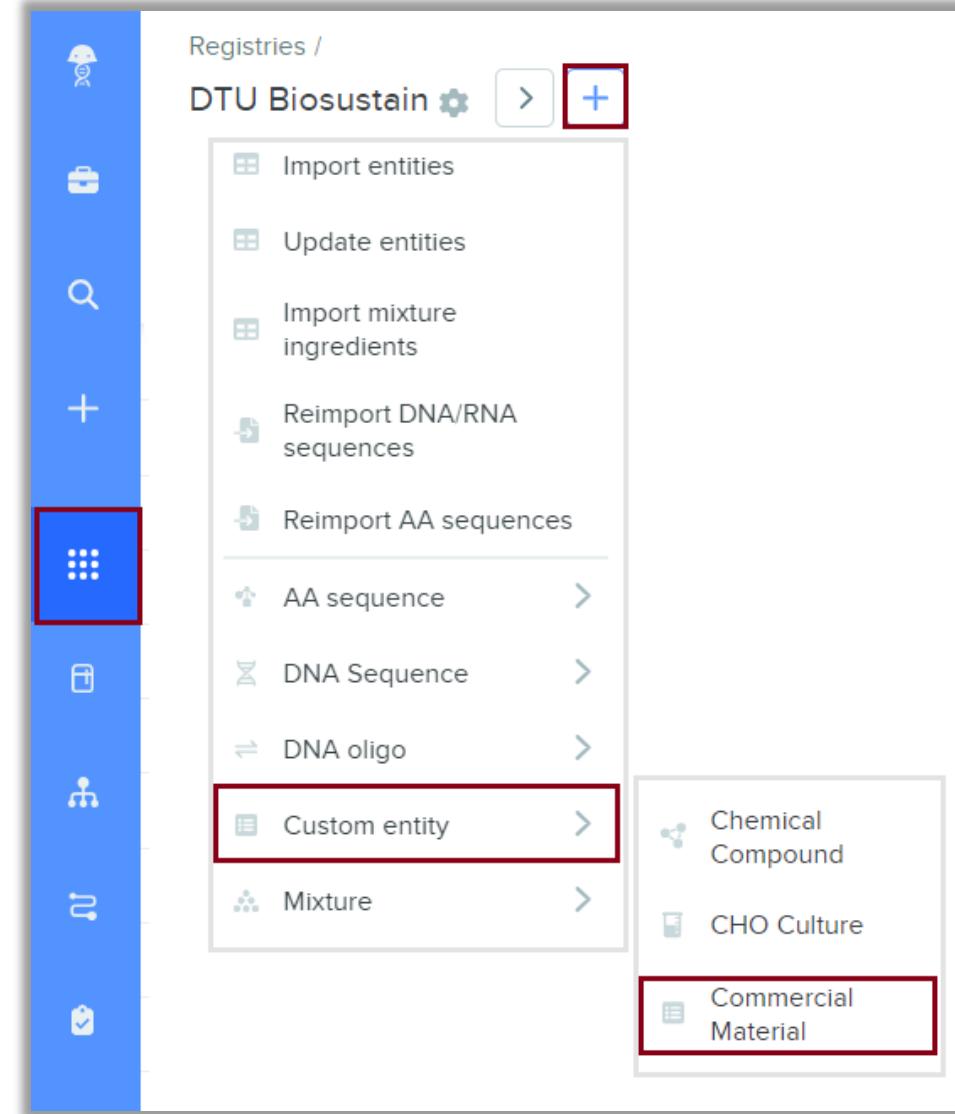
The screenshot shows the BRIGHT search interface. On the left, there is a sidebar with icons for user profile, folder, search, and other functions. The main search bar has 'F549L' entered. Below the search bar, there are filters set to 'Type: Commercial Material'. A single result is shown: 'Phusion Hot Start II DNA Polymer...' from 29/08/2023. This result is highlighted with a yellow box and has a blue arrow pointing to it from the bottom-left. To the right, a detailed view of the item is shown in a modal window. The modal has tabs for METADATA, RELEVANT ITEMS, DESCRIPTION, and RESULTS. The METADATA tab is selected, showing the schema 'Commercial Material' (which cannot be changed) and two fields: 'Link to product' with the value '<https://www.thermofisher.com/order/catalog/product/F549L>' and 'Seller Reference (Catalog Number)' with the value 'F549L'. An 'Edit' button is visible in the top right corner of the modal.

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

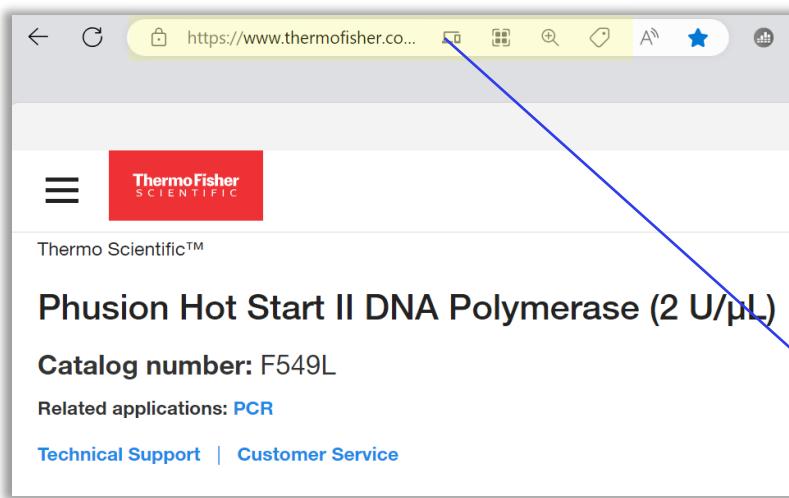
If the link to the product is missing, please add it by clicking on “Edit” and “Save”

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

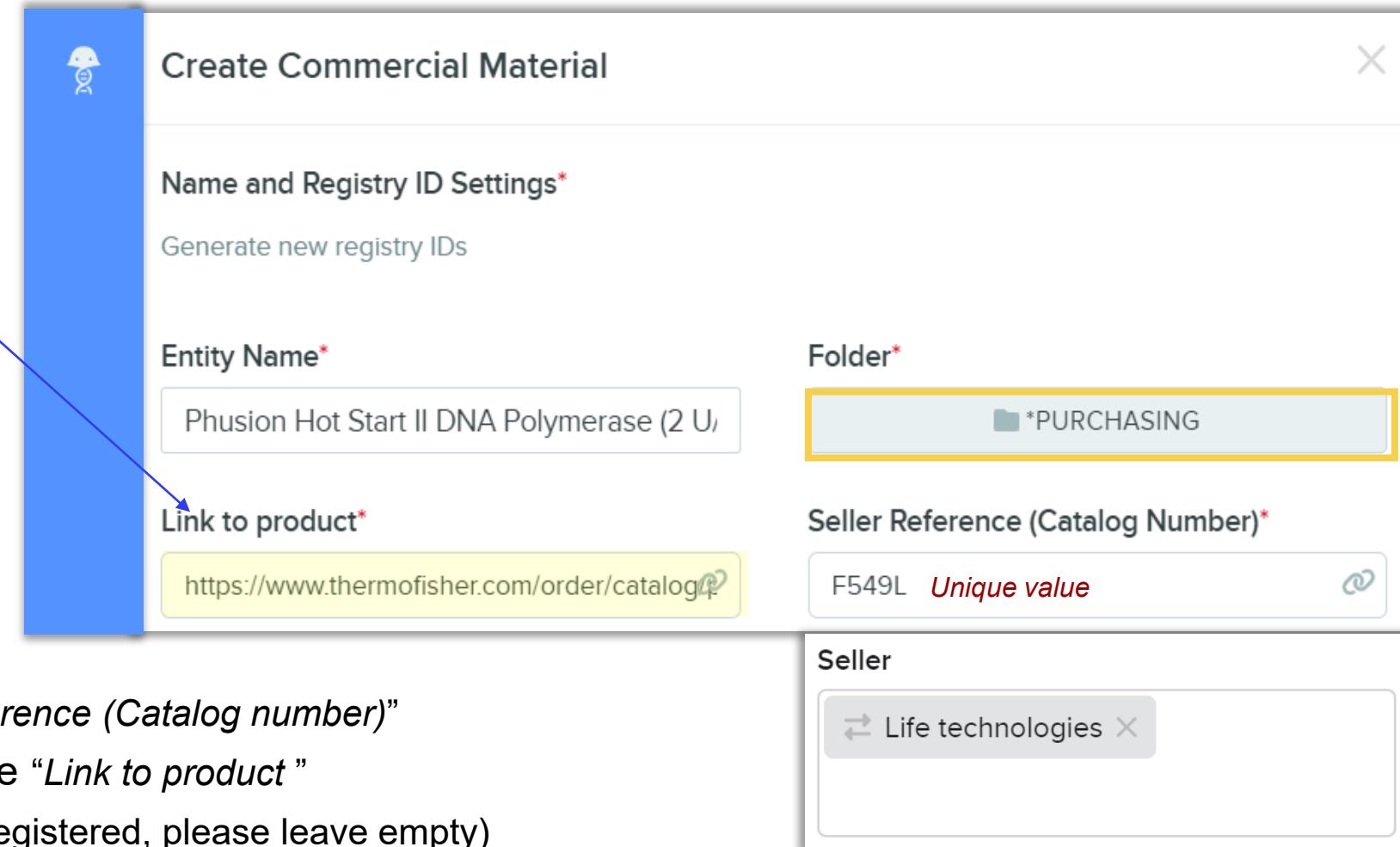
- Click on the **[Registry]** button in the sidebar
- Choose “*Custom entity*”
- Then select “*Commercial Material*”
- ... Continue in next slide



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



Phusion Hot Start II DNA Polymerase (2 U/μL)
Catalog number: F549L
Related applications: PCR
Technical Support | Customer Service



Create Commercial Material

Name and Registry ID Settings*

Generate new registry IDs

Entity Name*

Phusion Hot Start II DNA Polymerase (2 U/

Link to product*

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

Folder*

*PURCHASING

Seller Reference (Catalog Number)*

F549L Unique value

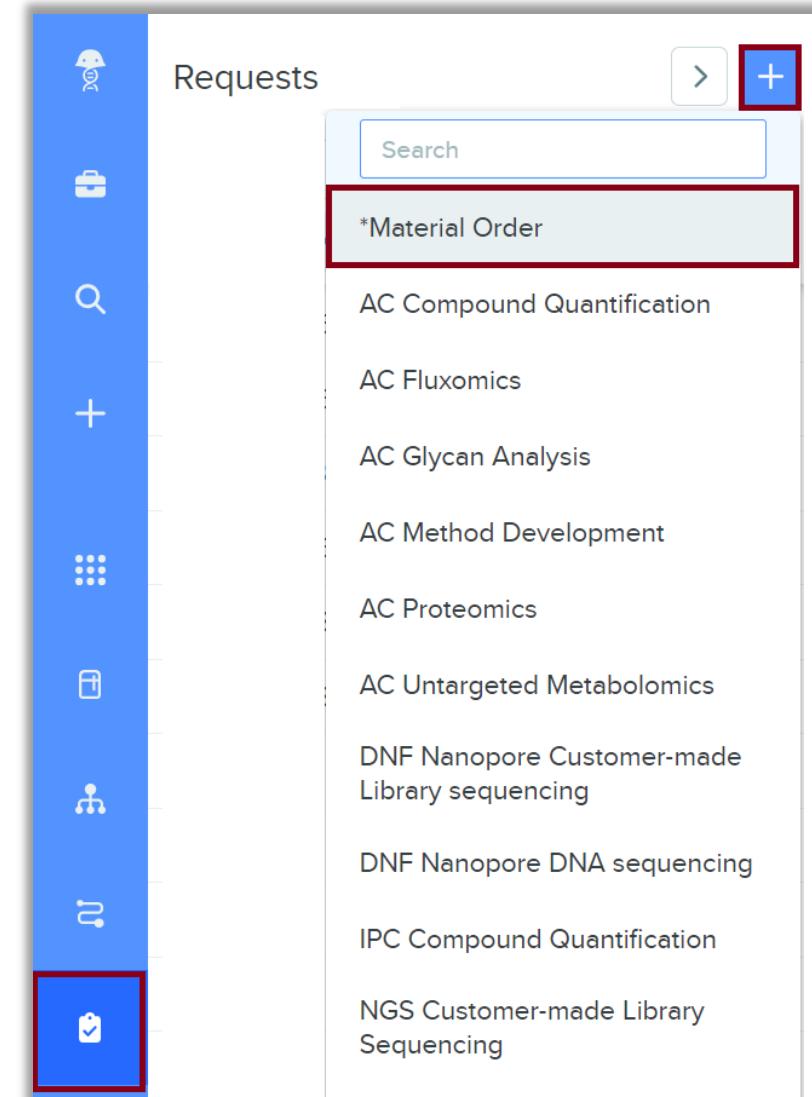
Seller

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

Automatically assigned

Project* *Purchasing

Requestor Ester Milesi

Assigned to Purchasing

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

Budget (Project Number)*

Project Name

Comments

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)

Order Date (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

Requestor Ester Milesi X

Assigned to Purchasing X | Search for assignee

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

Budget (Project Number)* 100243 X

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

Quantity* 1

Project Name PhD of Ester Milesi 

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

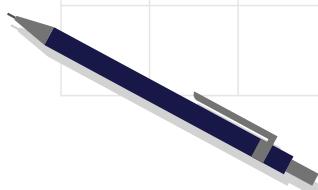
Comments

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 X

Quantity*

3

Material order request #2

Material*

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

Quantity*

2

Overview of your order

The screenshot displays a user interface for managing material orders. On the left, a sidebar shows a list of 68 results under the heading "Requests". The entry "MO68" is highlighted with a yellow box and labeled "MY ORDER". The main area shows a detailed view of "Material Order MO68".

REQUEST Phusion Hot Start II DNA Polymerase... **MO68**

REQUEST *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) **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...)

A blue message icon is located in the bottom right corner.

Overview of your order

OVERVIEW AND FILTER ORDERS

The screenshot shows a user interface for managing orders. On the left, a sidebar lists various icons: a person, a briefcase, a magnifying glass, a grid, a document, a person icon, a gear, and a house. Below the sidebar is a list of requests:

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

On the right, a modal window displays a detailed view of a material order:

***Material Order MO68**

Project: *Purchasing

Scheduled on: [empty]

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

Budget (Project Number): [Test Budget](#)

Project Name: [empty]

Requestor: Ester Milesi

Assigned to: Purchasing

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

Quantity: 3

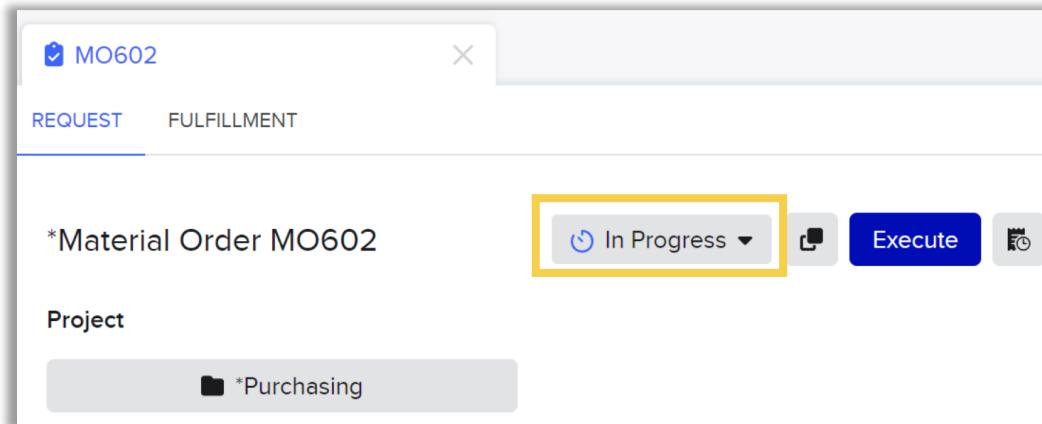
Fusion Task Number (X...): [empty]

A yellow arrow points from the "Type: *Material Order" dropdown in the sidebar to the "Material Order MO68" section in the modal. A blue arrow points from the "Save" button in the sidebar to the "Execute" button in the modal.

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 Polymerase... 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 Requested Scheduled In Progress Completed Cancelled

Execute

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 shows a user interface for managing material orders. On the left, a sidebar displays a list of 'Requests' with 68 results, including items like MO68, MO67, MO66, MO65, MO64, MO63, and MO62. The main area shows a detailed view for 'Material Order MO68'. The top navigation bar includes a search bar, a dropdown for 'Type: *Material Order', and buttons for 'Save' and 'Clear'. The main content area is divided into REQUEST and FULFILLMENT tabs. Under REQUEST, it shows the title '*Material Order MO68'. Under FULFILLMENT, it shows the Project as '*Purchasing', Requestor as Ester Milesi, Assigned to Purchasing, Material as 'Phusion Hot Start II DNA Polymerase (2 U/µL) 500 units', and Quantity as 3. A yellow callout box labeled 'EDIT FIELD' with a downward arrow points to the 'Budget (Project Number)' field, which contains '100243' and has a blue edit icon.

REQUEST FULFILLMENT

*Material Order MO68

Project: *Purchasing

Requestor: Ester Milesi

Scheduled on:

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

Budget (Project Number): 100243

EDIT FIELD

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

Quantity: 3

When the ordered items are delivered:

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/HVgh8JXO>

Budget (Project Number) Test Budget

Project Name

Comments

ETA (filled by Purchasing team)
ETA WEEK 25

Ordered By (filled by Purchasing team)
etem

Fusion Requisition Number (filled by Purchasing team)
5643634

REQUEST STATUS

Completed Execute 

Requestor Ester Milesi

Assigned to Purchasing

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

Quantity 3

Fusion Task Number (X...)

Order Date (filled by Purchasing team)
21/09/2023

Quantity Received (filled by Purchasing team)
3 
Fusion PO Number (filled by Purchasing team)

- 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

REQUESTS

Requests > +

Search Type: All Task Filters

Project Number	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”

The screenshot shows a software interface for managing requests. On the left is a vertical toolbar with icons for user profile, search, filters, and other functions. The main area has tabs for 'Requests' and 'Saved Searches'. A search bar and a navigation bar with items like 'Type: All', 'Task', 'Status', 'Requestor', 'Assignee', 'Request ID', and 'Filters' are at the top. A yellow arrow points from the text '2. FILTER REQUEST TYPE : “MATERIAL ORDER”' down to the 'Type: All' dropdown menu. This menu is open, showing a list of options: 'All' (selected), '*Material Order' (highlighted with a yellow box), and several other project names: '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', and 'DNF Nanopore DNA sequencing'. To the right of the dropdown is a table listing requests. The columns are 'Request ID', 'Status', 'Tasks', 'Requestor', 'Created', and 'Assigned To'. The data shows multiple entries for each project name listed in the dropdown, all created on 30/10/2023 and assigned to 'Purchasing'.

Request ID	Status	Tasks	Requestor	Created	Assigned To
MO406	Requested	AC Compound Quantification	Matteo ...	30/10/2023	Purchasing
MO405	Requested	AC Fluxomics	Alexand...	30/10/2023	Purchasing
MO404	Requested	AC GC-MS analysis	Alexand...	30/10/2023	Purchasing
MO403	Requested	AC Glycan Analysis	Alexand...	30/10/2023	Purchasing
MO402	Requested	AC Method Development	Alexand...	30/10/2023	Purchasing
MO401	Requested	AC Proteomics	Gonzalo...	30/10/2023	Purchasing
MO400	In Progress	AC Targeted Metabolomics	Mariia S...	30/10/2023	Purchasing
MO399	In Progress	AC Untargeted Metabolomics	Mariia S...	30/10/2023	Purchasing
MO398	In Progress	DNF Nanopore Customer-made Library sequencing	Mariia S...	30/10/2023	Purchasing
MO397	Requested	DNF Nanopore DNA sequencing	Mariia S...	30/10/2023	Purchasing

Filter orders (for example, by project number)

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

Screenshot of a software interface showing a list of requests. A yellow arrow points from the text "3. ADD AN ADDITIONAL FILTER TYPE, E.G., PROJECT NUMBER" to a dropdown menu labeled "Field". The "Field" dropdown is open, showing a list of filter options. The option "Budget (Project Number)" is highlighted with a yellow box.

The interface includes a sidebar with various icons and a main table with columns: Request ID, Status, Requestor, Created, Assigned To, Sched..., and a link column.

Request ID	Status	Requestor	Created	Assigned To	Sched...	Link
MO409	Requested	Troels H...	30/10/2023	Purchasing	No value	https://b...
MO408	Requested	Troels H...	30/10/2023	Purchasing	No value	https://b...
MO407	Requested	Domitill...	30/10/2023	Purchasing	No value	https://b...
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...

Filter Options (Dropdown):

- Field
- + Add filters
- Select field...
- Budget (Project Number) **(highlighted)**
- Quantity
- Project Name
- Fusion Task Number (X...)
- Comments
- Fusion PO Number (filled by Purchas...
- Fusion Requisition Number (filled by...
- Quantity Received (filled by Purchasi...
- Order Date (filled by Purchasing tea...
- Estimated Delivery Date (filled by P...
- Ordered By (filled by Purchasing tea...

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 X Clear

Field Budget (Project Number) has one of 100243

+ Add filters Apply

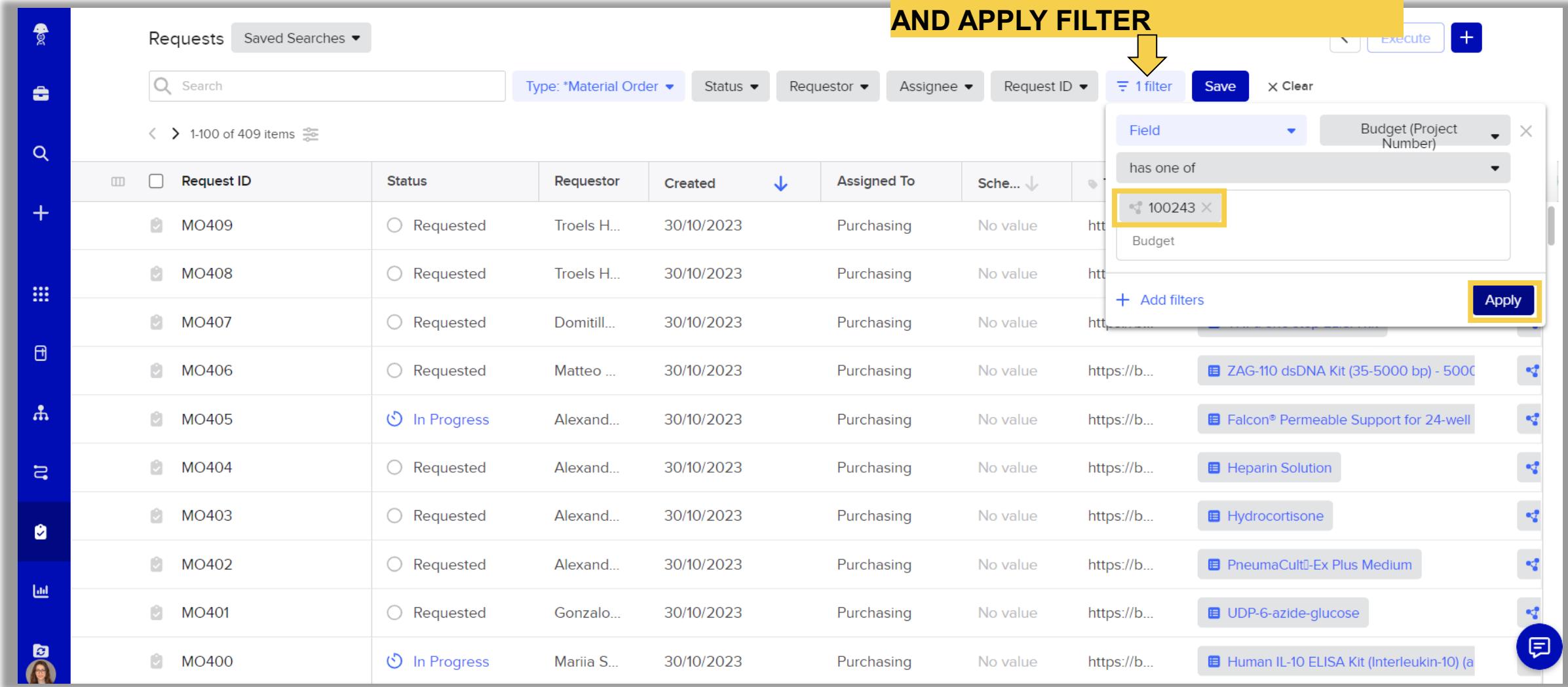
1-100 of 409 items

Request ID	Status	Requestor	Created	Assigned To	Sche...	...
MO409	Requested	Troels H...	30/10/2023	Purchasing	No value	ht...
MO408	Requested	Troels H...	30/10/2023	Purchasing	No value	ht...
MO407	Requested	Domitill...	30/10/2023	Purchasing	No value	ht...
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

100243

Budget

+ Add filters Apply



Filter orders (for example, by project number)

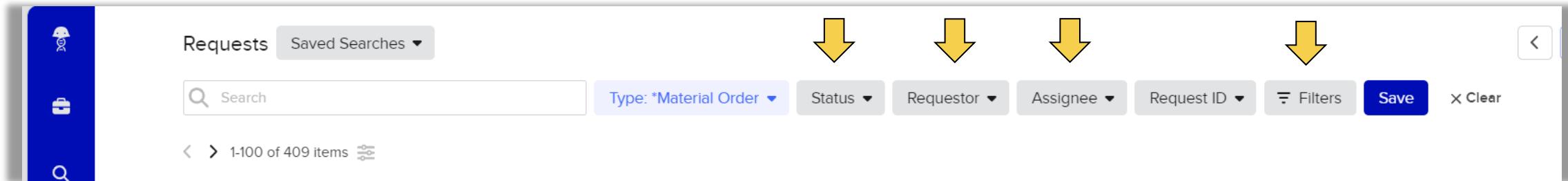
5. IF YOU WANT, YOU CAN SAVE THE FILTER FOR FUTURE USE

This screenshot shows the 'Requests' page interface. At the top, there are two tabs: 'Requests' (selected) and 'Saved Searches'. Below the tabs is a search bar with a magnifying glass icon and the word 'Search'. To the right of the search bar are several filter dropdowns: 'Type: *Material Order', 'Status', 'Requestor', 'Assignee', and 'Request ID'. A blue button labeled 'Save' is highlighted with a yellow arrow pointing to it. Below the filters, there is a message '1 of 8 items'.

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

This screenshot shows the 'Requests' page after saving a filter. The 'Saved Searches' tab is selected, and a dropdown menu is open. It contains two items: 'My team Material Orders' (30/10/2023 by Ester Milesi) and 'My strains' (12/10/2023 by Ester Milesi). The first item is highlighted with a yellow box and a yellow arrow points to it from the text above. The rest of the interface is identical to the previous screenshot, including the filter bar and the message '1 of 8 items'.

Filter orders (for example, by requestor)



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

