
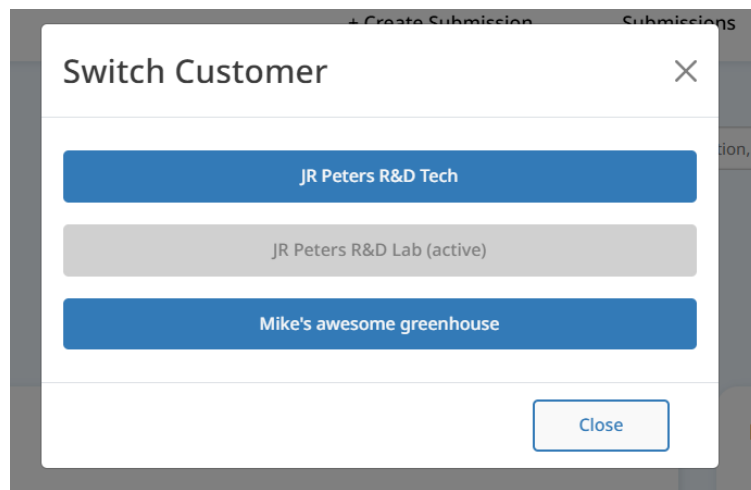


Logging Samples into Customer Portal.

Note: This is not a required process; we are happy to log your samples upon receipt.

1. If you have not yet requested access to the JR Peters Customer Portal, please email us at jrplab@jrpeters.com with the following information:
 - a. Your Name:
 - b. Your Company/Account Name:
 - c. Your Account Number (if known):
 - d. Confirm email:
2. Once you have access to the portal, navigate to <https://jrpeters.qbench.net/portal> and sign in.
3. If you are a contact on multiple accounts, you will first need to choose the correct account by clicking on the  and “Switch Customer” to select the account under which these samples should be logged. In the image below, we know we are logged into the JR Peters R&D Lab account because it is gray and says “active.”



4. Click on “Create Submission” on the top menu bar.
5. Put today’s date as the Date Received. When we physically receive the samples in the lab, the date will update on our side.
6. Add any special instructions or a package tracking number if you would like.
7. Pictures or files can be attached on the bottom.
8. Click Add Samples. If you would like to upload an excel file, skip to step #14.
9. Click Add New Sample. Fill in all required information and click “Add to Submission Request.”

Sample ID 25060147

Portal Test — Solution — Fert



Sample Added to Submission

10. Click the copy icon to duplicate the sample.
11. Click the pencil icon to edit the sample. If you duplicate a sample, you will need to click edit and update the sample description and save it.

12. Click the trash icon to delete the sample.
13. Click “Add Another Sample” to return to the sample information screen to enter new sample information.
14. If you are logging a lot of samples, or log the same or similar samples every week, it is recommended to upload an excel file to save time. Click the “Upload Excel” button in the top, right-hand corner and download the template if this is your first time uploading.
15. Enter the pertinent information into the excel spreadsheet, an example is below.
 - a. id: can be ignored
 - b. Description: Sample Description. Please try to limit it to 20 characters.
 - c. Sample Matrix: Type of sample; Options are:
 - i. Solution
 - ii. Media
 - iii. Tissue
 - iv. PS Mix
 - v. QA Fert

id	description	Sample_Matrix	sample_type1	collection_date	comments	tissue_type
	Well Water	Solution	Water	6/17/2025		
	Potting Soil	Media	Media-Si	6/17/2025		
	Petunia Tissue	Tissue	Tissue	6/17/2025		Petunia

- d. Sample Type: More specific sample type, along with added additional options beyond standard testing. Options are:

i. Fert	xi. Tissue
ii. Fert-F	xii. Tissue-Si
iii. Fert-Si	xiii. Stock
iv. Fert-F+Si	xiv. Stock-Si
v. Water	xv. C:N Ratio
vi. Water-F	xvi. PS Mix
vii. Water-Si	xvii. QA Fert
viii. Water-F+Si	xviii. pH/EC Media
ix. Media	xix. Percent Moisture
x. Media-Si	

Note: F = Fluoride and Si = Silicon

- e. Collection Date for each sample.
- f. Any sample comments.
- g. Tissue Type: Must be a tissue for which we have specific limits that are reported. If the option is not listed in the table below, please leave blank.

JR Peters Tissue Types	
African Violet	Geranium (zonal) New leaf
Azalea	Geranium (Regal)
Basil	Gerbera
Bedding plant	Gloxinia
Begonia (wax leaf)	Glycine Max (soybean)
Begonia (Ringer)	Hibiscus
Cabbage or Kale	Hydrangea
Cactus (Holiday)	Impatiens
Caledium	Kalanchoe
Calla	Lettuce (buttercrunch)
Cannabis Flower	Lily
Carnation	Marigold
Celery	Nephrolepis
Chrysanthemum	New Guinea Impatiens
Conifer	Pansy
Corn	Petunia
Cucumber	Poinsettia
Cyclemen	Primula
Easter Lily	Rose
Ficus (Benjamina)	Salvia
Foliage plants	Snapdragon
Freesia	Spinach
Fuchsia	Spathiphyllum
Geranium (seed)	Streptocarpus
Geranium (ivy)	Tomato
Geranium (zonal) general	Vinca
Geranium (zonal) Old leaf	Woody Ornamentals

- h. Click "Submit Submission Request" when you are finished adding samples.
- i. Click on "Chain of Custody" to download the Chain of Custody form. Please print and include this in the box with your samples.
- j. You should receive an email confirmation momentarily.