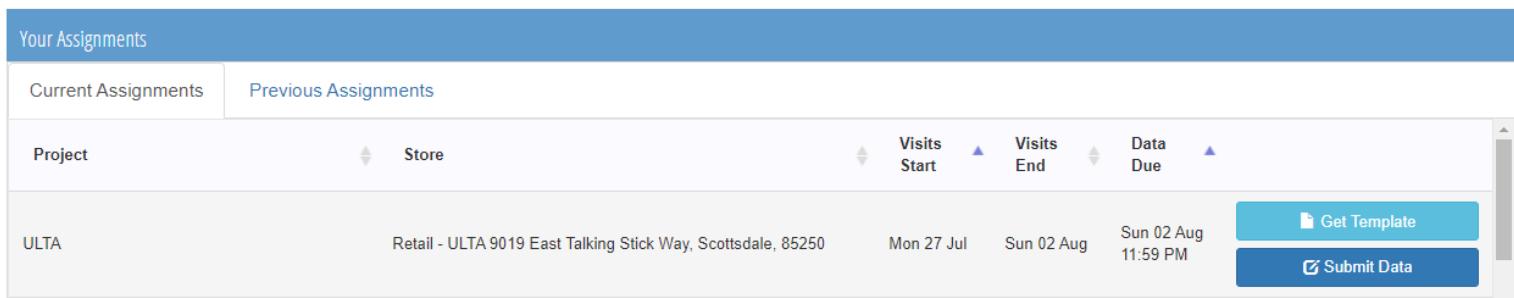# Ulta Project Submission Guidelines

Hello! We are changing up the tech on the datasheets and submission process for the Ulta project. With so many years of data to hang onto, converging Excel files has become quite the lift on the back end. We think these changes will also make the process easier for the vendors as well because the Google Sheets will 100% work while in the stores!

The Ulta Project will now use a **unique template for each visit.** Data Submission as an Excel Attachment will no longer be required/accepted as of July 28th.
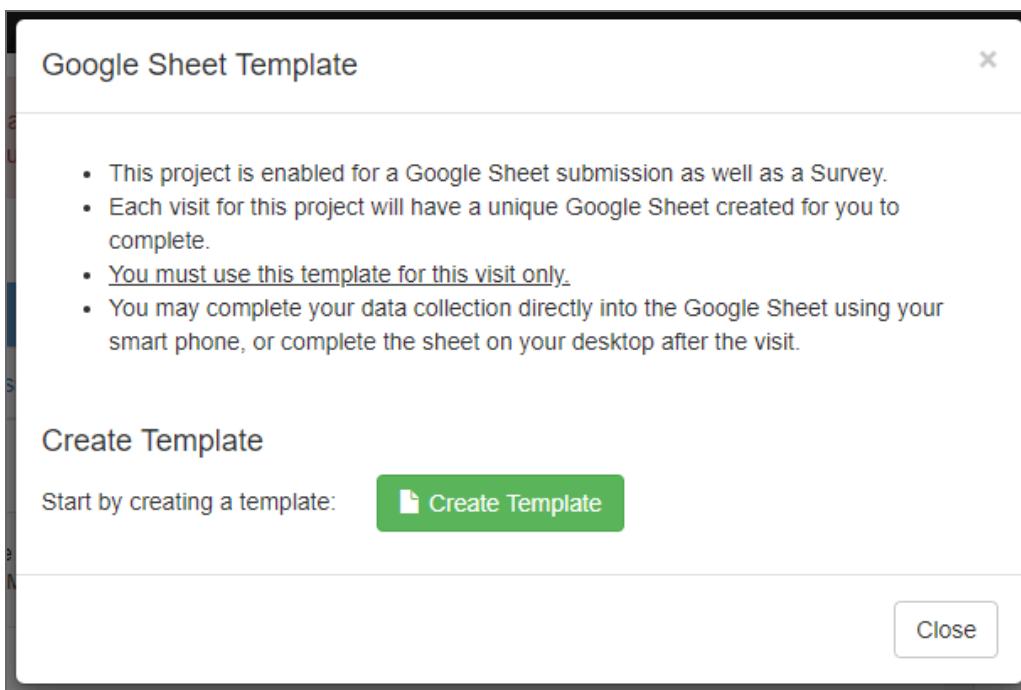
Before each visit, you'll need to login to the VMS to get a copy of your template. These will be linked to your survey and are unique for that **specific visit.** You must repeat this process for **each and every** Ulta Visit moving forward.

1. Login to the VMS - **Starting 24 hours** prior to your visit window (the templates will be live on Sun), you will see a new button "Get Template" available



2. A popup will appear explaining the Ulta Google Sheet process. You must click "Create Template" in order to create a unique copy of your template for this specific visit. You will repeat this process **every visit**.

3. Once the template has been created, you will be able to access a link to the Google Sheet to use for this for this visit.

> **Template Created!** Access your Google Sheet below.
>
> ## Visit Template
>
> Access your template here (opens in a new window, ensure popups are enabled):
> https://drive.google.com/open?
> id=1nGwbIMwu2YKWDhLC5upaa0V4_Dt1Rd5b1ezDoTsmecw

If you close out/lose track of your template, you may return to this template / get the link any time repeating the process above.

**SURVEY SUBMISSION**

You'll just submit your survey like normal via the VMS. In the survey, you'll see a prompt with the link to your datasheet again and you must acknowledge you have completed the Sheet in order to continue and submit your survey. You will need to disable any pop-up blockers for this to work.

## Submit Data

You are about to submit data for the following Project and Visit:

| | |
|---|---|
| **Project** | ULTA |
| **Store Type** | Retail |
| **Store** | ULTA |
| **Store Address** | 9019 East Talking Stick Way, Scottsdale, 85250 |
| **Visit Period** | 7/27/2020 - 8/2/2020 |

> **Google Sheet Submission** This Visit also has a unique Google Sheet which must be submitted. During the survey you will be prompted to open and complete the Google Sheet, or you may open using the following link (warning popups must be enabled, opens in a new window): https://drive.google.com/open?id=1A9EgsCXN0IZxAzUBh-wzeh4rRsMRrHDLR89eQa0BSJU

**What was the date of your store check?** 07/28/2020