Export Vendor Files

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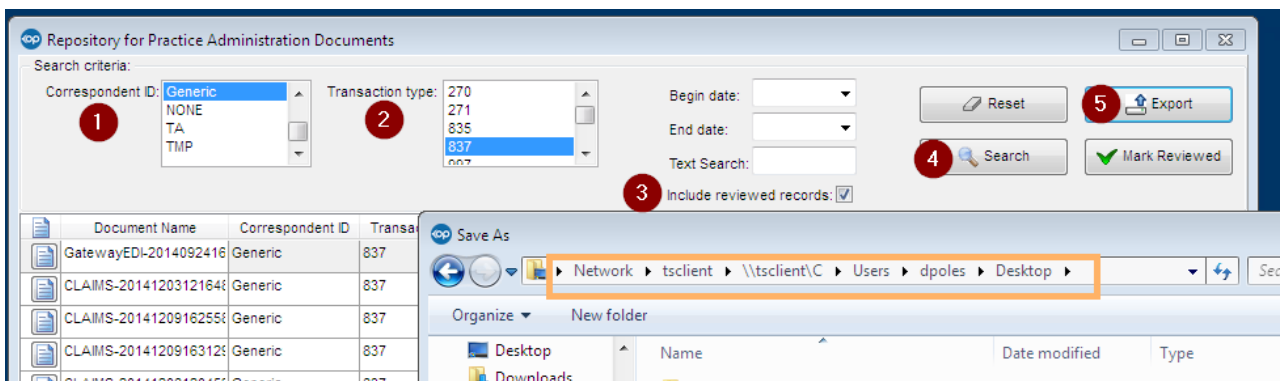
> ⚠️ **ALERT**: Importing and exporting documents is currently unavailable, and the OP Team is working hard to return the functionality as soon as possible. *The steps in this article are temporarily unavailable.*

> 📌 **Note**: This documentation applies to the OP Cloud environment.

To export vendor files from the OP Cloud:

1. Create a claim file, statement file, or immunization registry file.
2. Create a location on your desktop where you wish to export the file locally.
3. Select **Activities** > **Administrative Documents**.
4. Select the appropriate Correspondent ID and desired Transaction type (i.e.: 837 or STMT).
5. Click the **Search** button.
6. Locate and select the file you wish to export.
7. Click the **Export** button.
8. Navigate to the **Network** drive in the **Save As** window.
9. Double-click **tsclient**.
10. Double-click the **\\tsclient\C Share** folder or your local folder. For your local folder, you are looking at local drive folders (C:\, D:\, etc.).
    The path to your desktop is **Network** > **tsclient** > **C:** > **Users** > *local username* > Desktop.

    - The "*local username*" will be the Windows username that is currently logged in.

11. Navigate to the folder you created in step 2.

Once the file is deposited on the desktop, the user will be responsible for contacting their vendor to upload the file.