For Document Controllers, when you want to import the Submittal documents to the VDOT Datasource (ProjectWise Explorer) follow the steps below:

Open your project in ProjectWise Explorer and go to the Deliverables Management connection.

Go to the Incoming folder and select the submittal you want to import.

It will take you to the submittal information, click on the documents tab to view all the submittal documents.
Import Documents from Deliverables Management to ProjectWise Explorer
Import Documents from Deliverables Management to ProjectWise Explorer

You will see if the Submittal documents have already been imported from the cloud storage or not. In the case below they have not been imported yet. To import click on the button import.

Once the documents are important you can navigate to the submittal documents by going to Submittal Documents and finding the transmittal number and code. Keep in mind the submittal documents are locked and cannot be modified.
For Document Controllers, when you want to import the Transmittal responses to the VDOT Datasource (ProjectWise Explorer) follow the steps below:

Go to the Outgoing folder and select the transmittal responses you want to import.

Navigate to the responses tab
Import Documents from Deliverables Management to ProjectWise Explorer

Click on Go to folder to access all the transmittal responses

You will now be directed to the folder with all of the response attachments for that transmittal:
Import Documents from Deliverables Management to ProjectWise Explorer