**DAILY LOG REPORT**

BY: LOGISTICS & PROCUREMENT COORDINATOR

DATE: MONDAY, 24TH MARCH 2020

**SCHEDULED TASKS**

1. To follow up with Complete Freight with respect to the TTS Shipment to the UK by Sea Freight.
2. Follow up with vendors for RFQ sent with respect to the Air Freight of Sector Scan Sonar to Canada.
3. Follow up with Mas global for their quote with respect to the Dubai shipment of Hipap 350 USBL.
4. Follow up with FEDEX with respect to the delivery of Equipment ordered land to be delivered by them.

**ACTION TAKEN**

1. **To follow up with Complete Freight with respect to the TTS Shipment to the UK by Sea Freight.**

Did follow up a scheduled with Complete Freight with respect to the TTS shipment to the UK. Spoke with Mr. Ken the operations manager on the status of the shipment. He told me the shipment is still finding its way into the ports as the ports are seriously congested. He couldn’t give a specific date or time that the shipment will get into the port or depart for the UK. He however assured that they are doing all they can to ensure it gets into the port this week land subsequent loading into the vessel for departure to the UK. Attempt to get a proof to show to TT Survey as regards the shipment from Complete Freight proved abortive.

I will continue on daily basis to follow up on this till the equipment leave for the UK.

1. **Follow up with vendors for RFQ sent with respect to the Air Freight of Sector Scan Sonar to Canada.**

Request for Quotes were sent out to 4 vendors with respect to the shipment to Canada. Only 1 vendor responded with a quote while others couldn’t handle for various reasons mainly due to closure of the airports. The quote received was a bit ambiguous. The vendor was asked to revise land revert.

1. **Follow up with Mas global for their quote with respect to the Dubai shipment of Hipap 350 USBL.**

Mas Global Logistics (The Firm handling the clearing of the Solar House inverter batteries) were asked for a quote for air shipment of Hipap 350 USBL equipment to the UAE. They responded by requesting for original documents used in importing the equipment – which I do not have land do not think is required for raising a quote. According to them, they can only raise a quote if and only if they have this document. This position was escalated to the GMFA via mail with the GMO in copy.

1. **Follow up with FEDEX with respect to the delivery of Equipment ordered land to be delivered by them.**

I followed up with the tracking of the ordered equipment being expected to be delivered via FEDEX. It was confirmed that the litem is already in Lagos and expecting delivery. Further following up, as to delivery time, I was duly informed that the item could not be delivered – as the Nigeria Customs Service held on to it to determine the duty payable on the item. Hence reason it wasn’t delivered today. As soon as the duty payable is determined, we’ll be notified accordingly. This position was also forwarded to the GMFA via mail with the GMO in copy.