**DAILY LOG REPORT**

BY: LOGISTICS & PROCUREMENT COORDINATOR

DATE: TUESDAY, 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 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. There was nothing new he had to tell me except asking for more funds which I promptly asked him to direct his queries to accounts. My intention after today is to get the detail of the truck driver from complete freight and try to go and see the actual position of the truck vis-à-vis the container housing the TTS equipment.

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

I continued the follow up with the tracking of the ordered equipment being expected to be delivered via FEDEX. As already known, the equipment is in Lagos but being held by the Nigeria Customs for the determination of the duty payable. The contact person couldn’t be reached for the most part of today as calls to his mobile phone returned unanswered. My plan for tomorrow is to get the detail of the particular place where the equipment is being held so I can visit and see how to sort it out ASAP. The contact phone number on FEDEX website is not connecting so it’s quite difficult to reach them directly officially. Hopefully, the Fedex contact person will be forthcoming when I reach out to him tomorrow morning.