**DAILY LOG REPORT**

BY: LOGISTICS & PROCUREMENT COORDINATOR

DATE: WEDNESDAY, 25TH 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.**

Follow up continued with respect to the TTS Shipment. The Truck vis-à-vis the equipment is yet to get into the ports. Although, they are moving closer to the ports but at snail speed.

Spoke with Mr. Ken on the probable date the equipment will get in and subsequently depart. He couldn’t provide a substantive date or time. He further went to state that Complete Freight requires extra funds to prepare grounds (i.e. do all necessary paperwork/processes) prior to when the vessel gets in so as to avoid further delays. I directed him to speak with accounts in that regard which he told me he has done.

The follow up continues.

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

Eventually spoke with the contact person at FedEx after sending him a message about how urgently the item is needed. He eventually got back to me and made me understand that the duty payable has been determined but and they will be sending a mail to us in that regard but unfortunately we will not be able to get the equipment out due to the closure of NAHCO due to the COVID-19 issue. They eventually sent the mail with all the detail and accounts asked me to confirm which I did and payment was subsequently made. The equipment will be delivered as soon as NAHCO is reopened hopefully in 2 weeks time.